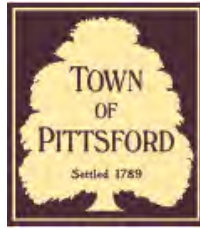


SUPERVISOR
William A. Smith, Jr.



COUNCIL MEMBERS
Kate Bohne Munzinger, Deputy
Supervisor
Kevin Beckford
Cathy Koshykar
Stephanie Townsend

TOWN BOARD AGENDA

Tuesday, January 19, 2021 – 6:00 pm
Meeting by Online Video with Public Access

Page 1 of 2

Call to Order

Pledge of Allegiance

Minutes

Approval of Minutes of Meetings from December 30, 2020 and January 5, 2021

Financial Matters

Public Comment
Vouchers

Operational Matters

Public Comment
Harladay Hots Vending Permit
Contracted Grounds Agreement Extension
Agreement with Pittsford Little League for use of Town Property
Equity Advisory Committee

Personnel Matters

Public Comment
Hiring Resolution

Other Business

Discussion: Land Acknowledgement

Public Comment

Adjournment

Instructions for online viewing and offering comments on attached page 2

How to view the meeting:

1. Zoom

- In your web browser, go to

<https://townofpittsford.zoom.us/j/88247060300?pwd=aXpyUy9KSIZNN3M3YitPR0tnclpmdz09>

You will be connected to the meeting.

2. Telephone

- You can access the meeting by phone. Use any of the numbers below, then enter the meeting ID. The Meeting ID is 882 4706 0300. No password is necessary.

(929) 205-6099	(312) 626-6799
(253) 215-8782	(301) 715-8592
(346) 248-7799	(669) 900-6833

3. Comments

By E-Mail

- Pittsford residents can submit a comment for the meeting by emailing it to comments@townofpittsford.org any time before 2:30pm on the date of the meeting.
- Comments must be accompanied by your name and street address. Comments by e-mail will be read aloud by the Town Clerk.
- To comment by email on anything that takes place at the meeting, use the email address shown prior to 2:30pm on the next meeting date. The Clerk will read such comments from residents aloud at that meeting.

Using Zoom

- For commenting during the meeting, please begin with your name and street address.
- At the points where the Supervisor asks if there are public comments, if you are a Pittsford resident and wish to comment, click “Raise Hand” in the control panel. (Telephone attendees press *9).
- Your comment will be taken in the order received. When you receive a message to “Unmute Now” please do so and make your comment. All comments must begin with the name and street address of the commenter.
- Alternatively, residents who don’t have a microphone or who prefer or need to submit a comment in writing can do so by clicking “Chat” in the controls at the bottom of your Zoom window.
- When called upon, beginning with your name and street address please type your message into the chat window, then press “Enter” to send. The Town Clerk will read your message aloud.

Minutes of the Town Board for December 30, 2020

**DRAFT
TOWN OF PITTSFORD
TOWN BOARD
DECEMBER 30, 2020**

Proceedings of a regular meeting of the Pittsford Town Board held on Wednesday, December 30, 2020 at 10:00 A.M. local time via Zoom.

PRESENT: Supervisor William A. Smith, Jr.; Kevin Beckford, Cathy Koshykar, Katherine B. Munzinger and Stephanie M. Townsend.

ABSENT: None.

ALSO PRESENT: Staff Members: Spencer Bernard, Chief of Staff; Jessie Hollenbeck, Recreation Director; Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert B. Koegel, Town Attorney; and Linda M. Dillon, Town Clerk.

ATTENDANCE: There were approximately seven (7) members of the public in attendance, three (3) additional staff members and an ASL interpreter.

Supervisor Smith called the Town Board meeting to order at 10:00 A.M., and lead participants in the Pledge to the Flag. The Town Clerk noted all members of the Board present.

**LEGAL MATTERS
PUBLIC COMMENTS**

No comments were offered regarding Legal Matters.

REAL ESTATE TAX EXEMPTION – AUTOMATIC RENEWAL FOR 2021 APPROVED

A Resolution that the Town Assessor be directed to grant 2021 renewal exemptions to those Town senior or disabled residents who received exemptions on the 2020 assessment rolls was offered for approval by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

WHEREAS, Real Property Tax Law §§ 459-c and 467 authorize municipalities to partially exempt from taxation real property owned by 1) people with disabilities and limited incomes and 2) people who are 65 years of age or older and with limited incomes; and

WHEREAS, the Town has implemented these state statutory provisions through the adoption of local laws which are codified in Chapter 133, entitled "Taxation," Articles I and VII of the Town Code, and granted partial real estate tax exemptions to qualified owners in accordance with the provisions of the Town Code and state statutory law; and

WHEREAS, New York State Executive Order No. 202.83, issued December 18, 2020, has temporarily suspended or modified subdivisions 7, 7-a, and 8 of section 459-c of the Real Property Tax Law and subdivisions 5, 5-a, 5-b, 5-c, and 6 of section 467 of the Real Property Tax Law so as to authorize the Town Board to adopt a resolution directing the Assessor to grant exemptions on the 2021 assessment roll to all property owners who received such exemptions on the 2020 assessment roll, thereby dispensing with the need for renewal applications from such owners and the requirement for the Assessor to mail renewal applications to such owners; provided, however, that the Town Board may authorize the Assessor to require a renewal application to be filed when he believes an owner who qualified for an exemption on the 2020 assessment roll no longer does so; and

WHEREAS, this Board, having considered the circumstances of the pending COVID-19 pandemic and the hardship of those particularly vulnerable owners seeking to renew their tax exemptions in such a perilous environment, concludes that the automatic renewal of exemptions for the 2021 assessment roll as provided under the terms of this resolution is reasonable, appropriate and in the best interests of the Town;

Minutes of the Town Board for December 30, 2020

NOW, ON MOTION duly made and seconded, it is

RESOLVED, that the Pittsford Town Assessor is directed to grant exemptions pursuant to law on the 2021 assessment roll to all property owners who received such exemptions on the 2020 assessment roll, thereby dispensing with the need for renewal applications from such owners and the requirement for the Assessor to mail renewal applications to such owners; and it is further

RESOLVED, that the Assessor may require a renewal application to be filed when he has reason to believe that an owner who qualified for the exemption on the 2020 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner, or died.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were offered regarding Financial Matters.

GENERAL RESERVE APPROPRIATION FOR 2021 APPROVED

Finance Director Brian Luke reviewed the proposed General Reserve appropriation for 2021. Following some brief discussion and clarification, a Resolution to approve the appropriation of \$450,000.00 from the General Reserve Fund and transferred to the General Fund to offset the cost of capital purchases scheduled for the FY2021 was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that \$450,000.00 be appropriated from the General Reserve Fund and transferred to the General Fund to offset the cost of capital purchases scheduled for the FY2021; and be it further

RESOLVED, that this Resolution is subject to Permissive Referendum.

HIGHWAY IMPROVEMENT CAPITAL RESERVE APPROPRIATION APPROVED

A brief explanation of the recommended Highway Improvement Capital Reserve Appropriation was given by Finance Director, Brian Luke. Thereafter, Councilmember Townsend made a motion to approve this appropriation, seconded by Supervisor Smith, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that \$175,000.00 be appropriated from the Highway Improvement Capital Reserve Fund and transferred to the Part Town Highway Repair Fund per the Adopted 2021 Budget; and be it further

RESOLVED, that this resolution is subject to permissive referendum.

BUDGET TRANSFERS APPROVED

Following clarification and explanation of the proposed transfers by Commissioner of Public Works, Paul Schenkel, a Resolution to approve the recommended budget transfers was offered by Deputy Supervisor Munzinger, seconded by Councilmember Beckford, and voted on by the members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: None

The Resolution was declared carried as follows:

RESOLVED, that the following budget transfers are approved:

That \$150.00 be transferred from 1.1930.4000.1.1 (Judgments & Claims – Expense) to 1.1920.4603.1.1 (Municipal Dues – Assoc. Dues) to cover the increase in Association of Towns annual dues.

That \$18,000.00 be transferred from 1.7110.1009.1.7110 (Parks Seasonal Laborers) to 1.7110.2000.1.7 (Parks Capital Outlay) to finish up remaining Parks projects.

Minutes of the Town Board for December 30, 2020

That \$22,000.00 be transferred from 1.1110.1000.1.12 (Justice Court – Salaries) to 1.9050.8000.1.1 (WT – Unemployment) to cover the costs associated with 2020 unemployment.

That \$5,300.00 be transferred from 2.8020.1000.18.1 (Planning - Salaries) to 2.9060.8000.1.1 (PT – Hospitalization) to cover medical coverages through the end of FY2020.

That \$6,900.00 be transferred 3.7410.1001.1.3 (Library – Salaries) to 3.9050.8000.1.3 (Library – Unemployment) to cover the costs associated with 2020 unemployment.

That \$2,900.00 be transferred from 5.9060.8000.602.4 (Highway PT – Hospitalization) to 5.9050.8000.55.4 (Highway PT – Unemployment) to cover the costs associated with 2020 unemployment.

That \$141,000.00 be transferred from 1.9950.9000.1.1 (WT – Transfer to Capital) to the WT Equipment Capital Reserve.

That \$39,900.00 be transferred from 2.1990.4000.1.1 (PT – Contingency) to 2.9950.9000.1.1 (PT – Transfer to Capital) and that these funds be transferred to the Highway Improvement Capital Reserve Fund.

END OF THE YEAR VOUCHERS APPROVED

A resolution to approve the proposed remaining outstanding vouchers for 2020 was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the remaining outstanding vouchers for 2020, Voucher Nos. 149720 through 149812 in the amount of \$132,427.55 are approved for payment.

Councilmember Townsend thereafter, requested clarification and explanation on the Expense Report and Revenue Control report, and verifying the figures indicated, noting that we targeted very well for 2020 and kept expenses in line, with the exception of Covid-related items.

OPERATIONAL MATTERS

PUBLIC COMMENTS

No comments were offered regarding Operational Matters.

2021 TOWN BOARD MEETING SCHEDULE APPROVED

Following review and a proposed change in the schedule by Councilmember Townsend to move the September date from September 7 to September 8, respecting the Jewish holiday of Roshanah. Additionally, an error was noted, changing the February 1 date to February 2. Thereafter, a motion was offered by Supervisor Smith, seconded by Councilmember, to approve the Town Board meeting schedule with the proposed changes, and voted on by members as follows: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following 2021 Town Board Meeting Schedule is approved as follows:

2021 Town Board Meeting Schedule

January 5
February 2
March 2

January 19
February 16
March 16

Minutes of the Town Board for December 30, 2020

April 6
May 4
June 1
July 6
August 3
September 8
October 5
November 3
December 7

April 20
May 18
June 15
July 20
August 17
September 21
October 19
November 16
December 21

OTHER BUSINESS

Councilmember Beckford requested that the Board discuss at its next meeting a request made by one resident to recite a "Land Acknowledgment" at the beginning of every Town Board meeting.

Councilmember Townsend inquired regarding the demolition of derelict structures on the south end of Mitchell Road. Fire Marshal and Code Enforcement Officer Kelly Cline explained that the structures are slated for demolition, that the pandemic has delayed the contractors and that it may be necessary at this point to obtain updated quotes.

Councilmember Koshykar congratulated Kelly Cline on her election success as a Fire District Commissioner. Deputy Supervisor Munzinger wished Councilmember Beckford a Happy Birthday.

Councilmember Beckford noted that he will not seek re-election in 2021 and described in general terms his own agenda for the year.

Supervisor Smith thanked all the staff and Town Board for rising to the occasion this past year for the unexpected challenges that came before us, thanking all for working to provide our residents the best of services throughout the pandemic. He wished everyone a Happy New Year and assured residents of the Town's continuing focus on providing the services that residents of Pittsford expect and depend upon.

PUBLIC COMMENTS

Annalise Johnson-Smith offered a comment.

As there was no further business, the Supervisor adjourned the meeting at 10:55 A.M.

Respectfully submitted,

Linda M. Dillon, Town Clerk

Minutes of the Town Board for January 5, 2021

**DRAFT
TOWN OF PITTSFORD
TOWN BOARD
JANUARY 5, 2021
ORGANIZATIONAL SESSION**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, January 5, 2021 at 6:00 P.M. local time via Zoom.

PRESENT: Supervisor William A. Smith, Jr.; Councilpersons Kevin S. Beckford, Katherine B. Munzinger and Stephanie M. Townsend.

ABSENT: Cathy Koshykar.

ALSO PRESENT: Staff Members: Joy Brown, Technology Director; Shelley O'Brien, Communications Director; Jessie Hollenbeck, Recreation Director; Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert B. Koegel, Town Attorney; Linda M. Dillon, Town Clerk, and Spencer Bernard, Chief of Staff.

ATTENDANCE: There were thirty-two (32) members of the public in attendance. There was one additional staff members and an interpreter present.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. The Town Clerk noted board members present and Supervisor Smith lead all present in the Pledge to Flag.

MINUTES

PUBLIC COMMENTS

No public comments were offered regarding the Minutes.

MINUTES OF THE DECEMBER 15, 2020 MEETING APPROVED

A Resolution to approve the Minutes of the December 15, 2020 meeting was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that the Meeting Minutes of the December 15, 2020 are approved as written.

LEGAL MATTERS

PUBLIC COMMENTS

No public comments were offered regarding Legal Matters before the Board.

AGREEMENT WITH MRB GROUP, P.C. APPROVED

A Resolution to approve the proposed "Short Form of Agreement between Owner and Engineer for Professional Services" with MRB Group, P.C. was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board authorizes the Town Supervisor to sign the proposed "Short Form of Agreement between Owner and Engineer for Professional Services" with MRB Group, P.C., for consulting engineering services for the year 2021.

Minutes of the Town Board for January 5, 2021

CONSULTING AGREEMENT WITH SWBR APPROVED

A Resolution to approve the proposed Agreement for Code Compliance Services with SWBR was offered by Deputy Supervisor Munzinger, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board approves the proposed 2021 Agreement for Code Compliance Services with SWBR and authorizes the Town Supervisor to sign the Agreement.

COMPLIANCE AND ENGINEERING SERVICES AGREEMENT WITH TYLI APPROVED

A Resolution to approve the proposed Agreement for Code Compliance and Engineering Services with TYLI was offered by Councilmember Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board authorizes the Town Supervisor to sign the proposed Agreement for Code Compliance and Engineering Services with TYLI and authorizes the Town Supervisor to sign the Agreement for the year 2021.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were offered regarding Financial Matters.

TOWN BOARD AUTHORIZATIONS

PETTY CASH FUNDS AUTHORIZATIONS APPROVED

In accordance with the adopted Town policy, the Supervisor read the list of authorizations for the Petty Cash Funds for the various Town departments. Thereafter, a Resolution to approve the authorizations for the Petty Cash Funds was offered by Councilmember Townsend, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

A Resolution was declared carried as follows:

RESOLVED, that Petty Cash Funds be established and are approved in accordance with the adopted policy as follows:

<u>Account</u>	<u>Amount</u>	<u>Custodian</u>
Library	\$500.00	Library Director
Recreation Department	\$230.00	Recreation Director
Senior Citizens	\$ 90.00	Recreation Supervisor – Senior Services
Sewer Districts	\$150.00	Sewer District General Foreman
Town Clerk	\$650.00	Town Clerk
Town Justice	\$150.00	Court Clerk
Public Works	\$100.00	Commissioner of Public Works

VOUCHER APPROVAL AUTHORIZATIONS APPROVED

Deputy Supervisor Munzinger offered a Resolution to approve the proposed staff members to be authorized to approve vouchers, seconded by Supervisor Smith, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The following Resolution was declared carried as follows:

RESOLVED, that the following people be authorized to approve vouchers:

Town Supervisor, Deputy Supervisor, Town Clerk, Director of Finance, Personnel Director, Assessor, Commissioner of Public Works, Library Director, Secretary to Commissioner of Public Works, Historian, Court Clerk, Recreation Director, Recreation Account Clerk, Deputy Commissioner of Public Works, Technology

Minutes of the Town Board for January 5, 2021

Manager, Recreation Supervisor-Senior Services, Communications Director, Animal Control Officer, and Town Attorney.

PAY PERIOD APPROVED

Supervisor Smith offered a Resolution to approve the pay period to be bi-weekly, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The following Resolution was declared carried as follows:

RESOLVED, that the pay period is bi-weekly.

MILEAGE REIMBURSEMENT RATE APPROVED

Councilmember Townsend offered a Resolution to approve the Mileage Reimbursement Rate of \$0.56, as set by the IRS, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The following Resolution was declared carried as follows:

RESOLVED, that the Mileage Reimbursement Rate be set at \$0.56, as established by the IRS, for the year 2021.

HEALTH INSURANCE REIMBURSEMENT RATE APPROVED

Supervisor Smith offered a Resolution to approve the Health Insurance Reimbursement Rate to a maximum of \$4,000 per section 5.4 of the Personnel Rules, seconded by Councilmember Townsend, and voted on by members as follows: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

MEETING SCHEDULE ESTABLISHED AND APPROVED

Supervisor Smith, ratifying and confirming the schedule approved at the previous Town Board meeting, offered a motion to approve the consistent schedule of Town Board meetings to be held in 2021 on the 1st and 3rd Tuesday of each month, with the exceptions as noted on the schedule approved on December 30, 2020, for special dates, holidays and the election. Deputy Supervisor Munzinger seconded the motion, and members voted as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

PER DIEM RATE ESTABLISHED AND APPROVED

A Resolution to establish and approve a Per Diem Rate for meal reimbursement of \$40.00 for meals and incidental expenses was offered by Councilmember Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Per Diem Rate for meal reimbursement be and is hereby established and approved at \$40.00 for meals and incidental expenses.

BANK DEPOSITORY APPROVED

A Resolution to approve the bank depositories, as proposed, was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following banks are approved as depositories for Town funds in 2021:

J.P. Morgan Chase, M&T Bank, and Canandaigua National Bank and Trust

Minutes of the Town Board for January 5, 2021

DESIGNATED NEWSPAPERS APPROVED

A Resolution to approved the proposed designated newspapers for the Town was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Brighton-Pittsford Post (aka The Messenger Post), is designated as the official Town newspaper for 2021, with additional newspapers designated as The Daily Record and the Democrat and Chronicle.

OPERATIONAL MATTERS

PUBLIC COMMENTS

Annalise Johnson Smith commented regarding Operational Matters in support of Diversity Training and an Equity Advisory Board.

DISCUSSION: DIVERSITY TRAINING AND EQUITY ADVISORY BOARD

Councilmember Townsend spoke regarding the communications and progress that she and Town Attorney Robert Koegel have had regarding the topics of Diversity Training and an Equity Advisory Board, indicating that a Resolution is being drafted and should be ready to submit for the next Town Board meeting Agenda for consideration. The proposed Resolution, as previously discussed, would establish an Advisory Board for six months to study, review and make recommendations to the Town Board. This advisory board will consist of two (2) Town Board members – one from each party, three (3) staff members and four (4) residents. Both the Town Attorney and the Supervisor concurred with Councilmember Townsend's report on this topic.

PERSONNEL MATTERS

PUBLIC COMMENTS

No public comments were offered regarding Personnel Matters.

CONFERENCE ATTENDANCE APPROVED

A Resolution to approve the proposed authorizations for attendance at conferences and professional education programs for the year 2021 was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following personnel be and hereby are authorized to attend the regular meetings of their professional organizations, as stated below, during the year 2021:

Linda Dillon, Town Clerk & Receiver of Taxes
Monroe County Town Clerks, Tax Receivers & Collectors Association
New York State Town Clerks Association
New York State Association of Tax Receivers & Collectors

Karen Ward
New York State Tax Receivers and Collectors Association
Monroe County Town Clerks, Tax Receivers & Collectors Association

Paul Schenkel
American Public Works Association – State and Local Branch
Monroe County Highway Superintendents Association
GIS/SIG Regional Committee
Monroe County Stormwater Coalition

James Gagnier
Monroe County Highway Superintendents Association
PERMA – Safety Council for Western Region

Minutes of the Town Board for January 5, 2021

Irondequoit Creek Watershed Collaborative (IWC)
Monroe County Stormwater Coalition (MCSC)

Michelle Debyah

GIS/SIG Regional Committee
NYS GIS Association

Rob Fromberger, Town Engineer

National Society of Professional Engineers – Monroe Chapter
American Society of Civil Engineers
American Public Works Association

Scott Wallman

Monroe County Highway Superintendents Association

Mark Lenzi, Building Inspector

Finger Lakes Building Officials Assoc. (FLBOA) or
Niagara Frontier Building Officials
Monroe County Fire Marshal Association

Allen Reitz, Building Inspector

Finger Lakes Building Officials Association (FLBOA)

Kelly Cline, Fire Marshal

Monroe County Fire Marshal Association
Finger Lakes Building Officials Association (FLBOA)

Town Supervisor, Town Attorney, one Board Member

New York State Association of Towns
(Conference only; no travel)

Stephen Robson, Assessor

Monroe County Assessors' Association
NYS Department of Tax & Finance – Office of Real Property Services
NYS Assessors Association

Brian Luke, Finance Officer

Monroe County Town Finance Officers Association
Government Finance Officers Association – State and Local
FLMHIT Meetings

Cheryl Fleming, Personnel Director

Monroe County Town Finance Officers Association
FLMHIT Meetings
Monroe County HR Meetings
PERMA Annual Conference – Spring/Fall Seminars

Shelley O'Brien, Communication Coordinator

Causeway Community Partners (formally Ad Council of Rochester)
Public Relations Society of America
Association for Women in Communications
National Association of Government Communicators

Jessie Hollenbeck

Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Alison Burchett

Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Minutes of the Town Board for January 5, 2021

Katelyn Disbrow
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society
FLMHIT Wellness Committee

Christine Winter
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Casandra Schrom
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

ASSOCIATION OF TOWNS DELEGATES DESIGNATED

After some discussion regarding the alternate delegate, a Resolution to designate Supervisor Smith as the delegate and Councilmember Beckford as the alternate delegate to represent the Town of Pittsford at the Association of Towns Annual Business Meeting was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Supervisor Bill Smith be designated as the delegate to represent and vote on behalf of the Town of Pittsford at the Annual Business Meeting of the Association of Towns on February 17, 2021 and that Councilmember Beckford, be designated the alternate delegate to represent the Town of Pittsford.

UR (University Of Rochester) MEDICINE EAP (Employee Assistance Program) AGREEMENT APPROVED

Following some brief discussion, and Councilmember Beckford's desire to recuse himself from discussion and voting on this particular item, a Resolution to approve the UR Medicine EAP Agreement as proposed, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Munzinger, Townsend and Smith. Abstain: Beckford. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Supervisor be authorized to execute the biennial UR Medicine EAP Agreement with the University of Rochester Medical Faculty Group and the Department of Psychiatry for the benefits of the UR Medicine EAP.

OTHER BUSINESS

No members of the Board offered any additional comments.

PUBLIC COMMENTS

The following persons offered general comments to the Board:
Margot Fass, Sadie Szrama and Annalise Johnson Smith.

Having no further business to discuss, the Supervisor adjourned the meeting at 6:35 p.m.

Respectfully submitted,

Linda M. Dillon
Town Clerk

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
JANUARY 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
84 LUMBER COMPANY	PJS	149948	0603-609127	MAIL BOX POST	460.00
				VENDOR TOTAL	460.00
ACTION PROTECTIVE GROUP, INC	PJS	149923	TOWPIT2021	ANNUAL BLDG MONITORING SECURITY/PUMP STA	3,054.00
				VENDOR TOTAL	3,054.00
APPLIED INDUSTRIAL TECHNOLOGIES	BWL	149945	7020353820	MINI HOSE CLAMPS	13.37
				VENDOR TOTAL	13.37
ASCAP	BWL	149890	500609948:21	2021 LICENSE	367.00
				VENDOR TOTAL	367.00
AVILA - SMITH	BWL	149900	20201230	ASL INTERPRETER BOARD MEETINGS NOV-DEC	450.00
				VENDOR TOTAL	450.00
BAND PARTS PLUS	PJS	149944	818998	SHOP SUPPLIES	208.16
	PJS	149949	818898	POWER STEERING FLUID	11.16
	PJS	149953	818861	PLOW LIGHTS	53.79
	PJS	149955	818862	414 OIL/AIR FILTERS	70.43
	PJS	149970	819178	STEERING HOSE #454	26.29
				VENDOR TOTAL	369.83
BEAM MACK SALES & SERVICE	PJS	149951	331888R	PARTS 461	234.78
				VENDOR TOTAL	234.78
BEEMAN	JRH	149980	12021/BEEMAN	STEAM POWERED PLAY INSTRUCTOR PAYMENT	95.55

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
JANUARY 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	95.55
BENEFIT RESOURCE, LLC	BWL	149885	600495	DECEMBER FSA ADMIN FEES	141.75
				VENDOR TOTAL	141.75
BONADIO & CO., LLP	BWL	149906	BN255635	FY 2020 AUDIT PROGRESS BILLING	3,000.00
				VENDOR TOTAL	3,000.00
BRIGHTON MOWER SERV., INC	PJS	149935	90758	BLADES, FILTERS	484.50
	PJS	149920	90815	REPAIR SNOWBLOWER	616.72
				VENDOR TOTAL	1,101.22
CASELLA WASTE MANAGEMENT OF N.Y., INC.	PJS	149973	524150	USED OIL DISCHARGE	95.50
				VENDOR TOTAL	95.50
CASTLE BRANCH INC	BWL	149875	0771510-IN	EMPLOYMENT SCREENING	105.00
				VENDOR TOTAL	105.00
CCP INDUSTRIES INC	BWL	149995	IN02671073	PARTS FOR SHOP	974.11
				VENDOR TOTAL	974.11
CDW GOVERNMENT INC.	BWL	149895	6077401	HPE RDX 1TB STORAGE MEDIA	825.00
	BWL	149895	6166802	TRIPP LITE 100PK CAT6 RJ45	32.00
				VENDOR TOTAL	857.00

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
CHASE CARD SERVICES	JB	149833	INV60068657	ZOOM STANDARD BIZ MONTHLY - 12/29/2020-1	239.90
	JB	149873	100305833	BUSHEL SUBSCRIPTION FOR 7 IPADS - YEARLY	168.00
VENDOR TOTAL					407.90
CINTAS CORPORATION #411	PJS	149850	4071616979	RUG & MOP SERVICE	228.58
VENDOR TOTAL					228.58
COLONY HARDWARE CORP.	PJS	149834	078510-2012	FACE SHIELD	75.80
VENDOR TOTAL					75.80
COUNTRYMAN	PJS	149852	123120	MILEAGE REIMBURSEMENT	11.60
VENDOR TOTAL					11.60
CREIGHTON SELF-DEFENSE INC	JRH	149983	12021/CREIGHTON	MARTIAL ARTS INSTRUCTOR PAYMENT	931.40
VENDOR TOTAL					931.40
CROSSROADS HIGHWAY SUPPLY	PJS	149956	20943	RAP-O-RING MANHOLE COVER	35.00
VENDOR TOTAL					35.00
CROWN CASTLE INTERNATIONAL CORP.	JB	149862	B14776	FIBER SERVICE #S120274 - 5611 PITTSFORD	879.97
VENDOR TOTAL					879.97
CYNCON EQUIPMENT INC.	PJS	149974	85158	SIDEWALK PLOW BELT	139.95
VENDOR TOTAL					139.95

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
DEBBIE SUPPLY INC	PJS	149864	649062	FASTENERS	32.68
	PJS	149864	649080	FASTENERS	9.77
	PJS	149946	649171	PAINT	70.43
	PJS	149854	649000	BATTERIES, HOSE	155.88
	PJS	149821	648936		9.18
	PJS	149821	648928		18.94
	PJS	149969	649027	MOUSE TRAPS AND GLUE	43.96
					VENDOR TOTAL
DEL 3750 MONROE AVENUE ASSOCIATES LLC	BWL	149894	010121	JANUARY & FEBRUARY 2021 COURT RENT	17,904.90
					VENDOR TOTAL
DEMOCRAT & CHRONICLE	BWL	149871	DC1187406: FEB	FEBRUARY SUBSCRIPTION	45.00
					VENDOR TOTAL
DIG SAFELY NEW YORK	BWL	149898	20120674	AFTER HOURS EMERGENCY STAKE OUT REQUESTS	144.10
					VENDOR TOTAL
DILLON	LMD	149860	01052021	2021 TIME WARNER TOWN & COUNTY TAX PAYME	2,411.15
	LMD	149865	01062021	2021 TOWN & COUNTY & SEWER DEPT BILLS	3,903.34
					VENDOR TOTAL
EJ USA, INC.	BWL	149963	110200101278	MANHOLE COVERS AND FRAMES	1,113.95
	PJS	149814	69695987	MAN HOLE FRAMES AND COVERS	270.90
					VENDOR TOTAL
ELDERBERRY EXPRESS, INC.	BWL	150007	100	2021 QUARTER 1 CONTRACT PAYMENT	1,875.00
	BWL	150008	100:2020	FY 2020 Q1 PAYMENT DUE TO COVID SHUTDOWN	1,875.00

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	3,750.00
EMERGERNCY POWER SYSTEMS	BWL	149997	61939	INLINE HEATER	1,338.45
				VENDOR TOTAL	1,338.45
EMPIRE TENNIS, LLC	JRH	149984	12021/SPEIRS	INDOOR TENNIS INSTRUCTOR PAYMENT	45.50
				VENDOR TOTAL	45.50
EXCELLUS	BWL	149877	55086-0002:	DENTAL ADMIN FEES: GOV SERVICES	67.05
	BWL	149877	55086-0003:	DENTAL ADMIN FEES: BLDG MAINT	44.70
	BWL	149877	55086-0004:	DENTAL ADMIN FEES: DPW ADMIN	17.88
	BWL	149877	55086-0005:	DENTAL ADMIN FEES: IT	13.41
	BWL	149877	55086-0001:	DENTAL ADMIN FEES: GEN ADMIN	53.64
	BWL	149877	55086-0006:	DENTAL ADMIN FEES: RECREATION	44.70
	BWL	149877	55086-0007:	DENTAL ADMIN FEES: PARKS	58.11
	BWL	149877	55086-0008:	DENTAL ADMIN FEES: P & Z	49.17
	BWL	149877	55086-0009:	DENTAL ADMIN FEES: GIS	4.47
	BWL	149877	55086-0010:	DENTAL ADMIN FEES: LIBRARY	58.11
	BWL	149877	55086-0011:	DENTAL ADMIN FEES: HWY MECHANICS	13.41
	BWL	149877	55086-0012:	DENTAL ADMIN FEES: HWY	281.61
	BWL	149877	55086-0013:	DENTAL ADMIN FEES: PSD	75.99
	BWL	149877	55086-0014:	DENTAL ADMIN FEES: PFD	13.41
				VENDOR TOTAL	795.66
FAIRPORT CHILDREN'S THEATER	JRH	149981	12021/ROCHA	EDWARD ROCHA - THEATER INSTRUCTOR PAYMEN	1,386.00
				VENDOR TOTAL	1,386.00
FIDELITY SECURITY LIFE COMPANY OF NY	BWL	149888	164625945	EYE MED VISION JANUARY PREMIUM	369.17

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	369.17
FINGER LAKES CHEMICALS	PJS	149975	819431	SHOP CHEMICALS	293.67
				VENDOR TOTAL	293.67
FLEET PRIDE	BWL	149961	65409737	ANTI FREEZE	340.00
				VENDOR TOTAL	340.00
FLOWER CITY COMMUNICATIONS INC	PJS	149967	30676	2021 ANNUAL RADIO TRUNKING SERVICES	13,272.00
				VENDOR TOTAL	13,272.00
FRONTIER COMMUNICATIONS	JRH	149926	1122021	SENIORS PHONE SERVICES 12/22/2020-1/21/2	30.18
	JRH	149927	2021112	RECREATION PHONE SERVICES 12/22/2020-1/2	30.18
	BWL	149908	585-100-2618-050219-6:JAN	MONTHLY PHONE PYMT	1,161.61
	PJS	149831	585-248-6202-052517-6	TOWN HALL FIRE SECURITY	250.58
	PJS	149831	585-248-6205-052517-6	HWY FIRE SECURITY	29.99
	PJS	149831	585-586-4739-052517-6	SCC FIRE SECURITY	69.76
	PJS	149830	585-248-3897-052517-6	PSD FIRE SECURITY	30.48
	PJS	149830	585-248-2520-052517-6	PARKS FIRE SECURITY	29.99
	PJS	149851	585-198-6080-060617-6	FIRE & SECURITY PHONE LINES	39.22
	JB	149859	1/01/6430-092614-6	6430 KBP NORTH PHONE SERVICE 1/1/21 - 1/	73.99
	PJS	149839	DEC20248-6235	HWY EMISSIONS]	26.78
	PJS	149839	DEC20-248-6247	FAX	27.41
	PT	149828	122220	DECEMBER 2020 PHONE BILL	22.30
				VENDOR TOTAL	1,822.47
FSI SYSTEMS, INC.	PJS	149832	8919	PUMP STATION MONITORING	119.80
				VENDOR TOTAL	119.80

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
GENERAL CODE PUBLISHERS	JB	149858	GC00112228	ECODE360 ANNUAL MAINTENANCE	1,195.00
				VENDOR TOTAL	1,195.00
GENERAL WELDING AND FABRICATION	PJS	149942	30628	FLOOD LIGHT,PIN CONNECTORS	277.15
				VENDOR TOTAL	277.15
HADLOCK PAINT CO. INC.	PJS	149868	P0109045	PAINT	106.31
	PJS	149934	P0109085	STAIN	42.95
				VENDOR TOTAL	149.26
HANSON	JRH	149988	12021/HANSON	PITTSFORD BALLEET INSTRUCTOR PAYMENT	2,105.80
				VENDOR TOTAL	2,105.80
HARRIS BEACH PLLC	BWL	149941	2412619	OUTSIDE COUNSEL	104.00
				VENDOR TOTAL	104.00
HILLYARD, INC.	PJS	149863	604194533	ICE MELT	408.17
				VENDOR TOTAL	408.17
HOME DEPOT	PJS	149867	5102239	BATTERIES FOR VEHICLE KEY FOBS	27.88
	PJS	149936	7022479	HARDWARE	8.42
	PJS	149936	7022532	HARDWARE	17.10
	PJS	149938	9023590	LUMBER, GLUE	19.06
	PJS	149939	4510583	CLEANING SUPPLIES	70.75
				VENDOR TOTAL	143.21
HORIZON SOLUTIONS LLC	PJS	149819	5276766-00	REPLACEMENT TOP/LIGHT ASS'Y POP POWER PE	162.64

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	162.64
INTERSTATE BATTERY SYSTEM	BWL	150002	343081		503.40
	BWL	150002	343342		2.90
				VENDOR TOTAL	506.30
INTIVITY, INC.	JRH	149925	1693442-0	AFTER SCHOOL	34.66
	JRH	149925	1692919-0	CHILD WATCH	29.45
	BWL	149905	1685058-0	INK	104.97
	BWL	149905	1684330-0	INK	107.98
	JRH	149977	1694102-0	AFTER SCHOOL PROGRAM SUPPLIES	80.46
				VENDOR TOTAL	357.52
IRON MOUNTAIN, INC	LMD	149857	DGGH574	RECORD RETENTION 1/01/2021 - 1/31/2021	663.71
				VENDOR TOTAL	663.71
JESSIE HOLLENBECK - PETTY CASH	JRH	150003	1142021/AVITIVITYBOX#2		5.00
	JRH	150003	1142021/ACTIVITYBOX1		25.00
	JRH	150003	142021/STORYBOOK#1		14.39
	JRH	150003	142021/STORYBOOK#2		14.39
				VENDOR TOTAL	58.78
JOHN CLIFFORD SALES	PJS	149971	964	INSPECTION	21.00
				VENDOR TOTAL	21.00
JOHNSTONE SUPPLY OF CNY	PJS	149918	1099750	HVAC BELTS	30.87

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	30.87
JTD CHEMICAL ENTERPRISES	BWL	149903	7548	DEGREASER	978.45
				VENDOR TOTAL	978.45
KOVALSKY-CARR ELECTRIC SUPPLY CO., INC.	PJS	149815	S1946329.001	LIGHT BULBS	126.00
	PJS	149815	5625092CM	CREDIT MEMO	-124.61
				VENDOR TOTAL	1.39
L.C. WHITFORD EQUIPMENT CO.	BWL	149952	0031166-00	TUB GRINDER PARTS	109.00
				VENDOR TOTAL	109.00
LAKESIDE TOOL, INC.	PJS	149954	317546	WRENCH	20.95
				VENDOR TOTAL	20.95
LANDPRO EQUIPMENT, LLC	PJS	149866	1785590	PARTS FOR JD LOADER AND MOWER	321.35
				VENDOR TOTAL	321.35
LEWIS GENERAL TIRES, INC.	BWL	149964	129216	TIRES 332-2	830.08
	BWL	150009	129809	338-1 INSPECTION & TIRES	169.15
				VENDOR TOTAL	999.23
LOWES CREDIT SERVICES	PJS	149869	11858	PAINT ROLLERS / PUTTY	48.28
	PJS	149968	2942794	CONFERENCE ROOM SHELVING	405.29

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	453.57
LUKE	BWL	149907	101620	EXPENSE REIMBURSEMENT - MILEAGE	8.80
				VENDOR TOTAL	8.80
M R B GROUP	BWL	149872	37216	BRIDLERIDGE SECTION 2 ENGINEER FEES	525.00
	BWL	149872	36811	BRIDLERIDGE SECTION 2 ENGINEER FEES	5,364.40
				VENDOR TOTAL	5,889.40
MAGGIO	JRH	149993	12021/MAGGIO	TRACY MAGGIO INSTRUCTOR PAYMENT	60.06
				VENDOR TOTAL	60.06
MARKERTEK	BWL	149996	1540329	DIGITAL DEVICE WIPES	366.83
				VENDOR TOTAL	366.83
MATTHEWS & FIELDS LUMBER COMPANY INC.	BWL	149899	177156	6X6'S	97.18
				VENDOR TOTAL	97.18
MAYNARD'S ELECTRIC SUPPLY	BWL	149847	4510110	WREN FIELD LIGHTS	193.15
				VENDOR TOTAL	193.15
MCCARTHYPATRICK	BWL	149904	123120	STONE WALL	8,500.00
				VENDOR TOTAL	8,500.00
MCVEAN	JRH	149979	12021/MCVEAN	DEB MCVEAN INSTRUCTOR PAYMENT	332.64

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	332.64
MESSENGER POST NEWSPAPERS	BWL	149835	93957	LEGAL NOTICE - ZONING BOARD PUBLIC HEARI	122.11
				VENDOR TOTAL	122.11
MITCHELL1	PJS	149976	IB25352626	JANUARY BILLING	394.00
				VENDOR TOTAL	394.00
MOFFETT TURF EQUIPMENT, INC.	BWL	149902	01-290765	VENTRAC PARTS	314.31
				VENDOR TOTAL	314.31
MONROE CO ASSOC. OF TOWN CLERKS & TAX RECEIVERS	LMD	149892	01112021	MONROE COUNTY TOWN CLERKS, TAX RECEIVERS	100.00
				VENDOR TOTAL	100.00
MONROE COUNTY ASSESSORS' ASSOCIATION	BWL	149886	010221	2021 ASSOCIATION DUES	35.00
				VENDOR TOTAL	35.00
MONROE COUNTY DEPARTMENT OF PLANNING & DEVELOPMENT	PJS	149820	1822	VACTOR SPOILS	1,068.00
				VENDOR TOTAL	1,068.00
MONROE COUNTY WATER	BWL	149911	391992	LIBRARY	100.00
	BWL	149911	391802	KINGS BEND PARK	160.00
	BWL	149911	390376	PARKS	100.00
	BWL	149911	390456	SCC	100.00
	BWL	149911	390513	HIGHWAY	100.00

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	560.00
MONROE TRACTOR & IMPLEMENT CO., INC.	PJS	149947	P75031	LIGHTS	265.93
				VENDOR TOTAL	265.93
MURPHY ROBES	PT	149827	121620	2 JUDICIAL ROBES & 1 BAG	516.44
				VENDOR TOTAL	516.44
MURRAY	JRH	149992	12021/MURRAY	PRE-SCHOOL ADVENTURES INSTRUCTOR PAYMENT	56.00
				VENDOR TOTAL	56.00
MUTUAL OF OMAHA	BWL	149874	001151611149	LIFE & DISABILITY INSURANCE JAN. PREMIU	3,014.03
				VENDOR TOTAL	3,014.03
MUTUAL OF OMAHA THE MAXON COMPANY	BWL	149966	GMNY6X007O51-0001:Q4	NY DISABILITY 4TH QUARTER 2020 PREMIUM	1,904.17
				VENDOR TOTAL	1,904.17
MVP HEALTH CARE	BWL	149878	14547112: JAN	JANUARY HEALTH CARE BILL	145,375.13
	BWL	149879	14544099:JAN	MVP CARVE-OUT PREMIUM FOR JANUARY	6,800.52
	BWL	149880	14543885: JAN	MVP GOLD PREMIUM - JANUARY	27,178.96
				VENDOR TOTAL	179,354.61
NALLY	JRH	149986	12021/NALLY	BASKET-BALL INSTRUCTOR PAYMENT	376.53
	JRH	149849	122020/NALLY	BASKETBALL INSTRUCTOR PAYMENT	84.00

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	460.53
NOCO ENERGY CORP.	BWL	149957	SP11980791		337.90
	BWL	149957	SP11985455		191.97
	BWL	149957	SP11973769		346.79
	PJS	149853	SP11976071	FUEL	226.67
				VENDOR TOTAL	1,103.33
NORTHERN NURSERIES, INC.	PJS	149824	15803	PLOW STAKES	57.00
				VENDOR TOTAL	57.00
NORTHERN SUPPLY INC	PJS	149855	090422	6T-POST FOR SNOW FENCE	937.50
				VENDOR TOTAL	937.50
NYS ASSESSOR'S ASSOCIATION	BWL	149887	112320	2021 ASSOCIATION DUES	175.00
				VENDOR TOTAL	175.00
NYS GOVERNMENT FINANCE OFFICIERS ASSOCIATION	BWL	149870	INV_36006	NYGFOA ANNUAL MEMBERSHIP	180.00
				VENDOR TOTAL	180.00
OCCUPATIONAL & ENVIRONMENTAL MEDICINE	BWL	149883	00023131-00	SEWER DRUG SCREEN	130.00
				VENDOR TOTAL	130.00
PAMELA THURBER PETTY CASH	PT	149826	121420	CERT RR SMALL CLAIMS MAILING	6.95

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	6.95
PAYCHEX, INC.	BWL	149882	2020122400	DECEMBER PAYROLL PROCESSING	4,000.52
	BWL	149893	964801	ONBOARDING SERVICES JANUARY 2021	100.00
	BWL	150005	1003053	PAYROLL TIME & ATTENDANCE SERVICES JANUA	100.00
	BWL	150006	9625833		285.80
	BWL	150006	10962284		75.00
				VENDOR TOTAL	4,561.32
PAZRAL	JRH	149982	12021/PAZRAL	PILATES INSTRUCTOR PAYMENT	162.16
				VENDOR TOTAL	162.16
PERMA	BWL	149881	46626	2021 WORKER COMP INS PREMIUM	294,499.00
				VENDOR TOTAL	294,499.00
PITTSFORD CENTRAL SCHOOLS	JRH	149924	2625-21A	SENIORS GASOLINE DECEMBER 2020	28.06
	PJS	149940	2627-21A	HIGHWAY FUEL	5,256.87
	BWL	149932	2629-21A	SEWER GAS & DIESEL DECEMBER	839.52
	BWL	149933	2628-21A	PARKS DIESEL & GAS DECEMBER	774.86
	PJS	149994	2630-21A	DPW MONTHLY FUEL CHARGES	362.85
				VENDOR TOTAL	7,262.16
PITTSFORD CHAMBER OF COMMERCE	BWL	149889	PCC-2021	2021 ASSOCIATION DUES	250.00
				VENDOR TOTAL	250.00
PITTSFORD YOUTH SERVICES INCORPORATED	BWL	149917	3090	JANUARY CONTRACT PAYMENT	5,083.00

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	5,083.00
PLUG & PAY TECHNOLOGIES	JRH	149856	2021010218543227295	PITTSCHILD	15.00
	JRH	149856	2021010218543227297	PITTSWEB	15.45
	JRH	149856	2021010218543227296	PITTSREC	15.00
				VENDOR TOTAL	45.45
REDDICK	BWL	149901	110320	EXPENSE REIMBURSEMENT - MILEAGE	8.80
				VENDOR TOTAL	8.80
ROCHESTER FENCING CLUB	JRH	149991	12021/FENCING	ROCHESTER FIT KIDS INSTRUCTOR PAYMENT	18.20
				VENDOR TOTAL	18.20
ROCHESTER GAS & ELECTRIC	BWL	149909	12309147994	BARKER RD PARK ELECTRIC	268.70
	BWL	149910	12509157252	WILLARD RD PARK ELECTRIC	264.57
	PJS	149829	17900201508	ELECT & GAS - TOWN WIDE	9,707.51
	PJS	149848	12509143960	ELECT & GAS - TOWN WIDE	166.19
	BWL	150010	0188930221000001	GAS LIGHTS JANUARY	64.19
				VENDOR TOTAL	10,471.16
SAFETY - KLEEN CORP.	BWL	149962	84847486	OIL FILTER BIN SERVICE	431.80
				VENDOR TOTAL	431.80
SESAC, LLC	JRH	149929	10468107	SESAC PERFORMANCE LICENSE JAN-DEC 2021	965.00
				VENDOR TOTAL	965.00
SEYREK SEALERS LLC	PJS	149937	PITTSTOWNDEC	DISPOSAL SERVICE	1,718.55

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
SEYREK SEALERS LLC	BWL	149998	PITTSFORD DECEMBER	MONTHLY REFUSE DISTRICTS	8,017.35
				VENDOR TOTAL	9,735.90
SHEARER	JRH	149989	12021/SHEARER	INTRO TO PICKLBALL INSTRUCTOR PAYMENT	42.00
				VENDOR TOTAL	42.00
SHERWIN-WILLIAMS	PJS	149822	0959-6	PAINT FOR SCC	25.57
				VENDOR TOTAL	25.57
SOFTWARE HOUSE INTERNATIONAL, INC.	JB	149928	B12857940	KNOWBE4 SECURITY AWARENESS TRAINING SUBS	1,570.00
				VENDOR TOTAL	1,570.00
STAPLES	BWL	149896	3465925915		48.43
	BWL	149896	3465925917		9.52
	BWL	149897	3465925913	GENERAL OFFICE SUPPLIES	74.41
				VENDOR TOTAL	132.36
STATE COMPTROLLER	BWL	149884	2636690-2020-10-01	OCTOBER COURT FEES	4,326.50
	BWL	149876	2636690-2020-11-01	NOVEMBER 2020 COURT FEES	4,819.50
				VENDOR TOTAL	9,146.00
STREET SKILLS, LLC	JRH	149987	12021/DELVECCHIO	5 HOUR COURSE INSTRUCTOR PAYMENT	210.00
				VENDOR TOTAL	210.00
STRONG EAP	BWL	149891	TOP0121	EAP SERVICES JANUARY 2021	175.31

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	175.31
TELLMORR INTERNATIONAL TRANSLATION SERVICES, LLC	PHD	149960	2926	HEARING IMPAIRED INTERPRETER FROM 12/17/	85.00
				VENDOR TOTAL	85.00
TOSHIBA BUSINESS SOLUTIONS	PJS	149919	5432955	PSD MONTHLY COPIER MAINTENANCE - JANUARY	9.65
	BWL	150004	5433023	LIBRARY COPIER	15.52
	PJS	149972	5433267	HIGHWAY COPIER	35.44
	PJS	149972	5433261	HIGHWAY COPIER	5.09
				VENDOR TOTAL	65.70
TRACEY ROAD EQUIPMENT	PJS	149943	X105061260:01	BRAKE CHAMBERS	160.00
				VENDOR TOTAL	160.00
VAN BORTEL FORD	PJS	149958	361026	418 THROTTLE BODY	179.43
				VENDOR TOTAL	179.43
VERIZON WIRELESS	PJS	149818	9868832346	MONTHLY CELL PHONE CHARGES	455.62
				VENDOR TOTAL	455.62
VICTOR POWER EQUIPMENT	BWL	149959	286995	BATTERY SAW CHAIN	179.99
	PJS	149825	285909	ROLLER KEY	7.72
	PJS	149921	287149	LINE TRIMMER PARTS	65.68
				VENDOR TOTAL	253.39
VP SUPPLY CORP.	PJS	149813	4499893	CONDUIT	10.46
	BWL	149999	4494472	COMBUSTION BLOWER	563.08

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
JANUARY 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
VP SUPPLY CORP.	BWL	150000	4504210		113.85
	BWL	150000	4504211		72.35
	BWL	150001	4494780	CONDUIT SUPPLIES FOR SOLAR KBP	238.95
	PJS	149823	4493502	BULBS FOR KINGS BEND	108.16
VENDOR TOTAL					1,106.85
W. B. MASON CO., LLC	BWL	149816	216446132	GENERAL OFFICE SUPPLIES	39.44
	VENDOR TOTAL				
W. W. GRAINGER, INC.	BWL	149950	9757764916	12 BREAKAWAYS	715.40
	PJS	149846	9751366155	MOUNTING BASE FOR NEW HVAC MOTOR	16.18
VENDOR TOTAL					731.58
WAGSTAFF	JRH	149985	12021/WAGSTAFF	INDOOR JUNIOR TENNIS INSTRUCTOR PAYMENT	462.00
	VENDOR TOTAL				
WARD	PJS	149845	12302020	COURIER MILEAGE REIMBURSEMENT	10.12
	VENDOR TOTAL				
WARREN	JRH	149990	12021/WARREN	ICE SKATING INSTRUCTOR PAYMENT	455.00
	VENDOR TOTAL				
WEGMANS FOOD MARKETS INC	JRH	149930	006102010101	RECREATION WEGMANS DECEMBER 2020	98.37
	JRH	149931	3821420210101	SENIORS WEGMANS DECEMBER 2020	258.48
VENDOR TOTAL					356.85
WERNER	JRH	149978	12021/WERNER	PRIVATE PIANO LESSONS INSTRUCTOR PAYMENT	291.06

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
JANUARY 2021

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	291.06
WEST FIRE SYSTEMS, INC.	PJS	149861	65363	LIBRARY PANEL SERVICE	135.00
				VENDOR TOTAL	135.00
WEST GROUP	BWL	149965	843586456	WEST LAW SUBSCRIPTION DECEMBER	281.40
				VENDOR TOTAL	281.40
WILLIAMSON LAW BOOK	BWL	149817	184721	TOWN BOARD MINUTE BOOKS WITH PAGES FOR 2	257.81
				VENDOR TOTAL	257.81
				REPORT TOTAL	629,087.97

END OF REPORT

TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0001	GENERAL FUND							
Item 1001	REAL PROPERTY TAXES	0.00	6,468,761.00	6,468,761.00	6,468,761.00	0.00	6,468,761.00	0.00
Item 1081	OTHER PYMT IN LIEU OF TAXES	0.00	12,286.00	12,286.00	12,286.00	0.00	12,286.00	0.00
Item 1090	INTEREST & PENALTY ON PROP TAX	0.00	135,000.00	135,000.00	135,000.00	0.00	135,000.00	0.00
Item 1170	FRANCHISES	0.00	415,000.00	415,000.00	415,000.00	0.00	415,000.00	0.00
Item 1232	TAX COLLECTOR FEES	0.00	2,800.00	2,800.00	2,800.00	0.00	2,800.00	0.00
Item 1255	CLERK FEES	0.00	3,500.00	3,500.00	3,500.00	0.00	3,500.00	0.00
Item 1550	DOG WARDEN FEES	0.00	900.00	900.00	900.00	0.00	900.00	0.00
Item 2001	CULTURE & RECREATION FEES	(1,807.27)	803,007.27	801,200.00	801,200.00	(1,807.27)	803,007.27	(0.23)
Item 2210	GENERAL SERVICES - OTHER GOV'T	0.00	41,958.00	41,958.00	41,958.00	0.00	41,958.00	0.00
Item 2228	GIS CHARGES, OTHER GOV'T	0.00	13,841.00	13,841.00	13,841.00	0.00	13,841.00	0.00
Item 2350	YOUTH SER/OTHER GOV'T.	0.00	6,500.00	6,500.00	6,500.00	0.00	6,500.00	0.00
Item 2351	PROGRAMS FOR AGING - OTHER GOV'T	0.00	36,800.00	36,800.00	36,800.00	0.00	36,800.00	0.00
Item 2401	INTEREST & EARNINGS	0.00	30,000.00	30,000.00	30,000.00	0.00	30,000.00	0.00
Item 2410	RENTAL OF LAND	0.00	127,695.00	127,695.00	127,695.00	0.00	127,695.00	0.00
Item 2411	FIELD USE FEES	0.00	7,200.00	7,200.00	7,200.00	0.00	7,200.00	0.00
Item 2450	COMMISSIONS	12.88	487.12	500.00	500.00	12.88	487.12	2.58
Item 2544	DOG LICENSES	0.00	17,000.00	17,000.00	17,000.00	0.00	17,000.00	0.00
Item 2560	STREET OPENING PERMITS	1,600.00	800.00	2,400.00	2,400.00	1,600.00	800.00	66.67
Item 2590	PERMITS	0.00	8,000.00	8,000.00	8,000.00	0.00	8,000.00	0.00
Item 2610	FINES & FORFEITED BAIL	0.00	55,000.00	55,000.00	55,000.00	0.00	55,000.00	0.00
Item 2701	REFUND OF PRIOR YEAR EXP.	711.26	(711.26)	0.00	0.00	711.26	(711.26)	100.00
Item 2705	GIFTS & DONATIONS	250.00	22,850.00	23,100.00	23,100.00	250.00	22,850.00	1.08
Item 2750	AIM - RELATED PAYMENTS	0.00	108,081.00	108,081.00	108,081.00	0.00	108,081.00	0.00
Item 2770	OTHER UNCLASSIFIED REVENUES	178.00	21,439.00	21,617.00	21,617.00	178.00	21,439.00	0.82
Item 2801	INTERFUND REVENUES	0.00	24,000.00	24,000.00	24,000.00	0.00	24,000.00	0.00
Item 3005	MORTGAGE TAX	0.00	975,000.00	975,000.00	975,000.00	0.00	975,000.00	0.00
Item 5031	INTERFUND TRANSFERS	0.00	450,000.00	450,000.00	450,000.00	0.00	450,000.00	0.00
Item 5999	APPROP FD BALANCE	0.00	1,556,436.00	1,556,436.00	1,556,436.00	0.00	1,556,436.00	0.00
Total Fund 0001	GENERAL FUND	944.87	11,343,630.13	11,344,575.00	11,344,575.00	944.87	11,343,630.13	0.01

TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0002	PART TOWN FUND							
Item 1120	SALES TAX	0.00	941,807.00	941,807.00	941,807.00	0.00	941,807.00	0.00
Item 1560	SAFETY INSPECTION FEES	0.00	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.00
Item 1570	DEMOLITION PERMITS	0.00	750.00	750.00	750.00	0.00	750.00	0.00
Item 2110	ZONING FEES	0.00	2,500.00	2,500.00	2,500.00	0.00	2,500.00	0.00
Item 2115	PLANNING BOARD FEES	0.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	0.00
Item 2401	INTEREST & EARNINGS	0.00	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.00
Item 2545	LICENSES, OTHER	0.00	3,000.00	3,000.00	3,000.00	0.00	3,000.00	0.00
Item 2550	PERMITS - CERT. OF OCCUPANCY	0.00	3,000.00	3,000.00	3,000.00	0.00	3,000.00	0.00
Item 2555	BUILDING & ALTERATION PERMITS	0.00	90,500.00	90,500.00	90,500.00	0.00	90,500.00	0.00
Item 2590	PERMITS	0.00	3,000.00	3,000.00	3,000.00	0.00	3,000.00	0.00
Item 2591	FIRE ALARM PERMITS	0.00	1,200.00	1,200.00	1,200.00	0.00	1,200.00	0.00
Item 5999	APPROP FD BALANCE	0.00	321,048.00	321,048.00	321,048.00	0.00	321,048.00	0.00
Total Fund 0002	PART TOWN FUND	0.00	1,386,805.00	1,386,805.00	1,386,805.00	0.00	1,386,805.00	0.00

Date Prepared: 01/15/2021 09:24 AM

Report Date: 01/15/2021

Account Table: FUND 1-5

Alt. Sort Table:

TOWN OF PITTSFORD

Revenue Control Report

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Prepared By: BRIAN

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0003	LIBRARY FUND							
Item 1001	REAL PROPERTY TAXES	0.00	1,394,379.00	1,394,379.00	1,394,379.00	0.00	1,394,379.00	0.00
Item 2081	COLLECTION FEES	0.00	900.00	900.00	900.00	0.00	900.00	0.00
Item 2082	LIBRARY FINES	0.00	50,000.00	50,000.00	50,000.00	0.00	50,000.00	0.00
Item 2083	PRINTING REVENUE	0.00	6,500.00	6,500.00	6,500.00	0.00	6,500.00	0.00
Item 2401	INTEREST & EARNINGS	0.00	9,000.00	9,000.00	9,000.00	0.00	9,000.00	0.00
Item 5999	APPROP FD BALANCE	0.00	120,000.00	120,000.00	120,000.00	0.00	120,000.00	0.00
Total Fund 0003	LIBRARY FUND	0.00	1,580,779.00	1,580,779.00	1,580,779.00	0.00	1,580,779.00	0.00

Date Prepared: 01/15/2021 09:24 AM

Report Date: 01/15/2021

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TOWN OF PITTSFORD

Revenue Control Report

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Prepared By: BRIAN

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0004	HIGHWAY WHOLE TOWN FUND							
Item 1001	REAL PROPERTY TAXES	0.00	1,835,269.00	1,835,269.00	1,835,269.00	0.00	1,835,269.00	0.00
Item 2300	SERVICE - OTHER GOV'T.	0.00	507,805.00	507,805.00	507,805.00	0.00	507,805.00	0.00
Item 2401	INTEREST & EARNINGS	0.00	16,500.00	16,500.00	16,500.00	0.00	16,500.00	0.00
Item 2650	SALE OF SCRAP & EXCESS	4,098.40	(2,598.40)	1,500.00	1,500.00	4,098.40	(2,598.40)	273.23
Item 5999	APPROP FD BALANCE	0.00	425,000.00	425,000.00	425,000.00	0.00	425,000.00	0.00
Total Fund 0004	HIGHWAY WHOLE TOWN FUND	4,098.40	2,781,975.60	2,786,074.00	2,786,074.00	4,098.40	2,781,975.60	0.15

Date Prepared: 01/15/2021 09:24 AM

Report Date: 01/15/2021

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TOWN OF PITTSFORD

Revenue Control Report

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Prepared By: BRIAN

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0005	HIGHWAY PART TOWN FUND							
Item 1001	REAL PROPERTY TAXES	0.00	514,477.00	514,477.00	514,477.00	0.00	514,477.00	0.00
Item 1120	SALES TAX	0.00	2,458,000.00	2,458,000.00	2,458,000.00	0.00	2,458,000.00	0.00
Item 2300	SERVICE - OTHER GOV'T.	0.00	4,000.00	4,000.00	4,000.00	0.00	4,000.00	0.00
Item 2401	INTEREST & EARNINGS	0.00	12,500.00	12,500.00	12,500.00	0.00	12,500.00	0.00
Item 3501	CHIPS PROGRAM	0.00	171,324.00	171,324.00	171,324.00	0.00	171,324.00	0.00
Item 5031	INTERFUND TRANSFERS	0.00	175,000.00	175,000.00	175,000.00	0.00	175,000.00	0.00
Item 5999	APPROP FD BALANCE	0.00	575,000.00	575,000.00	575,000.00	0.00	575,000.00	0.00
Total Fund 0005	HIGHWAY PART TOWN FUND	0.00	3,910,301.00	3,910,301.00	3,910,301.00	0.00	3,910,301.00	0.00
Grand Total		5,043.27	21,003,490.73	21,008,534.00	21,008,534.00	5,043.27	21,003,490.73	0.02

NOTE: One or more accounts may not be printed due to Account Table restrictions.

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0001	GENERAL FUND								
Dept 1010	TOWN BOARD								
0001	PERSONAL SERVICES	3,926.92	102,100.00	102,100.00	3,926.92	98,173.08	0.00	98,173.08	3.85
0004	CONTRACTUAL & MISC. EXPENSE	0.00	6,050.00	6,050.00	0.00	6,050.00	0.00	6,050.00	0.00
Total Dept 1010	TOWN BOARD	3,926.92	108,150.00	108,150.00	3,926.92	104,223.08	0.00	104,223.08	3.63
Dept 1110	TOWN JUSTICES								
0001	PERSONAL SERVICES	3,602.12	254,229.00	254,229.00	3,602.12	250,626.88	0.00	250,626.88	1.42
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	18,021.93	142,523.00	142,523.00	18,021.93	124,501.07	0.00	124,501.07	12.64
Total Dept 1110	TOWN JUSTICES	21,624.05	397,252.00	397,252.00	21,624.05	375,627.95	0.00	375,627.95	5.44
Dept 1220	TOWN SUPERVISOR								
0001	PERSONAL SERVICES	5,446.17	188,122.00	188,122.00	5,446.17	182,675.83	0.00	182,675.83	2.90
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	55.69	3,880.00	3,880.00	55.69	3,824.31	11.28	3,813.03	1.44
Total Dept 1220	TOWN SUPERVISOR	5,501.86	192,502.00	192,502.00	5,501.86	187,000.14	11.28	186,988.86	2.86
Dept 1230	COMMUNITY SERVICE								
0001	PERSONAL SERVICES	369.04	95,950.00	95,950.00	369.04	95,580.96	0.00	95,580.96	0.38
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	0.00	26,338.00	36,338.00	0.00	36,338.00	10,000.00	26,338.00	0.00
Total Dept 1230	COMMUNITY SERVICE	369.04	122,788.00	132,788.00	369.04	132,418.96	10,000.00	122,418.96	0.28
Dept 1310	DIRECTOR OF FINANCE								
0001	PERSONAL SERVICES	311.54	100,186.00	100,186.00	311.54	99,874.46	0.00	99,874.46	0.31
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	185.40	2,836.00	3,006.00	185.40	2,820.60	170.00	2,650.60	6.17
Total Dept 1310	DIRECTOR OF FINANCE	496.94	103,522.00	103,692.00	496.94	103,195.06	170.00	103,025.06	0.48
Dept 1320	INDEPENDENT AUDIT								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	33,325.00	33,325.00	0.00	33,325.00	0.00	33,325.00	0.00
Total Dept 1320	INDEPENDENT AUDIT	0.00	33,325.00	33,325.00	0.00	33,325.00	0.00	33,325.00	0.00
Dept 1330	TAX COLLECTION								
0001	PERSONAL SERVICES	172.19	44,846.00	44,846.00	172.19	44,673.81	0.00	44,673.81	0.38
0004	CONTRACTUAL & MISC. EXPENSE	15.92	8,350.00	8,350.00	15.92	8,334.08	0.00	8,334.08	0.19
Total Dept 1330	TAX COLLECTION	188.11	53,196.00	53,196.00	188.11	53,007.89	0.00	53,007.89	0.35

TOWN OF PITTSFORD

Expense Control Report

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		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0001	GENERAL FUND								
Dept 1355	ASSESSOR								
0001	PERSONAL SERVICES	563.85	192,784.00	192,784.00	563.85	192,220.15	0.00	192,220.15	0.29
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	243.29	8,539.00	8,689.00	243.29	8,445.71	150.00	8,295.71	2.80
Total Dept 1355	ASSESSOR	807.14	201,823.00	201,973.00	807.14	201,165.86	150.00	201,015.86	0.40
Dept 1375	CREDIT CARD FEES								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	30,000.00	30,000.00	0.00	30,000.00	0.00	30,000.00	0.00
Total Dept 1375	CREDIT CARD FEES	0.00	30,000.00	30,000.00	0.00	30,000.00	0.00	30,000.00	0.00
Dept 1410	TOWN CLERK								
0001	PERSONAL SERVICES	662.42	186,251.00	186,251.00	662.42	185,588.58	0.00	185,588.58	0.36
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	300.00	300.00	0.00	300.00	0.00	300.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	123.42	8,250.00	8,250.00	123.42	8,126.58	0.00	8,126.58	1.50
Total Dept 1410	TOWN CLERK	785.84	194,801.00	194,801.00	785.84	194,015.16	0.00	194,015.16	0.40
Dept 1420	ATTORNEY								
0001	PERSONAL SERVICES	1,732.54	45,046.00	45,046.00	1,732.54	43,313.46	0.00	43,313.46	3.85
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	250.00	250.00	0.00	250.00	0.00	250.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	5.31	17,150.00	19,552.00	5.31	19,546.69	2,402.00	17,144.69	0.03
Total Dept 1420	ATTORNEY	1,737.85	62,446.00	64,848.00	1,737.85	63,110.15	2,402.00	60,708.15	2.68
Dept 1430	PERSONNEL								
0001	PERSONAL SERVICES	384.17	104,043.00	104,043.00	384.17	103,658.83	0.00	103,658.83	0.37
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	600.00	600.00	0.00	600.00	0.00	600.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	567.74	120,392.00	120,392.00	567.74	119,824.26	0.00	119,824.26	0.47
Total Dept 1430	PERSONNEL	951.91	225,035.00	225,035.00	951.91	224,083.09	0.00	224,083.09	0.42
Dept 1440	ENGINEERING								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	25,000.00	25,000.00	0.00	25,000.00	0.00	25,000.00	0.00
Total Dept 1440	ENGINEERING	0.00	25,000.00	25,000.00	0.00	25,000.00	0.00	25,000.00	0.00
Dept 1450	ELECTIONS								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	42,058.00	42,058.00	0.00	42,058.00	0.00	42,058.00	0.00
Total Dept 1450	ELECTIONS	0.00	42,058.00	42,058.00	0.00	42,058.00	0.00	42,058.00	0.00
Dept 1460	RECORDS MANAGEMENT								
0004	CONTRACTUAL & MISC.	0.00	1,000.00	1,000.00	0.00	1,000.00	165.06	834.94	0.00

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0001	GENERAL FUND								
Dept 1460	RECORDS MANAGEMENT EXPENSE								
Total Dept 1460	RECORDS MANAGEMENT	0.00	1,000.00	1,000.00	0.00	1,000.00	165.06	834.94	0.00
Dept 1490	PUBLIC WORKS								
0001	PERSONAL SERVICES	819.28	223,850.00	223,850.00	819.28	223,030.72	0.00	223,030.72	0.37
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	2,150.00	2,150.00	0.00	2,150.00	0.00	2,150.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	43.75	19,360.00	20,210.00	43.75	20,166.25	850.00	19,316.25	0.22
Total Dept 1490	PUBLIC WORKS	863.03	245,360.00	246,210.00	863.03	245,346.97	850.00	244,496.97	0.35
Dept 1620	BUILDING								
0001	PERSONAL SERVICES	28.30	4,755.00	4,755.00	28.30	4,726.70	0.00	4,726.70	0.60
0004	CONTRACTUAL & MISC. EXPENSE	698.32	269,351.00	269,621.11	698.32	268,922.79	1,271.35	267,651.44	0.26
Total Dept 1620	BUILDING	726.62	274,106.00	274,376.11	726.62	273,649.49	1,271.35	272,378.14	0.26
Dept 1670	CENTRAL MAILING								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	71,700.00	71,700.00	0.00	71,700.00	0.00	71,700.00	0.00
Total Dept 1670	CENTRAL MAILING	0.00	71,700.00	71,700.00	0.00	71,700.00	0.00	71,700.00	0.00
Dept 1680	DATA PROCESSING								
0001	PERSONAL SERVICES	677.74	178,520.00	178,520.00	677.74	177,842.26	0.00	177,842.26	0.38
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	2,500.00	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	4,310.22	132,520.00	166,129.00	4,310.22	161,818.78	31,664.24	130,154.54	2.59
Total Dept 1680	DATA PROCESSING	4,987.96	313,540.00	347,149.00	4,987.96	342,161.04	31,664.24	310,496.80	1.44
Dept 1910	UNALLOCATED INSURANCE								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	195,000.00	195,000.00	0.00	195,000.00	0.00	195,000.00	0.00
Total Dept 1910	UNALLOCATED INSURANCE	0.00	195,000.00	195,000.00	0.00	195,000.00	0.00	195,000.00	0.00
Dept 1920	MUNICIPAL ASSOCIATION DUES								
0004	CONTRACTUAL & MISC. EXPENSE	250.00	1,900.00	1,900.00	250.00	1,650.00	0.00	1,650.00	13.16
Total Dept 1920	MUNICIPAL ASSOCIATION DUES	250.00	1,900.00	1,900.00	250.00	1,650.00	0.00	1,650.00	13.16
Dept 1930	JUDGEMENTS/CLAIMS								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	4,000.00	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00
Total Dept 1930	JUDGEMENTS/CLAIMS	0.00	4,000.00	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00
Dept 1950	PROPERTY TAX								
0004	CONTRACTUAL & MISC.	6,256.71	8,000.00	8,000.00	6,256.71	1,743.29	0.00	1,743.29	78.21

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Fund 0001	GENERAL FUND								
Dept 1950	PROPERTY TAX EXPENSE								
Total Dept 1950	PROPERTY TAX	6,256.71	8,000.00	8,000.00	6,256.71	1,743.29	0.00	1,743.29	78.21
Dept 1989	UNCLASSIFIED								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	169,463.00	202,682.00	0.00	202,682.00	33,219.00	169,463.00	0.00
Total Dept 1989	UNCLASSIFIED	0.00	169,463.00	202,682.00	0.00	202,682.00	33,219.00	169,463.00	0.00
Dept 1990	CONTINGENCY								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	150,000.00	150,000.00	0.00	150,000.00	0.00	150,000.00	0.00
Total Dept 1990	CONTINGENCY	0.00	150,000.00	150,000.00	0.00	150,000.00	0.00	150,000.00	0.00
Dept 2620	CUSTODIAL								
0001	PERSONAL SERVICES	1,681.11	432,482.00	432,482.00	1,681.11	430,800.89	0.00	430,800.89	0.39
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	4,200.00	4,250.00	0.00	4,250.00	50.00	4,200.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	4,436.90	163,474.00	165,505.84	4,436.90	161,068.94	6,622.56	154,446.38	2.68
Total Dept 2620	CUSTODIAL	6,118.01	600,156.00	602,237.84	6,118.01	596,119.83	6,672.56	589,447.27	1.02
Dept 3120	CROSSING GUARDS								
0001	PERSONAL SERVICES	524.24	162,389.00	162,389.00	524.24	161,864.76	0.00	161,864.76	0.32
0004	CONTRACTUAL & MISC. EXPENSE	0.00	1,450.00	1,450.00	0.00	1,450.00	0.00	1,450.00	0.00
Total Dept 3120	CROSSING GUARDS	524.24	163,839.00	163,839.00	524.24	163,314.76	0.00	163,314.76	0.32
Dept 3310	TRAFFIC								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	7,000.00	7,000.00	0.00	7,000.00	0.00	7,000.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	0.00	8,000.00	9,650.00	0.00	9,650.00	1,650.00	8,000.00	0.00
Total Dept 3310	TRAFFIC	0.00	15,000.00	16,650.00	0.00	16,650.00	1,650.00	15,000.00	0.00
Dept 3510	CONTROL OF ANIMALS								
0001	PERSONAL SERVICES	184.24	62,017.00	62,017.00	184.24	61,832.76	0.00	61,832.76	0.30
0004	CONTRACTUAL & MISC. EXPENSE	5.99	9,414.00	9,414.00	5.99	9,408.01	0.00	9,408.01	0.06
Total Dept 3510	CONTROL OF ANIMALS	190.23	71,431.00	71,431.00	190.23	71,240.77	0.00	71,240.77	0.27
Dept 4210	YOUTH SERVICES								
0004	CONTRACTUAL & MISC. EXPENSE	5,083.00	61,000.00	61,000.00	5,083.00	55,917.00	0.00	55,917.00	8.33
Total Dept 4210	YOUTH SERVICES	5,083.00	61,000.00	61,000.00	5,083.00	55,917.00	0.00	55,917.00	8.33
Dept 4560	PHYSICIAN								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	1,500.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00

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Fund 0001	GENERAL FUND								
Dept 4560	PHYSICIAN								
Total Dept 4560	PHYSICIAN	0.00	1,500.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00
Dept 5010	SUPERINTENDENT OF HIGHWAYS								
0001	PERSONAL SERVICES	212.67	56,785.00	56,785.00	212.67	56,572.33	0.00	56,572.33	0.37
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	111.28	1,000.00	1,000.00	111.28	888.72	0.00	888.72	11.13
Total Dept 5010	SUPERINTENDENT OF HIGHWAYS	323.95	58,285.00	58,285.00	323.95	57,961.05	0.00	57,961.05	0.56
Dept 5132	HIGHWAY GARAGE								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	14,000.00	26,104.00	0.00	26,104.00	12,104.00	14,000.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	146.48	51,928.00	52,903.00	146.48	52,756.52	975.00	51,781.52	0.28
Total Dept 5132	HIGHWAY GARAGE	146.48	65,928.00	79,007.00	146.48	78,860.52	13,079.00	65,781.52	0.19
Dept 5182	STREET LIGHTING								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	41,850.00	43,469.89	0.00	43,469.89	1,619.89	41,850.00	0.00
Total Dept 5182	STREET LIGHTING	0.00	41,850.00	43,469.89	0.00	43,469.89	1,619.89	41,850.00	0.00
Dept 6410	PUBLICITY								
0001	PERSONAL SERVICES	273.84	71,450.00	71,450.00	273.84	71,176.16	0.00	71,176.16	0.38
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	5.31	44,704.00	49,704.00	5.31	49,698.69	5,000.00	44,698.69	0.01
Total Dept 6410	PUBLICITY	279.15	116,654.00	121,654.00	279.15	121,374.85	5,000.00	116,374.85	0.23
Dept 6510	VETERANS SERVICE								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	300.00	300.00	0.00	300.00	0.00	300.00	0.00
Total Dept 6510	VETERANS SERVICE	0.00	300.00	300.00	0.00	300.00	0.00	300.00	0.00
Dept 6772	PROGRAMS FOR AGING								
0001	PERSONAL SERVICES	526.60	173,032.00	173,032.00	526.60	172,505.40	0.00	172,505.40	0.30
0004	CONTRACTUAL & MISC. EXPENSE	2,212.95	93,790.00	93,790.00	2,212.95	91,577.05	0.00	91,577.05	2.36
Total Dept 6772	PROGRAMS FOR AGING	2,739.55	266,822.00	266,822.00	2,739.55	264,082.45	0.00	264,082.45	1.03
Dept 7020	RECREATION ADMINISTRATION								
0001	PERSONAL SERVICES	1,107.79	743,741.00	743,741.00	1,107.79	742,633.21	0.00	742,633.21	0.15
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00
0004	CONTRACTUAL & MISC.	7,520.24	371,090.00	372,588.00	7,520.24	365,067.76	1,498.00	363,569.76	2.02

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Fund 0001	GENERAL FUND								
Dept 9710	SERIAL BONDS								
Dept 9710	SERIAL BONDS	0.00	101,647.00	101,647.00	0.00	101,647.00	0.00	101,647.00	0.00
Dept 9901	INTERFUND TRANSFERS								
0009	INTERFUND TRANSFERS	0.00	2,065,219.00	2,065,219.00	0.00	2,065,219.00	0.00	2,065,219.00	0.00
Total Dept 9901	INTERFUND TRANSFERS	0.00	2,065,219.00	2,065,219.00	0.00	2,065,219.00	0.00	2,065,219.00	0.00
Dept 9950	TRANSFER TO CAPITAL PROJECTS								
0009	INTERFUND TRANSFERS	0.00	200,000.00	200,000.00	0.00	200,000.00	0.00	200,000.00	0.00
Total Dept 9950	TRANSFER TO CAPITAL PROJECTS	0.00	200,000.00	200,000.00	0.00	200,000.00	0.00	200,000.00	0.00
Total Fund 0001	GENERAL FUND	218,742.58	11,344,575.00	11,528,741.94	218,742.58	11,309,999.36	193,628.13	11,116,371.23	1.90

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Fund 0002	PART TOWN FUND								
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	16,289.84	21,300.00	21,300.00	16,289.84	5,010.16	0.00	5,010.16	76.48
Total Dept 9040	WORKERS COMPENSATION	16,289.84	21,300.00	21,300.00	16,289.84	5,010.16	0.00	5,010.16	76.48
Dept 9045	LIFE INSURANCE								
0008	EMPLOYEE BENEFITS	20.66	350.00	350.00	20.66	329.34	0.00	329.34	5.90
Total Dept 9045	LIFE INSURANCE	20.66	350.00	350.00	20.66	329.34	0.00	329.34	5.90
Dept 9050	UNEMPLOYMENT INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
Total Dept 9050	UNEMPLOYMENT INSURANCE	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
Dept 9055	DISABILITY INSURANCE								
0008	EMPLOYEE BENEFITS	60.96	1,234.00	1,234.00	60.96	1,173.04	0.00	1,173.04	4.94
Total Dept 9055	DISABILITY INSURANCE	60.96	1,234.00	1,234.00	60.96	1,173.04	0.00	1,173.04	4.94
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	9,580.11	162,198.00	162,198.00	9,580.11	152,617.89	0.00	152,617.89	5.91
Total Dept 9060	HOSPITALIZATION	9,580.11	162,198.00	162,198.00	9,580.11	152,617.89	0.00	152,617.89	5.91
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	0.00	100.00	100.00	0.00	100.00	0.00	100.00	0.00
Total Dept 9089	MISC. EMPLOYEE BENEFITS	0.00	100.00	100.00	0.00	100.00	0.00	100.00	0.00
Total Fund 0002	PART TOWN FUND	30,261.25	1,386,805.00	1,394,712.00	30,261.25	1,364,450.75	7,995.74	1,356,455.01	2.17

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Fund 0003	LIBRARY FUND								
Dept 4560	PHYSICIAN								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	600.00	600.00	0.00	600.00	0.00	600.00	0.00
Total Dept 4560	PHYSICIAN	0.00	600.00	600.00	0.00	600.00	0.00	600.00	0.00
Dept 7410	LIBRARY								
0001	PERSONAL SERVICES	2,910.75	942,429.00	942,429.00	2,910.75	939,518.25	0.00	939,518.25	0.31
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	2,910.00	8,944.80	0.00	8,944.80	6,034.80	2,910.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	2,060.17	240,222.00	245,662.39	2,060.17	243,602.22	4,276.63	239,325.59	0.84
Total Dept 7410	LIBRARY	4,970.92	1,185,561.00	1,197,036.19	4,970.92	1,192,065.27	10,311.43	1,181,753.84	0.42
Dept 9010	STATE RETIREMENT								
0008	EMPLOYEE BENEFITS	0.00	119,479.00	119,479.00	0.00	119,479.00	0.00	119,479.00	0.00
Total Dept 9010	STATE RETIREMENT	0.00	119,479.00	119,479.00	0.00	119,479.00	0.00	119,479.00	0.00
Dept 9030	SOCIAL SECURITY								
0008	EMPLOYEE BENEFITS	222.66	72,461.00	72,461.00	222.66	72,238.34	0.00	72,238.34	0.31
Total Dept 9030	SOCIAL SECURITY	222.66	72,461.00	72,461.00	222.66	72,238.34	0.00	72,238.34	0.31
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	6,892.12	9,725.00	9,725.00	6,892.12	2,832.88	0.00	2,832.88	70.87
Total Dept 9040	WORKERS COMPENSATION	6,892.12	9,725.00	9,725.00	6,892.12	2,832.88	0.00	2,832.88	70.87
Dept 9045	LIFE INSURANCE								
0008	EMPLOYEE BENEFITS	23.36	350.00	350.00	23.36	326.64	0.00	326.64	6.67
Total Dept 9045	LIFE INSURANCE	23.36	350.00	350.00	23.36	326.64	0.00	326.64	6.67
Dept 9050	UNEMPLOYMENT INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	1,500.00	7,275.00	0.00	7,275.00	5,775.00	1,500.00	0.00
Total Dept 9050	UNEMPLOYMENT INSURANCE	0.00	1,500.00	7,275.00	0.00	7,275.00	5,775.00	1,500.00	0.00
Dept 9055	DISABILITY INSURANCE								
0008	EMPLOYEE BENEFITS	50.80	1,500.00	1,500.00	50.80	1,449.20	0.00	1,449.20	3.39
Total Dept 9055	DISABILITY INSURANCE	50.80	1,500.00	1,500.00	50.80	1,449.20	0.00	1,449.20	3.39
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	11,918.00	189,303.00	189,303.00	11,918.00	177,385.00	0.00	177,385.00	6.30
Total Dept 9060	HOSPITALIZATION	11,918.00	189,303.00	189,303.00	11,918.00	177,385.00	0.00	177,385.00	6.30
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	0.00	300.00	300.00	0.00	300.00	0.00	300.00	0.00
Total Dept 9089	MISC. EMPLOYEE BENEFITS	0.00	300.00	300.00	0.00	300.00	0.00	300.00	0.00
Total Fund 0003	LIBRARY FUND	24,077.86	1,580,779.00	1,598,029.19	24,077.86	1,573,951.33	16,086.43	1,557,864.90	1.51

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Fund 0004	HIGHWAY WHOLE TOWN FUND								
Dept 1989	UNCLASSIFIED								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	320,729.00	535,356.00	0.00	535,356.00	214,627.00	320,729.00	0.00
Total Dept 1989	UNCLASSIFIED	0.00	320,729.00	535,356.00	0.00	535,356.00	214,627.00	320,729.00	0.00
Dept 4560	PHYSICIAN								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	2,000.00	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00
Total Dept 4560	PHYSICIAN	0.00	2,000.00	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00
Dept 5130	MACHINERY								
0001	PERSONAL SERVICES	655.15	104,563.00	104,563.00	655.15	103,907.85	0.00	103,907.85	0.63
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	24,800.00	24,800.00	0.00	24,800.00	400.00	24,400.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	2,287.17	169,400.00	176,234.00	2,287.17	173,946.83	15,615.00	158,331.83	1.30
Total Dept 5130	MACHINERY	2,942.32	298,763.00	305,597.00	2,942.32	302,654.68	16,015.00	286,639.68	0.96
Dept 5140	BRUSH & WEEDS								
0001	PERSONAL SERVICES	0.00	20,400.00	20,400.00	0.00	20,400.00	0.00	20,400.00	0.00
Total Dept 5140	BRUSH & WEEDS	0.00	20,400.00	20,400.00	0.00	20,400.00	0.00	20,400.00	0.00
Dept 5142	SNOW REMOVAL								
0001	PERSONAL SERVICES	8,905.72	901,616.00	901,616.00	8,905.72	892,710.28	0.00	892,710.28	0.99
0004	CONTRACTUAL & MISC. EXPENSE	14,496.99	491,330.00	501,140.58	14,496.99	486,643.59	64,560.58	422,083.01	2.89
Total Dept 5142	SNOW REMOVAL	23,402.71	1,392,946.00	1,402,756.58	23,402.71	1,379,353.87	64,560.58	1,314,793.29	1.67
Dept 9010	STATE RETIREMENT								
0008	EMPLOYEE BENEFITS	0.00	162,122.00	162,122.00	0.00	162,122.00	0.00	162,122.00	0.00
Total Dept 9010	STATE RETIREMENT	0.00	162,122.00	162,122.00	0.00	162,122.00	0.00	162,122.00	0.00
Dept 9030	SOCIAL SECURITY								
0008	EMPLOYEE BENEFITS	731.38	78,839.00	78,839.00	731.38	78,107.62	0.00	78,107.62	0.93
Total Dept 9030	SOCIAL SECURITY	731.38	78,839.00	78,839.00	731.38	78,107.62	0.00	78,107.62	0.93
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	53,109.52	78,230.00	78,230.00	53,109.52	25,120.48	0.00	25,120.48	67.89
Total Dept 9040	WORKERS COMPENSATION	53,109.52	78,230.00	78,230.00	53,109.52	25,120.48	0.00	25,120.48	67.89
Dept 9045	LIFE INSURANCE								
0008	EMPLOYEE BENEFITS	48.60	895.00	895.00	48.60	846.40	0.00	846.40	5.43
Total Dept 9045	LIFE INSURANCE	48.60	895.00	895.00	48.60	846.40	0.00	846.40	5.43
Dept 9050	UNEMPLOYMENT INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00

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Fund 0004	HIGHWAY WHOLE TOWN FUND								
Dept 9050	UNEMPLOYMENT INSURANCE								
Total Dept 9050	UNEMPLOYMENT INSURANCE	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00
Dept 9055	DISABILITY INSURANCE								
0008	EMPLOYEE BENEFITS	103.27	2,545.00	2,545.00	103.27	2,441.73	0.00	2,441.73	4.06
Total Dept 9055	DISABILITY INSURANCE	103.27	2,545.00	2,545.00	103.27	2,441.73	0.00	2,441.73	4.06
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	32,490.40	425,380.00	425,380.00	32,490.40	392,889.60	0.00	392,889.60	7.64
Total Dept 9060	HOSPITALIZATION	32,490.40	425,380.00	425,380.00	32,490.40	392,889.60	0.00	392,889.60	7.64
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	0.00	225.00	225.00	0.00	225.00	0.00	225.00	0.00
Total Dept 9089	MISC. EMPLOYEE BENEFITS	0.00	225.00	225.00	0.00	225.00	0.00	225.00	0.00
Total Fund 0004	HIGHWAY WHOLE TOWN FUND	112,828.20	2,786,074.00	3,017,345.58	112,828.20	2,904,517.38	295,202.58	2,609,314.80	3.74

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0005	HIGHWAY PART TOWN FUND								
Dept 4560	PHYSICIAN								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	2,600.00	2,600.00	0.00	2,600.00	0.00	2,600.00	0.00
Total Dept 4560	PHYSICIAN	0.00	2,600.00	2,600.00	0.00	2,600.00	0.00	2,600.00	0.00
Dept 5110	GENERAL REPAIRS								
0001	PERSONAL SERVICES	298.69	1,560,717.00	1,560,717.00	298.69	1,560,418.31	0.00	1,560,418.31	0.02
0004	CONTRACTUAL & MISC. EXPENSE	35.00	1,148,098.00	1,166,486.30	35.00	1,166,451.30	20,312.30	1,146,139.00	0.00
Total Dept 5110	GENERAL REPAIRS	333.69	2,708,815.00	2,727,203.30	333.69	2,726,869.61	20,312.30	2,706,557.31	0.01
Dept 5112	IMPROVEMENTS								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	196,324.00	196,324.00	0.00	196,324.00	0.00	196,324.00	0.00
Total Dept 5112	IMPROVEMENTS	0.00	196,324.00	196,324.00	0.00	196,324.00	0.00	196,324.00	0.00
Dept 9010	STATE RETIREMENT								
0008	EMPLOYEE BENEFITS	0.00	206,666.00	206,666.00	0.00	206,666.00	0.00	206,666.00	0.00
Total Dept 9010	STATE RETIREMENT	0.00	206,666.00	206,666.00	0.00	206,666.00	0.00	206,666.00	0.00
Dept 9030	SOCIAL SECURITY								
0008	EMPLOYEE BENEFITS	22.86	119,792.00	119,792.00	22.86	119,769.14	0.00	119,769.14	0.02
Total Dept 9030	SOCIAL SECURITY	22.86	119,792.00	119,792.00	22.86	119,769.14	0.00	119,769.14	0.02
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	131,231.25	184,901.00	184,901.00	131,231.25	53,669.75	0.00	53,669.75	70.97
Total Dept 9040	WORKERS COMPENSATION	131,231.25	184,901.00	184,901.00	131,231.25	53,669.75	0.00	53,669.75	70.97
Dept 9045	LIFE INSURANCE								
0008	EMPLOYEE BENEFITS	45.90	800.00	800.00	45.90	754.10	0.00	754.10	5.74
Total Dept 9045	LIFE INSURANCE	45.90	800.00	800.00	45.90	754.10	0.00	754.10	5.74
Dept 9050	UNEMPLOYMENT INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	3,000.00	5,200.00	0.00	5,200.00	2,200.00	3,000.00	0.00
Total Dept 9050	UNEMPLOYMENT INSURANCE	0.00	3,000.00	5,200.00	0.00	5,200.00	2,200.00	3,000.00	0.00
Dept 9055	DISABILITY INSURANCE								
0008	EMPLOYEE BENEFITS	98.26	2,400.00	2,400.00	98.26	2,301.74	0.00	2,301.74	4.09
Total Dept 9055	DISABILITY INSURANCE	98.26	2,400.00	2,400.00	98.26	2,301.74	0.00	2,301.74	4.09
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	36,177.45	484,678.00	484,678.00	36,177.45	448,500.55	0.00	448,500.55	7.46
Total Dept 9060	HOSPITALIZATION	36,177.45	484,678.00	484,678.00	36,177.45	448,500.55	0.00	448,500.55	7.46
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	0.00	325.00	325.00	0.00	325.00	0.00	325.00	0.00

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0005	HIGHWAY PART TOWN FUND								
Dept 9089	MISC. EMPLOYEE BENEFITS								
Total Dept 9089	MISC. EMPLOYEE BENEFITS	0.00	325.00	325.00	0.00	325.00	0.00	325.00	0.00
Total Fund 0005	HIGHWAY PART TOWN FUND	167,909.41	3,910,301.00	3,930,889.30	167,909.41	3,762,979.89	22,512.30	3,740,467.59	4.27
Grand Total		553,819.30	21,008,534.00	21,469,718.01	553,819.30	20,915,898.71	535,425.18	20,380,473.53	2.58

NOTE: One or more accounts may not be printed due to Account Table restrictions.

TOWN OF PITTSFORD

AP Check Report by ID

Vendor Code	Vendor Name	Voucher No.	Invoice Date	Invoice No.	Invoice Amt.	Check No.	Check Date	Account	Dist. Amt.
Check ID 00001 ACCOUNTS PAYABLE									
0000000214	ALLIANCE DOOR & HARDWARE	150036	01/08/2021	222654	240.00	88170	01/20/2021	0001.5132.4118.0010.0004	240.00
0000000353	S & S WORLDWIDE, INC	150027		****	134.83	88291	01/20/2021	0001.7020.4400.3299.0002	112.73
								0001.7020.4400.3299.0002	22.10
0000000608	NOCO ENERGY CORP.	150038	01/11/2021	SP11992050	142.65	88267	01/20/2021	0004.5142.4107.0002.0004	142.65
0000000981	AMERICAN ROCK SALT CO.	150034		****	44,271.93	88171	01/20/2021	0004.5142.4119.0050.0004	44,271.93
0000002233	BEAM MACK SALES & SERVICE	150032	01/15/2021	332534R	334.89	88176	01/20/2021	0004.5130.4106.0053.0004	334.89
0000002951	HADLOCK PAINT CO. INC.	150023		****	195.60	88218	01/20/2021	0001.2620.4118.0010.0019	195.60
0000003210	LOWES CREDIT SERVICES	150013	01/13/2021	02359	224.90	88240	01/20/2021	0001.2620.4104.0009.0002	224.90
0000003290	HILLYARD, INC.	150014	01/13/2021	604204550	1,145.72	88223	01/20/2021	0001.2620.4117.0009.0001	103.06
								0001.2620.4117.0009.0002	103.06
								0001.2620.4117.0009.0003	103.06
								0001.2620.4117.0009.0004	103.06
								0001.2620.4117.0009.0006	103.06
								0001.2620.4117.0009.0007	103.06
								0001.2620.4117.0009.0008	103.06
								0001.2620.4117.0009.0019	103.06
								0001.2620.4117.0009.0020	103.04
								0001.2620.4104.0009.0020	24.24
								0001.2620.4104.0009.0019	24.24
								0001.2620.4104.0009.0008	24.24
								0001.2620.4104.0009.0007	24.24
								0001.2620.4104.0009.0006	24.24
								0001.2620.4104.0009.0004	24.24
								0001.2620.4104.0009.0003	24.24
								0001.2620.4104.0009.0002	24.24
								0001.2620.4104.0009.0001	24.28
0000003382	REGIONAL DISTRIBUTORS INC	150025	01/14/2021	S1811721.001	238.00	88286	01/20/2021	0001.2620.4117.0009.0002	238.00
0000003914	FUN EXPRESS LLC	150028		707542653-01	76.69	88215	01/20/2021	0001.7020.4400.3299.0002	76.69
0000004191	M.L. CACCAMISE ELECTRIC CORP	150020	01/18/2021	9138	10,037.48	88243	01/20/2021	0108.5410.2058	10,037.48
0000004211	SHELBY CRUSHED STONE, INC.	150037	01/09/2021	12100030	305.80	88296	01/20/2021	0005.5110.4146.0054.0004	305.80
0000004229	RENU SURFACE RESTORATION	150018	01/08/2021	3405	995.00	88287	01/20/2021	0001.2620.4400.0010.0001	995.00
0000004342	PERINTON RV RENTALS INC.	150033	01/14/2021	24319-1	82.48	88279	01/20/2021	0004.5130.4106.0053.0004	82.48
0000004725	VIOLA STORAGE	150017	01/11/2021	34758	120.00	88310	01/20/2021	0107.1620.2056	120.00
0000005037	DIRECT ENERGY BUSINESS MARKETING, L	150024	01/06/2021	HS12241395	2,224.77	88199	01/20/2021	0006.8120.4202.0002.0062	1.07
								0001.1620.4202.0001.0007	117.57
								0001.1620.4202.0001.0003	337.25
								0006.8120.4202.0001.0006	398.52
								0001.1620.4202.0001.0002	471.49
								0001.1620.4202.0001.0001	120.06
								0001.1620.4202.0001.0019	88.54
								0001.1620.4202.0001.0020	80.65
								0001.1620.4202.0001.0008	60.93
								0006.8120.4202.0002.0069	0.73
								0006.8120.4202.0002.0070	1.07
								0001.5132.4202.0001.0004	545.09

TOWN OF PITTSFORD

AP Check Report by ID

Vendor Code	Vendor Name	Voucher No.	Invoice Date	Invoice No.	Invoice Amt.	Check No.	Check Date	Account	Dist. Amt.
Check ID 00001 ACCOUNTS PAYABLE									
0000005037	DIRECT ENERGY BUSINESS MARKETING, L	150024	01/06/2021	HS12241395	2,224.77	88199	01/20/2021	0006.8120.4202.0002.0060	1.80
0000005039	ADAMS LECLAIR LLP	150041		*****	720.00	88169	01/20/2021	0001.1420.4013.0001.0001	720.00
0000005078	INTIVITY, INC.	150026		*****	110.49	88229	01/20/2021	0001.7020.4400.3299.0002	42.49
								0001.7020.4400.3299.0002	68.00
0000005082	WARD, JOHN S	150021	01/18/2021	01182021	16.27	88315	01/20/2021	0001.1490.4107.0001.0001	16.27
0000005102	INSIGHT PUBLIC SECTOR	150029	01/08/2021	1100800875	855.24	88227	01/20/2021	0001.1680.4111.0003.0002	800.00
								0001.1680.4111.0003.0002	55.24
0000005109	HAUN WELDING SUPPLY, INC.	150030	01/18/2021	7373571	93.97	88221	01/20/2021	0004.5130.4106.0053.0004	93.97
0000008838	DEBBIE SUPPLY INC	150031	01/14/2021	649302	14.38	88193	01/20/2021	0004.5130.4111.0053.0004	14.38
0000010083	FRONTIER COMMUNICATIONS	150015	01/18/2021	585-100-1313-010717-6	302.22	88212	01/20/2021	0006.8120.4201.0002.0061	30.06
								0006.8120.4201.0002.0069	0.00
								0006.8120.4201.0002.0062	30.79
								0006.8120.4201.0002.0063	30.03
								0006.8120.4201.0002.0065	30.03
								0006.8120.4201.0002.0064	30.03
								0006.8120.4201.0002.0070	30.82
								0006.8120.4201.0002.0066	30.25
								0006.8120.4201.0002.0060	30.15
								0006.8120.4201.0002.0068	30.03
								0006.8120.4201.0002.0067	30.03
0000010328	STAPLES	150011	01/02/2021	3465925899	140.11	88299	01/20/2021	0001.1620.4136.0001.0001	140.11
0000013864	FREEDOM FLAG CO.	150022	01/18/2021	TPBM011821	100.00	88210	01/20/2021	0001.2620.4118.0010.0020	100.00
0000017013	HAWK COLLISION & FRAME	150035	01/12/2021	124043	20.00	88222	01/20/2021	0004.5130.4400.0053.0004	20.00
		150039	01/05/2021	124021	115.00	88222	01/20/2021	0004.5130.4400.0053.0004	115.00
0000025531	MONROE CO FIRE MARSHALS & INSPECTOR	150012	01/15/2021	01152021	20.00	88255	01/20/2021	0002.3620.4603.0017.0001	20.00
0000027211	NEW YORK MARKING DEVICES C. H. MORS	150016	01/14/2021	82373	18.80	88266	01/20/2021	0002.3620.4101.0017.0001	6.75
								0002.3620.4101.0017.0001	12.05
0000030285	NORTHERN SUPPLY INC	150040	01/08/2021	090854	720.00	88269	01/20/2021	0004.5142.4111.0002.0004	720.00
0000035414	ROCHESTER GAS & ELECTRIC	150019	01/18/2021	12709123842	28.51	88290	01/20/2021	0006.8120.4202.0002.0060	28.51
Total Check ID 00001 ACCOUNTS PAYABLE					64,045.73				64,045.73
Grand Total					64,045.73				64,045.73

MEMORANDUM

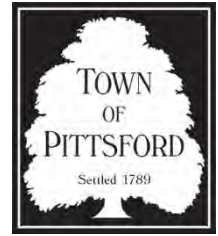
To: Pittsford Town Board

From: Paul Schenkel - Commissioner of Public Works

Date: January 11, 2021

Regarding: Harladay Hots, Inc. Vending Permit

For Meeting On: January 19, 2021



Ladies and Gentlemen:

Charles Clottin, who does business as Harladay Hots, Inc., has requested a "Food Vending Permit" to sell from a portable vending unit on the Town owned land located at 10 N. Main St. The vending unit would be operated during the hours of 10:00 a.m. through 3:00 p.m. Monday through Sunday from May 1, 2021 through October 31, 2021.

The attached proposed "Vending Permit" details the conditions of the arrangement, including a requirement that the Vendor have all necessary health and safety certifications and insurances, naming the Town as additional insured. The Village's approval is also necessary for this permit. The vending fee is \$100.00 per month of operation.

In the event the Town Board determines that the proposed action should be taken, the following Resolution is suggested:

Resolved, that Town Board approves the proposed Food Vending Permit to Harladay Hots, Inc., for a vending unit located at 10 N. Main St., from May 1st to October 31, 2021, seven days a week from 10:00 a.m. - 3:00 p.m., and that the Town Supervisor is authorized to issue the Permit.



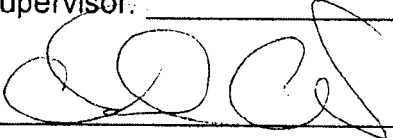
Harladay Hots, Inc.
12 Brimmsdown Circle
Fairport, NY 14450
Charles E. Clottin

VENDING PERMIT

The Town of Pittsford ("Town") hereby issues a vending permit to the above ("Vendor") to allow the sale of food from a small portable vending unit to be temporarily located at Town owned land at the old Tillis property on N. Main St. for the period from May 1, 2021 to October 31, 2021. The terms and conditions of this Permit are as follows:

- Vending hours shall be from 10:00 a.m. to 3:00 p.m. on Monday - Sunday at Old Tillis lot on N. Main St. The Town will provide a schedule of field use to the Vendor.
- The Vendor shall provide to the Town a valid certificate of insurance covering all of the Vendor's operations under this permit, with the Town listed as an "Additional Insured".
- The Vendor shall be responsible to obtain and provide the Town with copies of all health and safety certifications, such as licenses, inspections, and the like required to operate the Vendor's food sale operation.
- The Vendor's vending unit shall not be left unattended.
- All of the Vendor's equipment and materials shall be removed from the site at the end of each service time period. The Vendor shall be responsible for cleanup and removal of all debris generated by and/or associated with the food sale operation.
- The Vendor shall locate the vending unit in such a manner as not to inhibit maintenance of the area by Town staff. The specific location of the unit on the site shall be subject to review and approval by the Commissioner of Public Works.
- A Vending Permit Fee shall be assessed at a rate of \$100.00 per month, to be payable on or before the first of each month.
- The Vendor shall protect, defend, indemnify and hold harmless the Town from any and all claims, costs, damages, liabilities and expenses (including reasonable attorneys' fees) of any nature whatsoever for injury, death to persons or property damage arising out of or in any way related to the Vendor's operations.
- The Town reserves the right to terminate this Permit at any time.

Town Supervisor: _____ Date: _____

Vendor:  _____ Date: 12/23/2020

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH

111 Westfall Road

Rochester, New York 14620

PERMIT

No. 278807408
M 696364

AS PROVIDED IN CHAPTER 1, PART 14 OF THE NEW YORK STATE SANITARY CODE THIS PERMIT IS GRANTED TO **HARLADAY INC.**

TO OPERATE A FOOD SERVICE ESTABLISHMENT KNOWN AS:

**HARLADAY HOTS
12 BRIMSDOWN CIRCLE
FAIRPORT NY 14450**

PART 14 OF THE NEW YORK STATE SANITARY CODE REQUIRES THAT THIS PERMIT BE PROMINENTLY DISPLAYED AT EACH FOOD SERVICE ESTABLISHMENT WHERE IT CAN BE SEEN BY THE CONSUMER.

ISSUE DATE: 1/1/2021

12/31/2021

DATE OF EXPIRATION

 MD

Michael D. Mendoza, MD, MPH, MS
Commissioner of Public Health

WARNING: ANY ALTERATION INVALIDATES THIS CERTIFICATE. THIS PERMIT IS NOT TRANSFERABLE.

IMPORTANT!

HEALTH PERMITS ARE NOT TRANSFERABLE FROM ONE OPERATOR TO ANOTHER. PLEASE NOTIFY THE FOOD PROTECTION SECTION OF ANY CHANGES IN OPERATOR OR NAME OF ESTABLISHMENT, INCLUDING ADDITIONS/DELETIONS OF OPERATORS/PARTNERS.

NEW YORK STATE HAS SMOKING REGULATIONS THAT WENT INTO EFFECT ON JULY 24, 2003. RESTAURANTS AND BARS ARE NOW REQUIRED TO PROHIBIT SMOKING IN ALL AREAS INSIDE THE FACILITY. DESIGNATED OUTDOOR DINING AREAS WITH AN OVERHEAD COVERING (EXCLUDING TABLE UMBRELLAS) MUST ALSO BE SMOKE FREE. IN UNCOVERED OUTDOOR DINING AREAS, SMOKING MAY BE ALLOWED IN NO MORE THAN 25% OF THE SEATING WITH A 3 FOOT BUFFER BETWEEN SMOKING AND NON-SMOKING AREAS. SMOKING IS ALLOWED IN OUTDOOR AREAS OF BARS AND RESTAURANTS THAT ARE NOT DESIGNATED FOR DINING.

Please note: The Food Worker Training requirements are as follows:

All establishments classified as "High Risk" (H) or "Medium Risk" (M) must have a Level I certified food handler in charge and enough Level II trained employees to have one present at all operating times. "Low Risk" (L) classified establishments must have enough Level II trained employees at all operating times.

If you have any questions please contact our office at 753-5064.

REMEMBER: YOU MUST POST YOUR TRAINING CERTIFICATE(S) ALONG WITH YOUR PERMIT TO OPERATE.



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

April 8, 2020

HARLADAY, INC
PO BOX 413
PITTSFORD NY 14534

Policy Information:

Policy Number:	76 WEG ZI5592
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Contact Us

Business Service Center

Business Hours: Monday - Friday
(7AM - 7PM Central Standard Time)

Phone: (877) 287-1312

Fax: (888) 443-6112

Email: agency.services@thehartford.com

Website: <https://business.thehartford.com>

Enclosed please find information pertaining to your policy. Please contact us if you have any questions or concerns.

Thank you for selecting The Hartford for your business insurance needs.

Sincerely,

Your Hartford Service Team



**Workers'
Compensation
Board**

**CERTIFICATE OF
NYS WORKERS' COMPENSATION INSURANCE COVERAGE**

<p>1a. Legal Name and address of Insured (use street address only)</p> <p>HARLADAY, INC PO BOX 413 PITTSFORD NY 14534</p> <p>Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e. a Wrap-Up Policy)</p>	<p>1b. Business Telephone Number of Insured</p> <p>1c. NYS Unemployment Insurance Employer Registration Number of Insured</p> <p>1d. Federal Employer Identification Number of Insured or Social Security Number 26-4683830</p>
<p>2. Name and Address of the Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder)</p> <p>NYS Department of Health 624 PRE EMPTION RD GENEVA NY 14456-1334</p>	<p>3a. Name of Insurance Carrier Hartford Underwriters Insurance Company 30104</p> <p>3b. Policy Number of Entity Listed in Box "1a": 76 WEG Z15592</p> <p>3c. Policy effective period: 05/06/2020 to 05/06/2021</p> <p>3d. The Proprietor, Partners or Executive Officers are</p> <p><input type="checkbox"/> Included. (Only check box if all partners/officers included)</p> <p><input checked="" type="checkbox"/> all excluded or certain partners/officers excluded.</p>

This certifies that the insurance carrier indicated above in box "3" insures the business referenced above in box "1a" for workers' compensation under the New York State Workers' Compensation Law. **(To use this form, New York (NY) must be listed under Item 3A on the INFORMATION PAGE of the workers' compensation insurance policy).** The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed above as the certificate holder in box "2".

The insurance carrier must notify the above certificate holder and the Workers' Compensation Board within 10 days IF a policy is canceled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from the coverage indicated on this Certificate. (These notices may be sent by regular mail.) **Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in box "3c", whichever is earlier.**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

This certificate may be used as evidence of a Worker's Compensation contract of insurance only while the underlying policy is in effect.

Please Note: Upon cancellation of the workers' compensation policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Workers' Compensation Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law.

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has the coverage as depicted on this form.

Approved by: Danielle Clausen
(print name of authorized representative or licensed agent of insurance carrier)

Approved by: *Danielle Clausen* 04/08/2020
(Signature) (Date)

Title: Operations Manager

Telephone Number of authorized representative or licensed agent of insurance carrier: (877) 287-1312

Please Note: Only insurance carriers and their licensed agents are authorized to issue Form C-105.2. Insurance brokers are NOT authorized to issue it.

Workers' Compensation Law

Section 57. Restriction on issue of permits and the entering into contracts unless compensation is secured.

1. The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any compensation to any such employee if so employed.
2. The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter.

MEMORANDUM

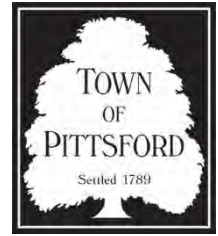
To: Pittsford Town Board

From: Paul Schenkel - Commissioner of Public Works

Date: January 11, 2021

Regarding: Extend Contract for Grounds Maintenance

For Meeting On: January 19, 2021



Ladies and Gentlemen:

The Town's contract for Grounds Maintenance with Plant Concepts has expired on December 31, 2021. The Town, upon approval of the contractor, has the option to renew for up to three (3) additional one (1) year terms at the existing bid pricing.

We are satisfied with their performance and recommend that Town Board extend the contract one additional year.

As this is a proposed extension of an existing contract, you will find attached the existing contract from 2019 that incorporates by reference the 2019 bid specifications.

In the event the Town Board determines that the proposed action should be taken, the following Resolution is suggested:

Resolved, that Town Board extends our contract with Plant Concepts for Grounds Maintenance for one (1) additional year, to expire on December, 31, 2021 and that that the Commissioner of Public Works is authorized to execute the contract.

TOWN OF PITTSFORD

SETTLED 1789

11 SOUTH MAIN STREET, PITTSFORD, NY 14534
TEL. 585-248-6200 FAX 585-248-6247

AGREEMENT EXTENSION

2021 Contracted Grounds Maintenance

THIS AGREEMENT, made as of the 30th day of December, 2020, by and between the Town of Pittsford, New York, with offices located at 11 South Main Street, Pittsford, New York 14534, ("Town"), and Plant Concepts, with offices located at 1630 Kennedy Road, Webster, NY 14580, ("Contractor").

WITNESSETH

WHEREAS, the Contractor intends to perform and the Town intends to pay for the Contracted Grounds Maintenance for Town of Pittsford, ("Services");

NOW, THEREFORE, the Town and Contractor, for the consideration hereinafter set forth, agree as follows:

1. The Contractor agrees to furnish all the necessary labor, materials, equipment, tools, and services necessary to perform and complete, in a workmanlike manner, all work required for the completion of the Services, in accordance with the "Bid Requirements and Specifications" dated December 5, 2018 provided by the Town, all terms of which are incorporated herein.
2. The Town agrees to pay the Contractor for the Services, the amounts set forth in the "Bid Sheet" dated January 24, 2019 provided by the Contractor, all terms of which are incorporated herein.
3. The Contractor agrees to furnish to the Town the required Certificates of Insurance as specified in the "Bid Requirements and Specifications," with the Town named as an "Additional Insured" on all Liability Insurance policies.

1/5/20
Date

Plant Concepts
Print Name of Contractor


Authorized Signature

Date

Town of Pittsford

By: _____
Paul Schenkel,
Commissioner of Public Works

AGREEMENT

2019 Contracted Grounds Maintenance

THIS AGREEMENT, made as of the 22nd day of March, 2019, by and between the Town of Pittsford, New York, with offices located at 11 South Main Street, Pittsford, New York 14534, ("Town"), and Plant Concepts, with offices located at 1630 Kennedy Road, Webster, NY 14580, ("Contractor").

WITNESSETH

WHEREAS, the Contractor intends to perform and the Town intends to pay for the Contracted Grounds Maintenance for Town of Pittsford, ("Services");

NOW, THEREFORE, the Town and Contractor, for the consideration hereinafter set forth, agree as follows:

1. The Contractor agrees to furnish all the necessary labor, materials, equipment, tools, and services necessary to perform and complete, in a workmanlike manner, all work required for the completion of the Services, in accordance with the "Bid Requirements and Specifications" dated December 5, 2018 provided by the Town, all terms of which are incorporated herein.
2. The Town agrees to pay the Contractor for the Services, the amounts set forth in the "Bid Sheet" dated January 24, 2019 provided by the Contractor, all terms of which are incorporated herein.
3. The Contractor agrees to furnish to the Town the required Certificates of Insurance as specified in the "Bid Requirements and Specifications," with the Town named as an "Additional Insured" on all Liability Insurance Policies.


4/8/19
Date

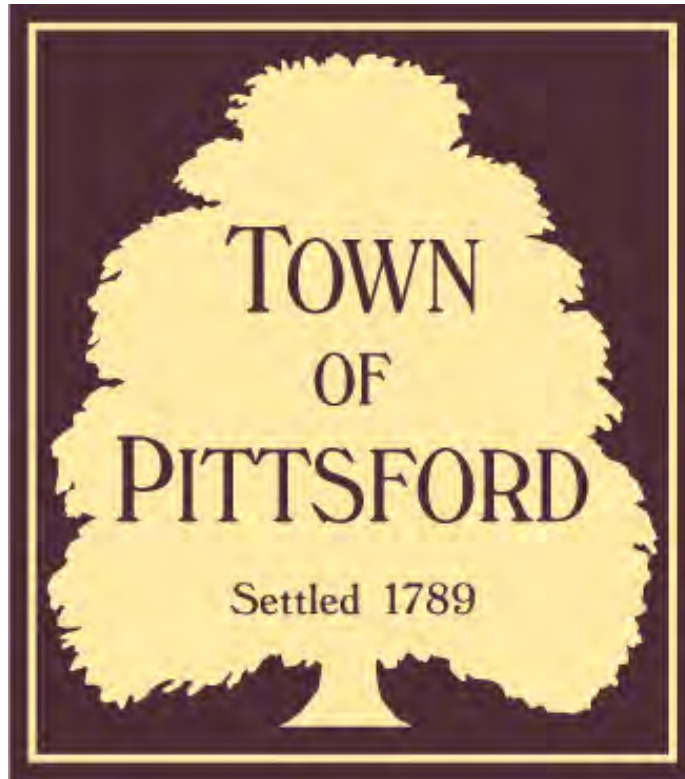
Plant Concepts, Inc.
Printed Name of Contractor


Authorized Signature
Plant Concepts

4/2/2019
Date

Town of Pittsford

By: 
Paul Schenkel,
Commissioner of Public Works



BID REQUIREMENTS & SPECIFICATIONS
2019 CONTRACTED GROUNDS MAINTENANCE

BID OPENING:
11:00 AM
January 24, 2019

Dated: December 5, 2018

GENERAL INFORMATION, INSTRUCTIONS AND BID REQUIREMENTS

PURPOSE OF BID:

The Town of Pittsford (“Town”) intends to secure the services of an experienced and properly equipped contractor (“Contractor”) to provide grounds maintenance services at the following areas, for the period April 1, 2019 – November 1, 2019, with the option to renew for up to three (3) additional one (1) year terms at the mutual consent of both parties. The contract award will be based on low bid price from a responsible bidder; submission of required insurance; and full compliance with these Requirements and Specifications. The Town reserves the right to reject any bid should the Commissioner of Public Works (“Commissioner”) determine that it is in the Town’s best interest to do so.

Group A: Area 1: Pioneer Cemetery & Lusk Corner
 Area 2: East Street Cemetery & Pump Station
 Area 3: Tobey & Stone Roads
 Area 4: Stuyvesant Court Median
 Area 5: Country Club Road Island
 Area 6: Pittsford Manor Lane
 Area 7: Linden Park Circle
 Area 8: Sewer Department Office
 Area 9: Reitz Parkway Pump Station
 Area 10: Griffith Park
 Area 11: Wren Field Neighborhood Park
 Area 12: Calkins Rd. sidewalk/ROW
 Area 13: Van Cortland Dr. entrance lawn

Group B: Wrenfield Park District
Group C: Wexford Park District
Group D: Coddington Park District
Group E: Merry Creek Crossing Park District
Group F: Hedge Wood / Crest Wood Park District
Group G: Kolaneka / Mitchell Estates Park District
Group H: East Avenue Manor Park District
Group I: Delancey Park District
Group J: Northstone Park District
Group K: Rollins Crossing Park District
Group L: Harvest Glen Park District
Group M: Autumn Woods Park District
Group N: Kensington Park District
Group O: Greythorne Park District
Group P: Summers Circle Park District
Group Q: Windscape Park District
Group R: Whitley Court Park District

GENERAL INFORMATION AND INSTRUCTIONS FOR BIDDERS:

1. All bidders should review carefully the contents of this document. All of the Requirements and Specifications in this document will become part of the agreement to be signed by the Town and the successful bidder.
2. The final pages of this document contain a "2019 Bid Sheet" and "Non-Collusive Bidding Certificate". The Bid Sheet needs to be completed and returned to confirm the amount of the bid. The Non-Collusive Bidding Certificate is a document required by the General Municipal Law of the state of New York and is to be signed and returned with the Bid Sheet.
3. Bids will be considered and awarded as one contract for all Groups listed above, A through R. Bidders are directed to submit quotes on the "2019 Work Outline & Bid Forms" provided for each Group. Additionally, bidders are directed to summarize their bids on the "2019 Bid Sheet". The total from this Bid Sheet will be considered the Total Bid. The Bid Award will be based on the total bid amount.
4. All bids must be sealed and be addressed to the "Commissioner of Public Works" and be marked "2019 Contracted Grounds Maintenance".
5. Bids may be mailed or personally delivered to the Commissioner at the Pittsford Town Hall, 11 South Main Street, Pittsford, New York 14534. All bids must be received by the Commissioner by the date and time set for the bid opening noted on the cover sheet of this document.
6. All bids submitted shall remain good for a period of sixty (60) days from the date of bid opening.
7. The Town reserves the right to reject any bid for non-compliance with these Requirements and Specifications and/or to waive informalities.
8. All bids will be presented to the Town Board at its February 5, 2019 meeting, for consideration. Immediately following an award of bid by the Town Board, the successful bidder will be notified, by letter from the Commissioner. The Commissioner's letter will include an agreement, to be signed by the successful bidder and returned to the Town, together with the required Insurance Certificates. The signed agreement, and Insurance Certificates must be received, by the Town, within ten (10) days
9. Additional information may be obtained from Paul Schenkel, Commissioner of Public Works at (585) 248-6250. Informal and informational responses will not be binding on the Town. Formal requests for interpretations of these Requirements and Specifications must be made in writing to the Commissioner at least five (5) days before bid opening.

RESPONSIBLE BIDDER QUALIFICATIONS:

All bidders must complete and submit the attached "Bidder Qualifications and References Form" indicating similar contract maintenance that they have successfully completed over the past three years. Three years of successful similar contract maintenance experience, supported by valid references, is a bid requirement. In addition, the Town reserves the right to inspect the bidder's maintenance equipment to ensure that it is appropriate to provide service under these specifications, prior to awarding of a contract for this work.

EXECUTION OF AGREEMENT

Within ten (10) days after written notice has been given to the successful bidder (hereafter "Contractor") that the agreement has been awarded, the Contractor shall execute an agreement incorporating all of the terms, conditions of these "Bid Requirements and Specifications" and the "Bid Sheet" submitted by the Contractor, together with any and all required performance bond and insurance certificates. In the event that the Contractor shall fail to complete the above, the Contractor's bid will be deemed withdrawn and the bid security forfeited to the Town.

AGREEMENT DURATION, EXTENSION AND ASSIGNMENT:

The agreement shall be in effect from date of execution through December 31, 2019. Services by the Contractor will commence April 1, 2019. The Town reserves the option to extend the agreement for up to three (3) Contract periods, on the same terms and conditions, with the consent of the Contractor. The agreement may not be assigned or sublet, without the express written consent of the Town.

ADDITIONAL PARK DISTRICTS

The Town may find it necessary to include additional park districts in this Maintenance Contract. The cost for additional park districts will be determined by the Contractor and shall be based on current Contract pricing for similar park districts. Upon approval of the Town, additional park districts will be included in the Maintenance Contract at the beginning of the following contract period. Contractor performance for any additional park districts will be subject to the terms and conditions of this Maintenance Contract.

EQUIPMENT:

The Contractor shall submit, when requested by the Commissioner, written evidence of ownership, lease, or bona fide purchase agreement for all equipment required to meet the "Scope of Services". If equipment is leased, it must be for at least the duration of the agreement. If equipment is under a purchase agreement, it must include reasonable assurance of delivery on or before the effective date of the agreement. All equipment used shall be properly registered, inspected, operated, and insured in accordance with any and all Laws of the State of New York. All equipment shall be in good working condition during the term of the Agreement.

SITE VISITS PRIOR TO BIDDING

Maps of each site are included in this bid package. Maps are not to scale and are for general reference only. All bidders are required to visit and familiarize themselves with each site. Arrangements can be made for a representative from this Department to accompany bidders to assist in locating the sites and to answer questions. Please arrange for this well in advance by calling the Parks Department at 248-6497.

SAFETY, INDEMNITY AND INSURANCE:

The Contractor shall render performance in a manner such that all persons and property are protected at all times. The Town specifically reserves the right to suspend or terminate (at the Town's option) all performance under this agreement in the event that the Contractor and/or the Contractor's employees or subcontractors are proceeding in a manner that threatens the life, health or safety of any of Contractor's employees, subcontractor's employees, Town employees or members of the public. This reservation of rights by the Town in no way obligates the Town to inspect the safety practices of the Contractor.

The Contractor shall protect, indemnify and hold harmless, including payment for all attorney's fees and court costs, the Town, its officers, agents, and/or employees, from any liability, cost, loss or damage on account of any injury to person or property or both, arising from the Contractor's performance. The Contractor shall defend, at the Contractor's own expense, all suits which may be brought to recover damages arising from the Contractor's performance, including any and all suits or actions brought against the Town, its officers, agents, and/or employees.

At all times during the life of the agreement, the Contractor shall procure and maintain insurance, at the Contractor's expense, for liability for damages, costs and/or claims with insurance companies authorized to do business in New York State, such policies to embrace all operations performed under the Agreement by the Contractor. More particularly, the Contractor shall procure and maintain the kind and amounts of insurance as follows:

1. WORKERS' COMPENSATION INSURANCE: As required by New York State law.
2. MOTOR VEHICLE LIABILITY INSURANCE: Each policy shall cover the Contractor and the Town of Pittsford, as "additional insured", with a combined single limit of not less than \$1,000,000.00.
3. COMPREHENSIVE GENERAL LIABILITY POLICY: Each policy shall cover the Contractor and the Town of Pittsford, as "additional insured", with limits not less than \$1,000,000.00 for each occurrence; \$1,000,000.00 personal injury; and \$2,000,000.00, general aggregate.
4. UMBRELLA POLICY: Each policy shall cover the Contractor and the Town of Pittsford, as "additional insured", with coverage of at least \$1,000,000.00

At the time of the execution of the agreement, the Contractor shall furnish to the Commissioner "Certificates of Insurance", in a form satisfactory to the Commissioner, showing proof of the above insurance requirements, which Certificates shall provide that the policies shall not be changed or canceled until ten (10) days written notice has been given to the Commissioner.

OTHER LAWS:

The Contractor, and all employees acting under the direction of the Contractor, shall strictly comply with all federal, state and local laws and ordinances controlling or limiting in any way the actions of those engaged in the work (including their wages, hours, or benefits), shall be strictly complied with by the Contractor and all employees working under his direction. This shall also include Equal Employment Opportunity requirements, Article 8, and Section 220 of the New York State Labor Law. This is a New York State Department of Labor prevailing wage rate bid. Certified payrolls shall

be furnished by the Contractor to demonstrate compliance on a monthly basis, prior to payment.

PERFORMANCE PENALTIES:

The agreement between the Contractor and the Town may be terminated for the material breach of any term by the Contractor. Further, the Contractor shall be liable for all loss, costs, and/or damages of the Town, including reasonable attorney's fees resulting from any litigation arising hereunder. If the Contractor fails to perform work as specified herein, the Town may provide notice to the Contractor, either in writing or by telephone, of the Contractor's failure to perform under the terms of the agreement. If such work is not completed by the Contractor in a satisfactory manner, as determined solely by the Town, within three (3) calendar days, the Town may, at its sole discretion, terminate the agreement or the Town may perform the necessary work and charge back all expenses of such work to the Contractor. If the Town performs such work or if the contract is terminated, the Contractor shall be responsible for any and all costs allowed by law, including reasonable attorney's fees, incurred by the Town until such time as a replacement contractor can be procured. Contractor agrees that any payment due to the Contractor at the time of the termination may be held in escrow by the Town for a period of 90 days to cover such costs.

If the Contractor is terminated for failing to perform under the agreement, the Contractor will be deemed unqualified and ineligible to bid on any Town grounds maintenance contracts for a period of three (3) years following the termination date of the agreement.

SCOPE OF SERVICES

SERVICES

1. Formal Turf Areas
 - a. These are areas that have been established and maintained as formal lawns.
 - b. Monitoring the length of the turf in these areas shall be the responsibility of the Contractor.
 - c. Lawns shall be mowed and trimmed to properly maintain a 2.5" cutting height, while removing no more than 1/3 of the top growth per cutting. Formal turf areas shall therefore be mowed prior to their exceeding 3.75" in length.
 - d. It may at times be necessary to mow more frequently than once per week.
 - e. Mowing at the proper time should result in no excess clippings being left on the lawn.
 - f. Excess clippings that result from excessive time between mowings, shall be removed by the contractor and may be a cause for termination of the mowing contract.
 - g. Trimming shall be accomplished with a line trimmer, in such a manner as not to damage landscape plants and fixtures.

2. Weeding

- a. Weeding shall be provided in planting beds and mulched areas around trees, within formal areas only.
- b. This shall be done by hand at the frequency specified for each area.
- c. Weeding by means of applying non-selective herbicides may be permitted under certain circumstances and only with prior approval from this department. Any pesticide applications must be done in strict accordance with all applicable laws and DEC regulations. The cost of any approved pesticide applications shall be borne by the Contractor.
 - a. Per resident request, the quote for maintenance of Group Q, the Windscape Park District, should include pre-emergent herbicide applications, and weed suppression applications in lawns as needed.

3. Mulch

- a. In formal turf areas, where mulch replacement is specified, mulch in planting beds and around trees shall be properly replaced to a depth of 1.5" with seasoned, **color enhanced**, double ground **bark** mulch once per year, in April.
- b. Mulch to be used must be approved by this department prior to use.
- c. The color of the mulch shall be chosen by this department from the readily available color options prior to use.
- d. Mulched beds and trees shall be hand weeded and foreign debris removed prior to application of new mulch.

4. Fertilizer

- a. Formal turf areas, where fertilizer applications are specified, shall receive fertilizer having a 3-0-1 ratio of N, P, & K according to the following schedule and nitrogen sources:
 - i. Between May 15 and May 31 apply a 50% slow release / 50% water soluble nitrogen fertilizer at a rate of 1 lb. nitrogen per 1,000 sq. ft.
 - ii. Between August 15 and August 31 apply a 50% slow release / 50% water soluble nitrogen fertilizer at a rate of 1 lb. nitrogen per 1,000 sq. ft.
 - iii. Between October 1 and October 15 apply a 100% water soluble nitrogen fertilizer at a rate of 1 lb. per 1,000 sq. ft..
- b. Fertilizer to be used must be approved by this department prior to use.

5. Shrub pruning

- a. Shrubs, ornamental trees, and other plantings in formal beds shall receive annual trimming and pruning.
- b. Trimming should be done in June or July with appropriate, sharp tools
- c. All clippings and debris should be removed.

6. Equipment:

- a. Equipment should be in good operating condition, so as they do not leak or drip liquids of any kind. Any spills must be communicated to the Town of Pittsford, Department of Public Works.
- b. Equipment shall be properly equipped with appropriate safety equipment, in working condition, as required by law.
- c. Equipment shall have up-to-date New York State inspection stickers and appropriate registration.

7. Employee Safety

The contractor is responsible for the safety of his operations and to participate in all job safety activities. These requirements include compliance with all rules and regulations as adopted by the Town, as well as any other Local, State, and Federal agencies. In addition, the contractor agrees to indemnify the Town, its agents, servants and employees for any claims, including reasonable attorney fees, by contractor's agents, servants or employees that may arise out of alleged violations of any Local, State or Federal law, rule, and regulation or standards concerning employee health and/or safety.

8. Payment, Work, & Materials Log

The approved Contractor must submit, with their monthly invoice, a record of all work performed and materials used on the job. This must specifically relate the services provided and the dates upon which they were provided. Where materials are provided, records showing the amounts and types of materials provided must be included.

TIME OF THE ESSENCE

All times of beginning, rate of progress, and completion are essential conditions of the scope of services.

SPECIAL CONDITIONS

Holidays

Mowing and trimming at the Pioneer and East Street Cemeteries (Group A, Areas 1 and 2) must be performed for holidays according to the following schedule: Memorial Day (cemeteries must be cut May 24th), & Independence Day (cemeteries must be cut July 2nd).

Litter and Debris

The Contractor shall be responsible for cleanup and removal of normal litter and debris that may be present at the mowing site at the time of scheduled mowing.

Work Times

Work times under this contract shall be limited to Mondays – Fridays from 8:00 am – 8:00 PM and Saturdays – Sundays from 9:00 am – 5:00 PM.

BIDDER QUALIFICATIONS & REFERENCES FORM

Please detail the specifics of contract maintenance similar to that of this proposed contract that you have successfully completed over the past three years:

2016

Type of work: _____

Contract period: _____

Person to contact for reference: _____

Address: _____

Phone #: _____

2017

Type of work: _____

Contract period: _____

Person to contact for reference: _____

Address: _____

Phone #: _____

2018

Type of work: _____

Contract period: _____

Person to contact for reference: _____

Address: _____

Phone #: _____

Company Name: _____

Authorized Signature: _____

Date: _____

TOWN OF PITTSFORD DEPARTMENT OF PUBLIC WORKS
SPECIFICATIONS FOR CONTRACTED GROUNDS MAINTENANCE IN THE TOWN OF PITTSFORD

2019
Bid Sheet

NOTICE:

Any deviations from the listed specifications must be completely outlined on the reverse side of this sheet. Failure to comply will constitute reason to declare the bid informal. The Town Board of the Town of Pittsford reserves the right to reject any and all bids and waive any informalities. A Non-Collusive Bidding Certificate must accompany all bids. The prices bid are in full consideration for all work as described in these specifications.

ALL BIDS MUST BE LISTED AS FOLLOWS ON THIS SHEET:

<u>ITEM/UNIT PRICE BID</u>	<u>UNIT PRICE-FIGURE (\$)</u>
Group A _____ (Words)	\$ _____ (Figure)
Group B _____ (Words)	\$ _____ (Figure)
Group C _____ (Words)	\$ _____ (Figure)
Group D _____ (Words)	\$ _____ (Figure)
Group E _____ (Words)	\$ _____ (Figure)
Group F _____ (Words)	\$ _____ (Figure)
Group G _____ (Words)	\$ _____ (Figure)
Group H _____ (Words)	\$ _____ (Figure)
Group I _____ (Words)	\$ _____ (Figure)
Group J _____ (Words)	\$ _____ (Figure)
Group K _____ (Words)	\$ _____ (Figure)
Group L _____ (Words)	\$ _____ (Figure)
Group M _____ (Words)	\$ _____ (Figure)
Group N _____ (Words)	\$ _____ (Figure)
Group O _____ (Words)	\$ _____ (Figure)
Group P _____ (Words)	\$ _____ (Figure)
Group Q _____ (Words)	\$ _____ (Figure)
Group R _____ (Words)	\$ _____ (Figure)

TOTAL BID: _____ **\$** _____
(Words) (Figure)

Signed: _____ Title: _____

Representing: _____

Telephone: _____ Date: _____

NON – COLLUSIVE BIDDING CERTIFICATE

2019 Contracted Grounds Maintenance for the Town of Pittsford

As required by §103-d of the General Municipal Law of the State of New York, the bidder certifies that by submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty or perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Print Name of Bidder

Authorized Signature

Date

NOTE: Where a bid on behalf of a corporation contains this certification, it shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certification as to non-collusion as the act and deed of the corporation.

2019 WORK OUTLINE AND BID FORM – GROUP A

All areas in Group A are “Formal Turf Areas” that receive mowing and trimming to properly maintain a 2.5” cutting height as previously defined and as outlined in the accompanying illustrations. No other maintenance is required.

LOCATION	BID PRICE FOR MONTHLY MOWING							TOTAL
	Apr	May	June	July	Aug	Sept	Oct.	
Area 1: Pioneer Cemetery & Lusk Corner								
Area 2: East St. Cemetery & Pump Sta.								
Area 3: Tobey & Stone Roads								
Area 4: Stuyvesant Court Median								
Area 5: Country Club Road Island								
Area 6: Pittsford Manor Lane								
Area 7: Linden Park Circle								
Area 8: Sewer Department Office								
Area 9: Reitz Parkway Pump Station								
Area 10: Griffith Park								
Area 11: Wren Field Neighborhood Park								
Area 12: Calkins Rd. sidewalk/ROW								
Area 13: Van Cortland entrance lawn								

TOTAL BID PRICE, AREAS 1-13: _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP B
WREN FIELD PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow & trim formal turf areas in Parcels A, B, C, D, E, & F	\$ _____
Weed around planter beds in Parcels A, B, & E	\$ _____
Replace mulch in planters in Parcels A, B, & E	\$ _____

MAY

Mow & trim formal turf areas in Parcels A, B, C, D, E, & F	\$ _____
Weed planting beds in Parcels A, B, & E	\$ _____
Apply fertilizer to formal turf in Parcels A, B, C, D, E, & F	\$ _____

JUNE

Mow & trim formal turf areas in Parcels A, B, C, D, E, & F	\$ _____
Weed planting beds in Parcels A, B, & E	\$ _____
Trim/prune ornamental plantings in formal beds in Parcels A, B, & E	\$ _____

JULY

Mow & trim formal turf areas in Parcels A, B, C, D, E, & F	\$ _____
Weed planting beds in Parcels A, B, & E	\$ _____

AUGUST

Mow & trim formal turf areas in Parcels A, B, C, D, E, & F	\$ _____
Weed planting beds in Parcels A, B, & E	\$ _____
Apply fertilizer to formal turf in Parcels A, B, C, D, E, & F	\$ _____

SEPTEMBER

Mow & trim formal turf areas in Parcels A, B, C, D, E, & F	\$ _____
Weed planting beds in Parcels A, B, & E	\$ _____

OCTOBER

Mow & trim formal turf areas in Parcels A, B, C, D, E, & F	\$ _____
Weed planting beds in Parcels A, B, & E	\$ _____
Apply fertilizer to formal turf in Parcels A, B, C, D, E, & F	\$ _____

TOTAL MONTHLY SERVICES \$ _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP C
WEXFORD PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow & trim formal turf areas in Parcels C & D	\$ _____
Weed around trees & planter beds in Parcels C & D	\$ _____
Replace mulch around trees and in planters in Parcels C & D	\$ _____

MAY

Mow & trim formal turf areas in Parcels C & D	\$ _____
Weed around trees & planter beds in Parcels C & D	\$ _____
Apply fertilizer to formal turf in Parcels C & D	\$ _____

JUNE

Mow & trim formal turf areas in Parcels C & D	\$ _____
Weed around trees & planter beds in Parcels C & D	\$ _____
Trim/prune ornamental plantings in formal beds in Parcels C & D	\$ _____

JULY

Mow & trim formal turf areas in Parcels C & D	\$ _____
Weed around trees & planter beds in Parcels C & D	\$ _____

AUGUST

Mow & trim formal turf areas in Parcels C & D	\$ _____
Weed around trees & planter beds in Parcels C & D	\$ _____
Apply fertilizer to formal turf in Parcels C & D	\$ _____

SEPTEMBER

Mow & trim formal turf areas in Parcels C & D	\$ _____
Weed around trees & planter beds in Parcels C & D	\$ _____

OCTOBER

Mow & trim formal turf areas in Parcels C & D	\$ _____
Weed around trees & planter beds in Parcels C & D	\$ _____
Apply fertilizer to formal turf in Parcels C & D	\$ _____

TOTAL MONTHLY SERVICES \$ _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP D
CODDINGTON PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow & trim all formal turf areas	\$ _____
Weed around trees & planter beds - all formal areas	\$ _____
Replace mulch around trees and in planter beds - all formal areas	\$ _____

MAY

Mow & trim all formal turf areas	\$ _____
Weed planter beds and around trees - all formal areas	\$ _____
Apply fertilizer to all formal turf	\$ _____

JUNE

Mow & trim all formal turf areas	\$ _____
Weed planter beds and around trees - all formal areas	\$ _____
Trim/prune ornamental plantings in formal beds	\$ _____

JULY

Mow & trim all formal turf areas	\$ _____
Weed planter beds and around trees - all formal areas	\$ _____

AUGUST

Mow & trim all formal turf areas	\$ _____
Weed planter beds and around trees - all formal areas	\$ _____
Apply fertilizer to all formal turf	\$ _____

SEPTEMBER

Mow & trim all formal turf areas	\$ _____
Weed planter beds and around trees - all formal areas	\$ _____

OCTOBER

Mow & trim all formal turf areas	\$ _____
Weed planter beds and around trees - all formal areas	\$ _____
Apply fertilizer to all formal turf	\$ _____

TOTAL MONTHLY SERVICES \$ _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP E
MERRY CREEK CROSSING PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow & trim mowing areas	\$ _____
Weed around trees & planter beds in mowing areas. Line trim around guide rail & stream bank.	\$ _____
Replace mulch in planter beds and around trees in mowing areas	\$ _____

MAY

Mow & trim mowing areas	\$ _____
Weed around trees & planter beds in mowing areas. Line trim around guide rail & stream bank.	\$ _____
Apply fertilizer to mowing areas	\$ _____

JUNE

Mow & trim mowing areas	\$ _____
Weed around trees & planter beds in mowing areas. Line trim around guide rail & stream bank.	\$ _____

JULY

Mow & trim mowing areas	\$ _____
Weed around trees & planter beds in mowing areas. Line trim around guide rail & stream bank.	\$ _____

AUGUST

Mow & trim mowing areas	\$ _____
Weed around trees & planter beds in mowing areas. Line trim around guide rail & stream bank.	\$ _____
Apply fertilizer to mowing areas	\$ _____

SEPTEMBER

Mow & trim mowing areas	\$ _____
Weed around trees & planter beds in mowing areas. Line trim around guide rail & stream bank.	\$ _____

OCTOBER

Mow & trim mowing areas	\$ _____
Weed around trees & planter beds in mowing areas. Line trim around guide rail & stream bank.	\$ _____
Apply fertilizer to mowing areas	\$ _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP F
HEDGE WOOD / CREST WOOD PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow & trim formal turf in Parcels A, B, & C	\$ _____
Weed around trees & planter beds in Parcels A, B, & C	\$ _____
Replace mulch in planters and around trees - Parcels A, B, & C	\$ _____

MAY

Mow & trim formal turf in Parcels A, B, & C	\$ _____
Weed planter beds and around trees - Parcels A, B, & C	\$ _____
Apply fertilizer to formal turf in Parcels A, B, & C	\$ _____

JUNE

Mow & trim formal turf in Parcels A, B, & C	\$ _____
Weed planter beds and around trees - Parcels A, B, & C	\$ _____
Trim/prune ornamental plantings in formal beds Parcels A & B	\$ _____

JULY

Mow & trim formal turf in Parcels A, B, & C	\$ _____
Weed planter beds and around trees - Parcels A, B, & C	\$ _____

AUGUST

Mow & trim formal turf in Parcels A, B, & C	\$ _____
Weed planter beds and around trees - Parcels A, B, & C	\$ _____
Apply fertilizer to formal turf in Parcels A, B, & C	\$ _____

SEPTEMBER

Mow & trim formal turf in Parcels A, B, & C	\$ _____
Weed planter beds and around trees - Parcels A, B, & C	\$ _____

OCTOBER

Mow & trim formal turf in Parcels A, B, & C	\$ _____
Weed planter beds and around trees - Parcels A, B, & C	\$ _____
Apply fertilizer to formal turf in Parcels A, B, & C	\$ _____

TOTAL MONTHLY SERVICES \$ _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP G
KOLANEKA / MITCHELL ESTATES PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow & trim formal turf - all maintenance areas	\$ _____
Weed around trees & planter beds in maintenance areas	\$ _____
Replace mulch in planters and around trees in maintenance areas	\$ _____

MAY

Mow & trim formal turf - all maintenance areas	\$ _____
Weed planter beds and around trees in maintenance areas	\$ _____
Apply fertilizer to formal turf in maintenance areas	\$ _____

JUNE

Mow & trim formal turf - all maintenance areas	\$ _____
Weed planter beds and around trees in maintenance areas	\$ _____
Trim/prune ornamental plantings in formal beds	\$ _____

JULY

Mow & trim formal turf - all maintenance areas	\$ _____
Weed planter beds and around trees in maintenance areas	\$ _____

AUGUST

Mow & trim formal turf - all maintenance areas	\$ _____
Weed planter beds and around trees in maintenance areas	\$ _____
Apply fertilizer to formal turf in maintenance areas	\$ _____

SEPTEMBER

Mow & trim formal turf - all maintenance areas	\$ _____
Weed planter beds and around trees in maintenance areas	\$ _____

OCTOBER

Mow & trim formal turf - all maintenance areas	\$ _____
Weed planter beds and around trees in maintenance areas	\$ _____
Apply fertilizer to formal turf in maintenance areas	\$ _____

TOTAL MONTHLY SERVICES \$ _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP H
EAST AVENUE MANOR PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow formal turf areas in Parcels A, B, D, & E	\$ _____
Weed planter beds and around trees in Parcels A, B, C, D, & E	\$ _____
Replace mulch in planters & around trees in Parcels A, B, C, D, & E	\$ _____

MAY

Mow formal turf areas in Parcels A, B, D, & E	\$ _____
Weed planter beds and around trees in Parcels A, B, C, D, & E	\$ _____
Apply fertilizer to formal turf in parcels A, B, D, & E	\$ _____

JUNE

Mow formal turf areas in Parcels A, B, D, & E	\$ _____
Weed planter beds and around trees in Parcels A, B, C, D, & E	\$ _____
Trim/prune ornamental plantings in formal beds Parcels A, C, D, & E	\$ _____

JULY

Mow formal turf areas in Parcels A, B, D, & E	\$ _____
Weed planter beds and around trees in Parcels A, B, C, D, & E	\$ _____

AUGUST

Mow formal turf areas in Parcels A, B, D, & E	\$ _____
Weed planter beds and around trees in Parcels A, B, C, D, & E	\$ _____
Apply fertilizer to formal turf in parcels A, B, D, & E	\$ _____

SEPTEMBER

Mow formal turf areas in Parcels A, B, D, & E	\$ _____
Weed planter beds and around trees in Parcels A, B, C, D, & E	\$ _____

OCTOBER

Mow formal turf areas in Parcels A, B, D, & E	\$ _____
Weed planter beds and around trees in Parcels A, B, C, D, & E	\$ _____
Apply fertilizer to formal turf in parcels A, B, D, & E	\$ _____

TOTAL MONTHLY SERVICES \$ _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP I
DELANCEY PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow formal turf areas in Parcels A, B, C, & D	\$ _____
Weed around trees & planter beds in Parcels A, B, C, & D	\$ _____
Replace mulch in planter beds and around trees in Parcels A, B, C, & D	\$ _____

MAY

Mow formal turf areas in Parcels A, B, C, & D	\$ _____
Weed planter beds and around trees in Parcels A, B, C, & D	\$ _____
Apply fertilizer to formal turf in Parcels A, B, C, & D	\$ _____

JUNE

Mow formal turf areas in Parcels A, B, C, & D	\$ _____
Weed planter beds and around trees in Parcels A, B, C, & D	\$ _____
Trim/prune ornamental plantings in formal beds Parcels A & B	\$ _____

JULY

Mow formal turf areas in Parcels A, B, C, & D	\$ _____
Weed planter beds and around trees in Parcels A, B, C, & D	\$ _____

AUGUST

Mow formal turf areas in Parcels A, B, C, & D	\$ _____
Weed planter beds and around trees in Parcels A, B, C, & D	\$ _____
Apply fertilizer to formal turf in Parcels A, B, C, & D	\$ _____

SEPTEMBER

Mow formal turf areas in Parcels A, B, C, & D	\$ _____
Weed planter beds and around trees in Parcels A, B, C, & D	\$ _____

OCTOBER

Mow formal turf areas in Parcels A, B, C, & D	\$ _____
Weed planter beds and around trees in Parcels A, B, C, & D	\$ _____
Apply fertilizer to formal turf in Parcels A, B, C, & D	\$ _____

TOTAL MONTHLY SERVICES \$ _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP J
NORTHSTONE PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow formal turf areas in Parcels A, B, C, D, & E	\$ _____
Weed around trees & planter beds in Parcels A, B, C, D, & E	\$ _____
Replace mulch in planter beds and around trees in Parcels A, B, C, D, & E	\$ _____

MAY

Mow formal turf areas in Parcels A, B, C, D, & E	\$ _____
Weed planter beds and around trees in Parcels A, B, C, D, & E	\$ _____
Apply fertilizer to formal turf in Parcels A, B, C, D, & E	\$ _____

JUNE

Mow formal turf areas in Parcels A, B, C, D, & E	\$ _____
Weed planter beds and around trees in Parcels A, B, C, D, & E	\$ _____
Trim/prune ornamental plantings in formal beds Parcels A & B	\$ _____

JULY

Mow formal turf areas in Parcels A, B, C, D, & E	\$ _____
Weed planter beds and around trees in Parcels A, B, C, D, & E	\$ _____

AUGUST

Mow formal turf areas in Parcels A, B, C, D, & E	\$ _____
Weed planter beds and around trees in Parcels A, B, C, D, & E	\$ _____
Apply fertilizer to formal turf in Parcels A, B, C, D, & E	\$ _____

SEPTEMBER

Mow formal turf areas in Parcels A, B, C, D, & E	\$ _____
Weed planter beds and around trees in Parcels A, B, C, D, & E	\$ _____

OCTOBER

Mow formal turf areas in Parcels A, B, C, D, & E	\$ _____
Weed planter beds and around trees in Parcels A, B, C, D, & E	\$ _____
Apply fertilizer to formal turf in Parcels A, B, C, D, & E	\$ _____

TOTAL MONTHLY SERVICES \$ _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP K
ROLLINS CROSSING PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow formal turf areas in Parcels A, B, D, & E	\$ _____
Spade edge , weed, and replace mulch in planter beds and around trees in Parcels A, B, D, & E	\$ _____

MAY

Mow formal turf areas in Parcels A, B, D, & E	\$ _____
Weed around trees & planter beds in Parcels A, B, D, & E	\$ _____
Apply fertilizer to formal turf in Parcels A, B, D, & E	\$ _____

JUNE

Mow formal turf areas in Parcels A, B, D, & E	\$ _____
Weed around trees & planter beds in Parcels A, B, D, & E	\$ _____
Trim/prune ornamental plantings in formal beds Parcels A, B, D, & E	\$ _____

JULY

Mow formal turf areas in Parcels A, B, D, & E	\$ _____
Weed around trees & planter beds in Parcels A, B, D, & E	\$ _____

AUGUST

Mow formal turf areas in Parcels A, B, D, & E	\$ _____
Weed around trees & planter beds in Parcels A, B, D, & E	\$ _____
Apply fertilizer to formal turf in Parcels A, B, D, & E	\$ _____

SEPTEMBER

Mow formal turf areas in Parcels A, B, D, & E	\$ _____
Weed around trees & planter beds in Parcels A, B, D, & E	\$ _____

OCTOBER

Mow formal turf areas in Parcels A, B, D, & E	\$ _____
Weed around trees & planter beds in Parcels A, B, D, & E	\$ _____
Apply fertilizer to formal turf in Parcels A, B, D, & E	\$ _____

TOTAL MONTHLY SERVICES \$ _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP L
HARVEST GLEN PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow formal turf areas in Parcels A, B, & D	\$ _____
Spade edge , weed, and replace mulch in planter beds and around trees in Parcels A, B, & D	\$ _____

MAY

Mow formal turf areas in Parcels A, B, & D	\$ _____
Weed around trees & planter beds in Parcels A, B, & D	\$ _____
Apply fertilizer to formal turf in Parcels A, B, & D	\$ _____

JUNE

Mow formal turf areas in Parcels A, B, & D	\$ _____
Weed around trees & planter beds in Parcels A, B, & D	\$ _____
Trim/prune ornamental plantings in formal beds Parcels A & B	\$ _____

JULY

Mow formal turf areas in Parcels A, B, & D	\$ _____
Weed around trees & planter beds in Parcels A, B, & D	\$ _____

AUGUST

Mow formal turf areas in Parcels A, B, & D	\$ _____
Weed around trees & planter beds in Parcels A, B, & D	\$ _____
Apply fertilizer to formal turf in Parcels A, B, & D	\$ _____

SEPTEMBER

Mow formal turf areas in Parcels A, B, & D	\$ _____
Weed around trees & planter beds in Parcels A, B, & D	\$ _____

OCTOBER

Mow formal turf areas in Parcels A, B, & D	\$ _____
Weed around trees & planter beds in Parcels A, B, & D	\$ _____
Apply fertilizer to formal turf in Parcels A, B, & D	\$ _____

TOTAL MONTHLY SERVICES \$ _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP M
AUTUMN WOODS PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow formal turf areas in Parcels A, B, C	\$ _____
Spade edge , weed, and replace mulch in planter beds and around trees in Parcels A, B, C	\$ _____

MAY

Mow formal turf areas in Parcels A, B, C	\$ _____
Weed around trees & planter beds in Parcels A, B, C	\$ _____
Apply fertilizer to formal turf in Parcels A, B, C	\$ _____

JUNE

Mow formal turf areas in Parcels A, B, C	\$ _____
Weed around trees & planter beds in Parcels A, B, C	\$ _____
Trim/prune ornamental plantings in formal beds Parcels A & B	\$ _____

JULY

Mow formal turf areas in Parcels A, B, C	\$ _____
Weed around trees & planter beds in Parcels A, B, C	\$ _____

AUGUST

Mow formal turf areas in Parcels A, B, C	\$ _____
Weed around trees & planter beds in Parcels A, B, C	\$ _____
Apply fertilizer to formal turf in Parcels A, B, C	\$ _____

SEPTEMBER

Mow formal turf areas in Parcels A, B, C	\$ _____
Weed around trees & planter beds in Parcels A, B, C	\$ _____

OCTOBER

Mow formal turf areas in Parcels A, B, C	\$ _____
Weed around trees & planter beds in Parcels A, B, C	\$ _____
Apply fertilizer to formal turf in Parcels A, B, C	\$ _____

TOTAL MONTHLY SERVICES \$ _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP N
KENSINGTON PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow formal turf areas in Parcels A thru L	\$ _____
Spade edge , weed, and replace mulch in planter beds and around trees in Parcels A, B, C, F, G, H, K, L	\$ _____

MAY

Mow formal turf areas in Parcels A thru L	\$ _____
Weed around trees & planter beds in Parcels A, B, C, F, G, H, K, L	\$ _____
Apply fertilizer to formal turf in Parcels A thru L	\$ _____

JUNE

Mow formal turf areas in Parcels A thru L	\$ _____
Weed around trees & planter beds in Parcels A, B, C, F, G, H, K, L	\$ _____
Trim/prune ornamental plantings in formal beds Parcels A, B, C, H, K, & L	\$ _____

JULY

Mow formal turf areas in Parcels A thru L	\$ _____
Weed around trees & planter beds in Parcels A, B, C, F, G, H, K, L	\$ _____

AUGUST

Mow formal turf areas in Parcels A thru L	\$ _____
Weed around trees & planter beds in Parcels A, B, C, F, G, H, K, L	\$ _____
Apply fertilizer to formal turf in Parcels A thru L	\$ _____

SEPTEMBER

Mow formal turf areas in Parcels A thru L	\$ _____
Weed around trees & planter beds in Parcels A, B, C, F, G, H, K, L	\$ _____

OCTOBER

Mow formal turf areas in Parcels A thru L	\$ _____
Weed around trees & planter beds in Parcels A, B, C, F, G, H, K, L	\$ _____
Mow formal turf areas in Parcels A thru L	\$ _____
Apply fertilizer to formal turf in Parcels A thru L	\$ _____

TOTAL MONTHLY SERVICES \$ _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP O
GREYTHORNE PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow formal turf areas in Parcels A thru G	\$ _____
Spade edge , weed, and replace mulch in planter beds and around trees in Parcels A, C, E, G	\$ _____

MAY

Mow formal turf areas in Parcels A thru G	\$ _____
Weed around trees & planter beds in Parcels A, C, E, G	\$ _____
Apply fertilizer to formal turf in Parcels A thru G	\$ _____

JUNE

Mow formal turf areas in Parcels A thru G	\$ _____
Weed around trees & planter beds in Parcels A, C, E, G	\$ _____
Trim/prune ornamental plantings in formal beds Parcels A & E	\$ _____

JULY

Mow formal turf areas in Parcels A thru G	\$ _____
Weed around trees & planter beds in Parcels A, C, E, G	\$ _____

AUGUST

Mow formal turf areas in Parcels A thru G	\$ _____
Weed around trees & planter beds in Parcels A, C, E, G	\$ _____
Apply fertilizer to formal turf in Parcels A thru G	\$ _____

SEPTEMBER

Mow formal turf areas in Parcels A thru G	\$ _____
Weed around trees & planter beds in Parcels A, C, E, G	\$ _____

OCTOBER

Mow formal turf areas in Parcels A thru G	\$ _____
Weed around trees & planter beds in Parcels A, C, E, G	\$ _____
Apply fertilizer to formal turf in Parcels A thru G	\$ _____

TOTAL MONTHLY SERVICES \$ _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP P
SUMMERS CIRCLE PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow formal turf areas in Parcels A, B, & C	\$ _____
Spade edge , weed, and replace mulch in planter beds and around trees in Parcels A, B, & C	\$ _____

MAY

Mow formal turf areas in Parcels A, B, & C	\$ _____
Weed around trees & planter beds in Parcels A, B, & C	\$ _____
Apply fertilizer to formal turf in Parcels A, B, & C	\$ _____

JUNE

Mow formal turf areas in Parcels A, B, & C	\$ _____
Weed around trees & planter beds in Parcels A, B, & C	\$ _____
Trim/prune ornamental plantings in formal beds Parcels A, B, & C	\$ _____

JULY

Mow formal turf areas in Parcels A, B, & C	\$ _____
Weed around trees & planter beds in Parcels A, B, & C	\$ _____

AUGUST

Mow formal turf areas in Parcels A, B, & C	\$ _____
Weed around trees & planter beds in Parcels A, B, & C	\$ _____
Apply fertilizer to formal turf in Parcels A, B, & C	\$ _____

SEPTEMBER

Mow formal turf areas in Parcels A, B, & C	\$ _____
Weed around trees & planter beds in Parcels A, B, & C	\$ _____

OCTOBER

Mow formal turf areas in Parcels A, B, & C	\$ _____
Weed around trees & planter beds in Parcels A, B, & C	\$ _____
Apply fertilizer to formal turf in Parcels A, B, & C	\$ _____

TOTAL MONTHLY SERVICES \$ _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP Q
WINDSCAPE PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow formal turf areas in Parcels A, B, & C	\$ _____
Spade edge , weed, and replace mulch in planter beds and around trees in Parcels A & C	\$ _____
Apply crabgrass pre-emergent	\$ _____

MAY

Mow formal turf areas in Parcels A, B, & C	\$ _____
Weed around trees & planter beds in Parcels A & C	\$ _____
Apply fertilizer/weed suppressor to formal turf in Parcels A, B, & C	\$ _____

JUNE

Mow formal turf areas in Parcels A, B, & C	\$ _____
Weed around trees & planter beds in Parcels A & C	\$ _____

JULY

Mow formal turf areas in Parcels A, B, & C	\$ _____
Weed around trees & planter beds in Parcels A & C	\$ _____

AUGUST

Mow formal turf areas in Parcels A, B, & C	\$ _____
Weed around trees & planter beds in Parcels A & C	\$ _____
Apply fertilizer/weed suppressor to formal turf in Parcels A, B, & C	\$ _____

SEPTEMBER

Mow formal turf areas in Parcels A, B, & C	\$ _____
Weed around trees & planter beds in Parcels A & C	\$ _____

OCTOBER

Mow formal turf areas in Parcels A, B, & C	\$ _____
Weed around trees & planter beds in Parcels A & C	\$ _____
Apply fertilizer to formal turf in Parcels A, B, & C	\$ _____

TOTAL MONTHLY SERVICES \$ _____

Company Name: _____

Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____

**2019 WORK OUTLINE AND BID FORM – GROUP R
WHITLEY CT PARK DISTRICT**

MONTHLY SERVICES

APRIL

Mow formal turf areas in Parcels A, B, & C \$ _____

Spade edge, weed, and replace mulch in planter beds and around trees in Parcels A & C \$ _____

MAY

Mow formal turf areas in Parcels A, B, & C \$ _____

Weed around trees & planter beds in Parcels A & C \$ _____

Apply fertilizer to formal turf in Parcels A, B, & C \$ _____

JUNE

Mow formal turf areas in Parcels A, B, & C \$ _____

Weed around trees & planter beds in Parcels A & C \$ _____

Trim/prune ornamental plantings in formal beds Parcel A \$ _____

JULY

Mow formal turf areas in Parcels A, B, & C \$ _____

Weed around trees & planter beds in Parcels A & C \$ _____

AUGUST

Mow formal turf areas in Parcels A, B, & C \$ _____

Weed around trees & planter beds in Parcels A & C \$ _____

Apply fertilizer to formal turf in Parcels A, B, & C \$ _____

SEPTEMBER

Mow formal turf areas in Parcels A, B, & C \$ _____

Weed around trees & planter beds in Parcels A & C \$ _____

OCTOBER

Mow formal turf areas in Parcels A, B, & C \$ _____

Weed around trees & planter beds in Parcels A & C \$ _____

Apply fertilizer to formal turf in Parcels A, B, & C \$ _____

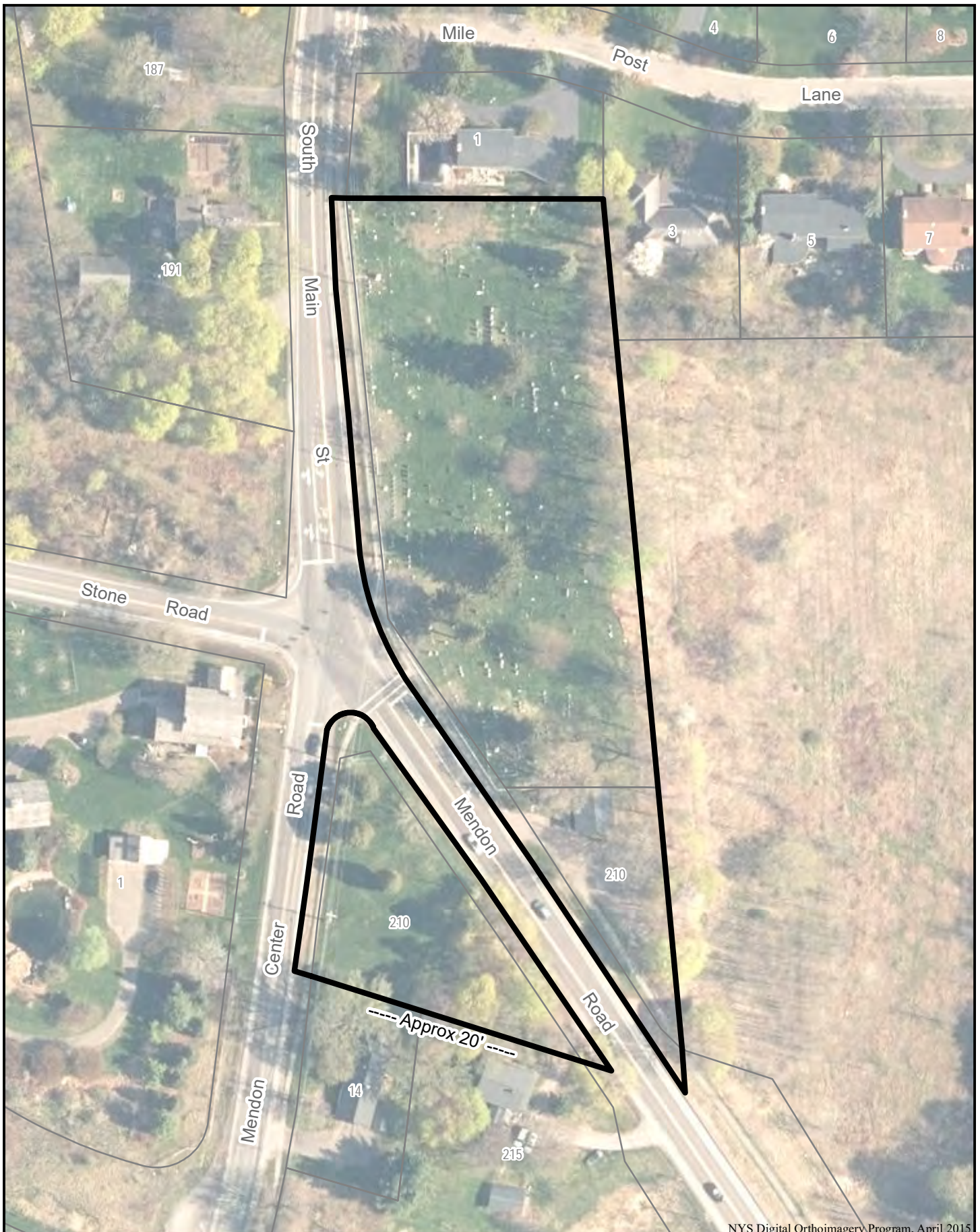
TOTAL MONTHLY SERVICES \$ _____

Company Name: _____



Address: _____

Company Representative: _____ Phone # _____

Authorized Signature: _____ Date: _____



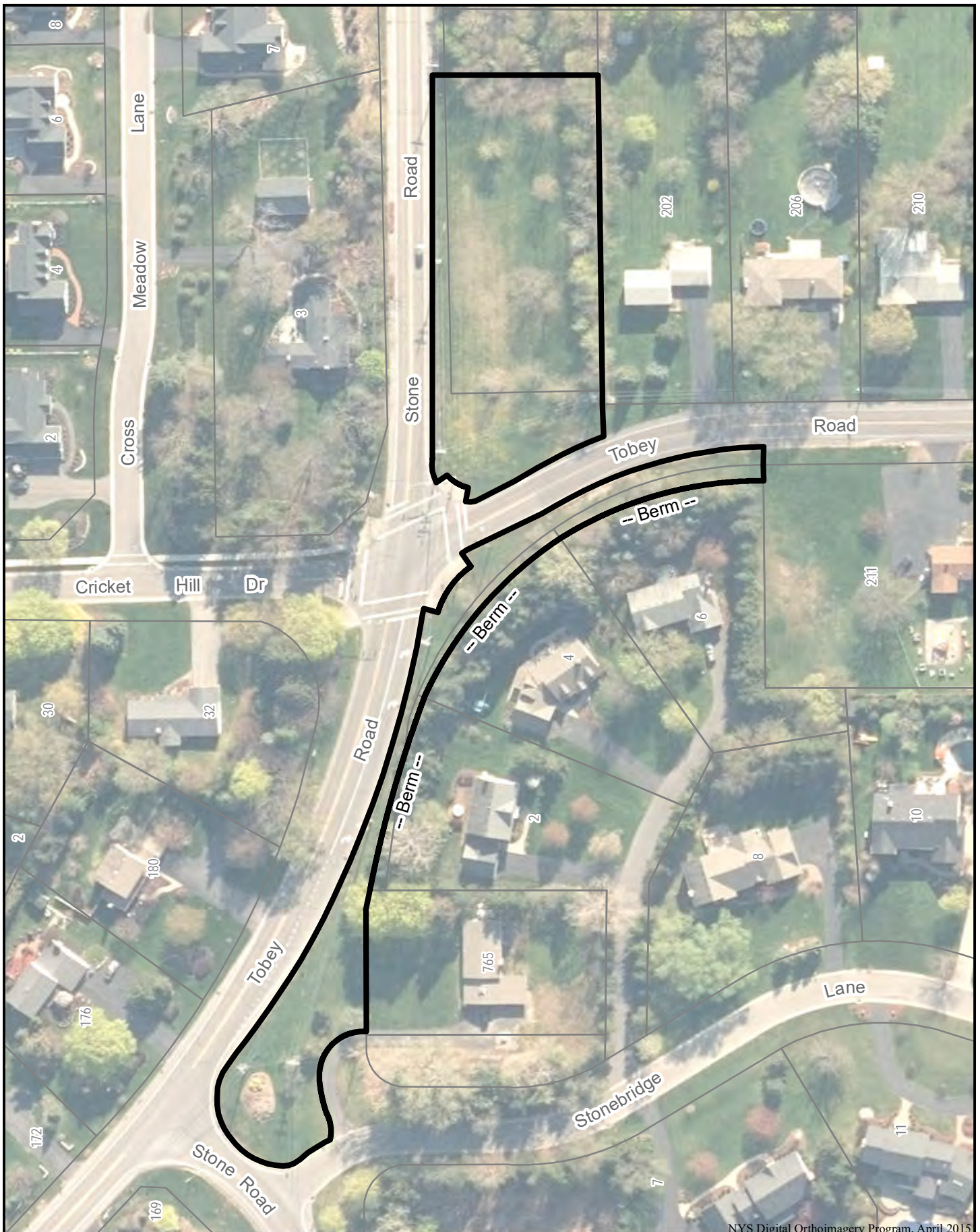
NYS Digital Orthoimagery Program, April 2015

<p>Group A Area 1</p>	<p>Town of Pittsford Pioneer Cemetery and Lusk Corner</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 100'</p>
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NYS Digital Orthoimagery Program, April 2015

<p>Group A Area 2</p>	<p>Town of Pittsford East Street Cemetery and Pump Station</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 100'</p>
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NYS Digital Orthoimagery Program, April 2015

<p>Group A Area 3</p>	<p>Town of Pittsford Tobey Road and Stone Road</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 100'</p>
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NYS Digital Orthoimagery Program, April 2015

<p>Group A Area 4</p>	<p>Town of Pittsford Stuyvesant Court Median</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 125'</p>
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NYS Digital Orthoimagery Program, April 2015

<p>Group A Area 5</p>	<p>Town of Pittsford Country Club Road Island</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 125'</p>
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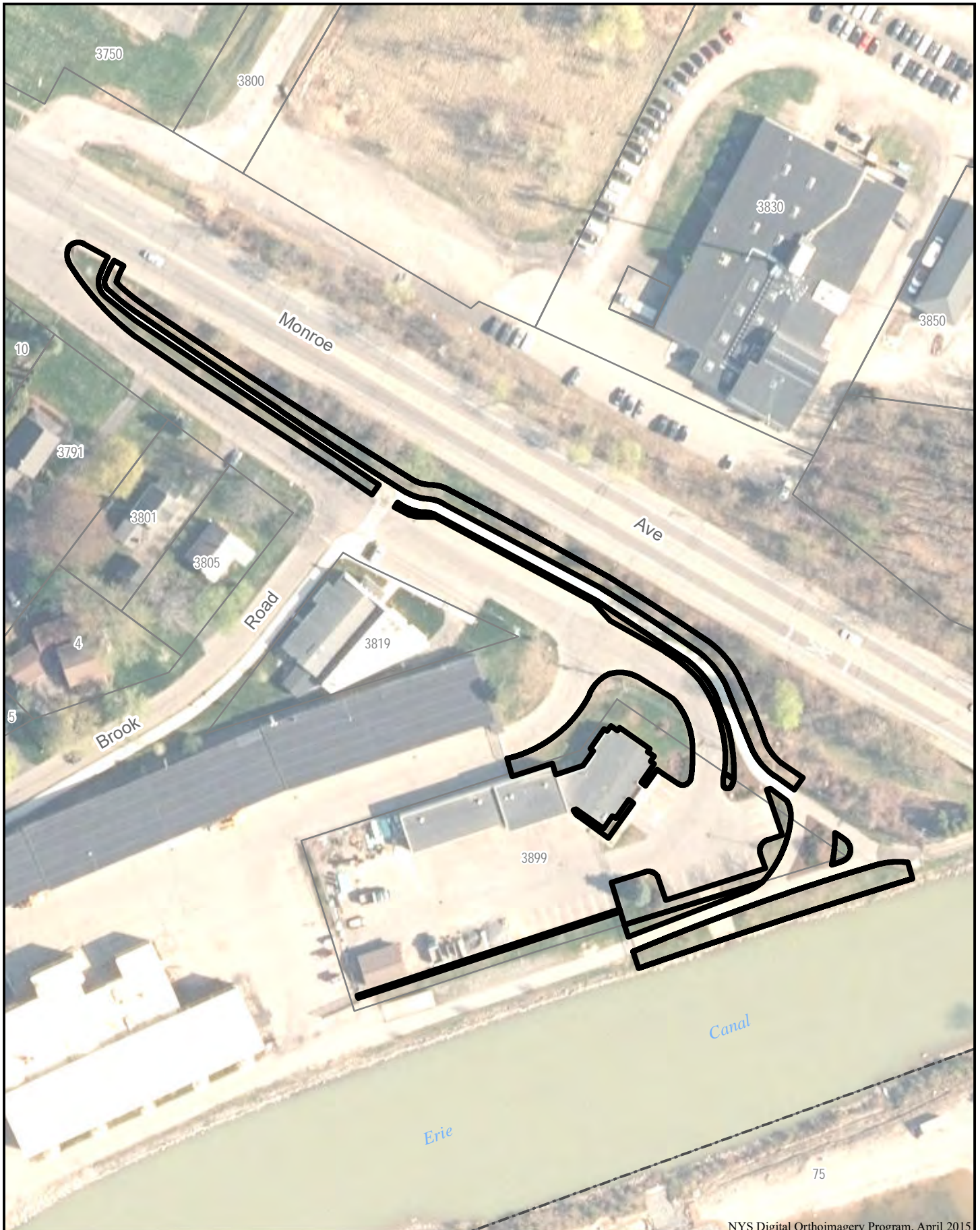
NYS Digital Orthoimagery Program, April 2015

<p>Group A Area 6</p>	<p>Town of Pittsford Pittsford Manor Lane</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 100'</p>
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NYS Digital Orthoimagery Program, April 2015

<p>Group A Area 7</p>	<p>Town of Pittsford Linden Park Circle</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 125'</p>
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NYS Digital Orthoimagery Program, April 2015



<p>Group A Area 8</p>	<p>Town of Pittsford Pittsford Sewer District Office 3899 Monroe Ave</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 100'</p>
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Group A Area 9	Town of Pittsford 11 Reitz Parkway Pump Station	Mowing Area		1" = 100'
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NYS Digital Orthoimagery Program, April 2015

<p>Group A Area 10</p>	<p>Town of Pittsford Griffith Park</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 100'</p>
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NYS Digital Orthoimagery Program, April 2015

<p>Group A Area 11</p>	<p>Town of Pittsford Wren Field Recreation Space</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 250'</p>
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NYS Digital Orthoimagery Program, April 2015

<p>Group A Area 12</p>	<p>Town of Pittsford Calkins Road Sidewalk Right-of-Way</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 175'</p>
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NYS Digital Orthoimagery Program, April 2015

<p>Group A Area 13</p>	<p>Town of Pittsford Van Cortland Dr</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 100'</p>
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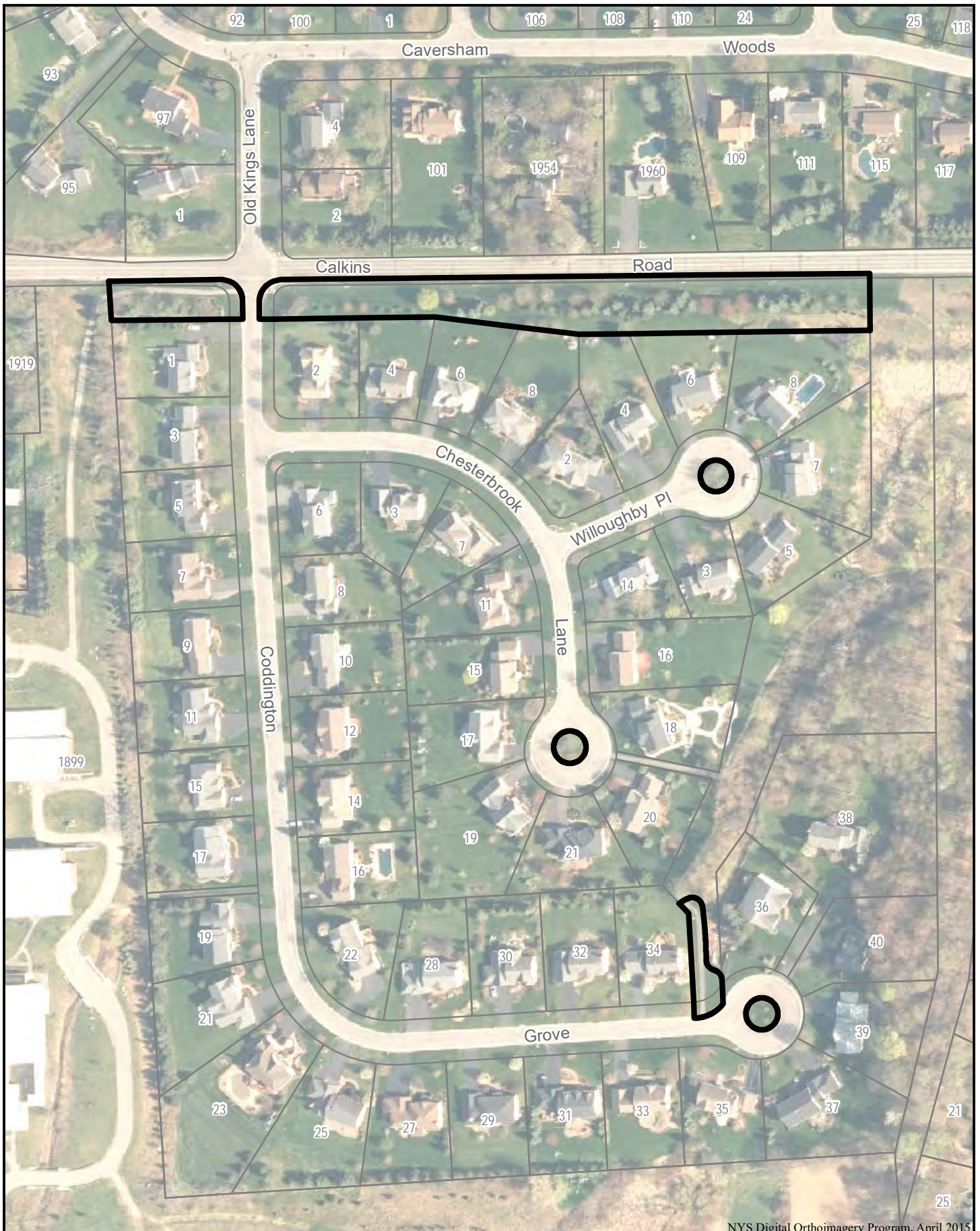
NYS Digital Orthoimagery Program, April 2015

<p>Group B</p>	<p>Town of Pittsford Wren Field Park District</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 250'</p>
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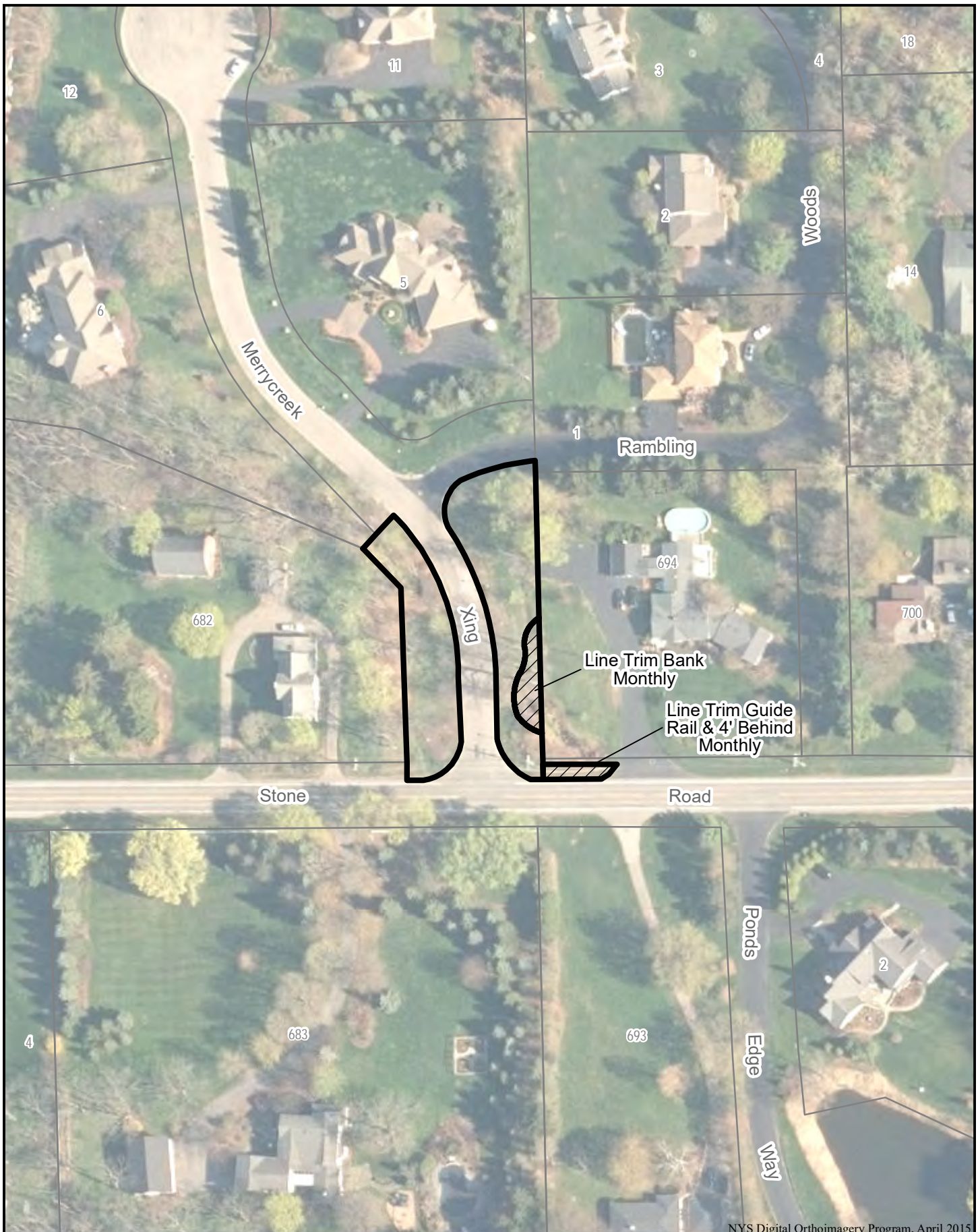
NYS Digital Orthoimagery Program, April 2015

<p>Group C</p>	<p>Town of Pittsford Wexford Park District</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 175'</p>
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NYS Digital Orthoimagery Program, April 2015

<p>Group D</p>	<p>Town of Pittsford Coddington Park District</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 175'</p>
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NYS Digital Orthoimagery Program, April 2015

<p>Group E</p>	<p>Town of Pittsford Merry Creek Park District</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 100'</p>
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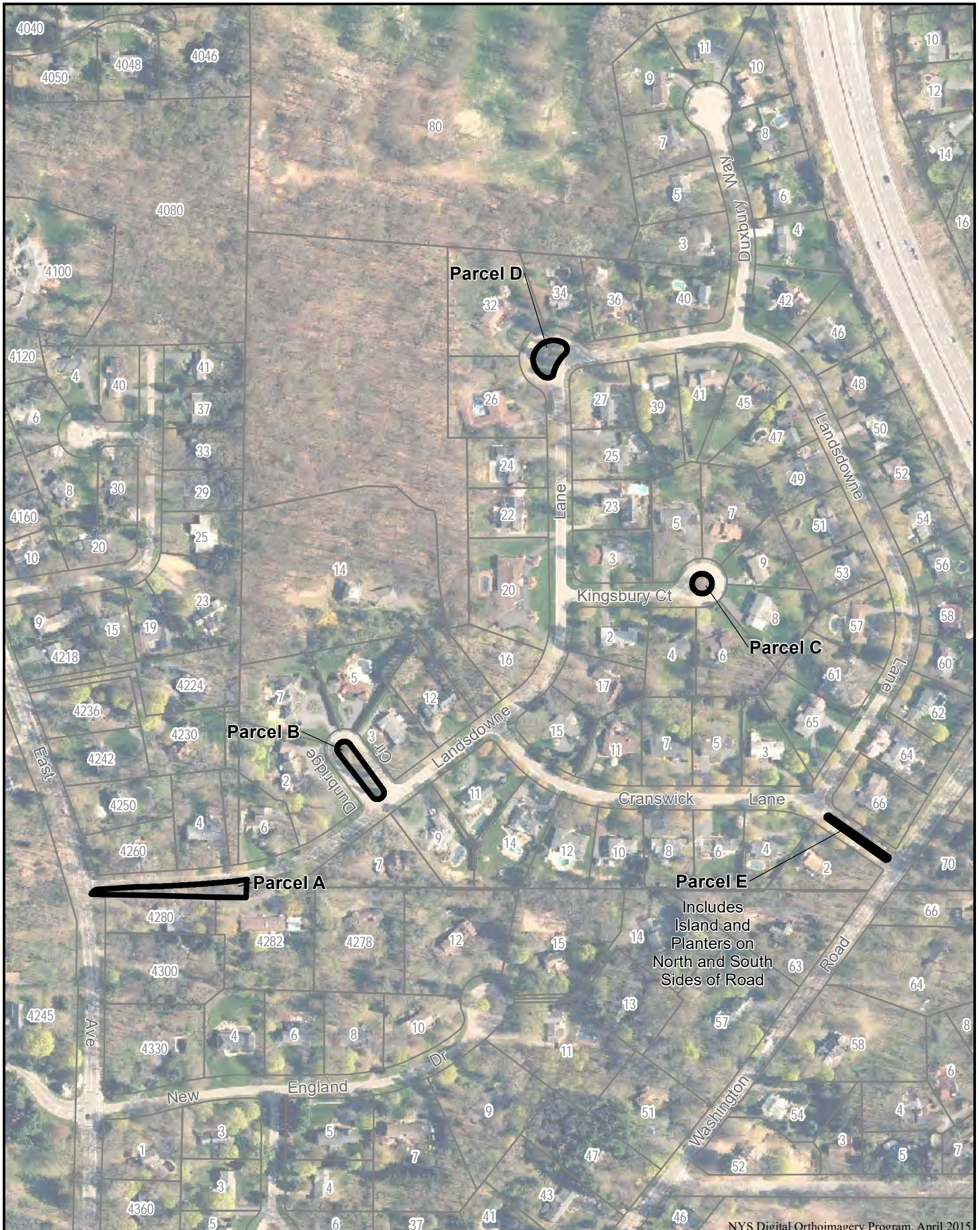
NYS Digital Orthoimagery Program, April 2015



<p>Group F</p>	<p>Town of Pittsford Hedge Wood & Crest Wood Park District</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 250'</p>
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NYS Digital Orthoimagery Program, April 2015



<p>Group G</p>	<p>Town of Pittsford Kolaneka / Mitchell Estates Park District</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 225'</p>
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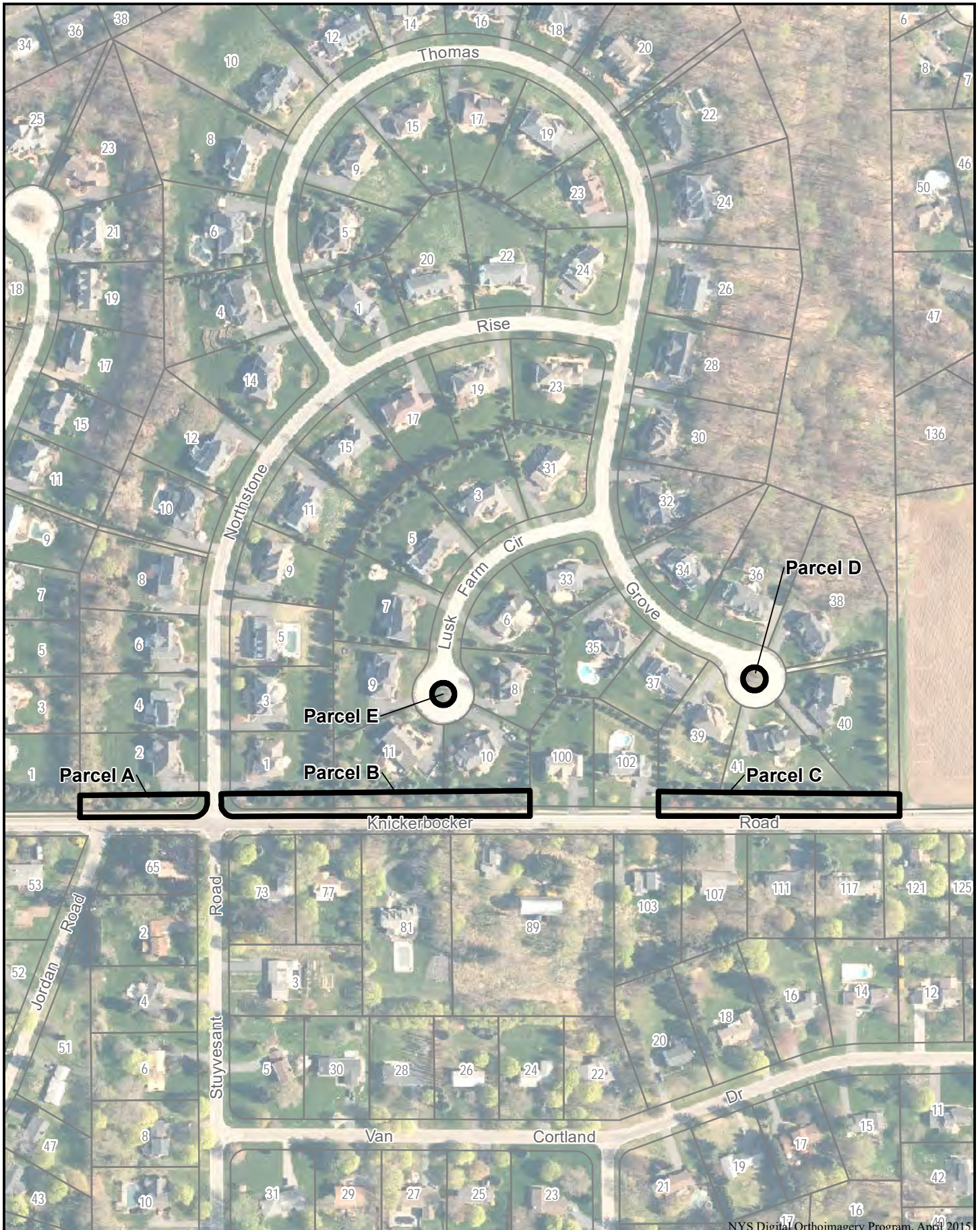


<p>Group H</p>	<p>Town of Pittsford East Ave Manor Park District</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 325'</p>
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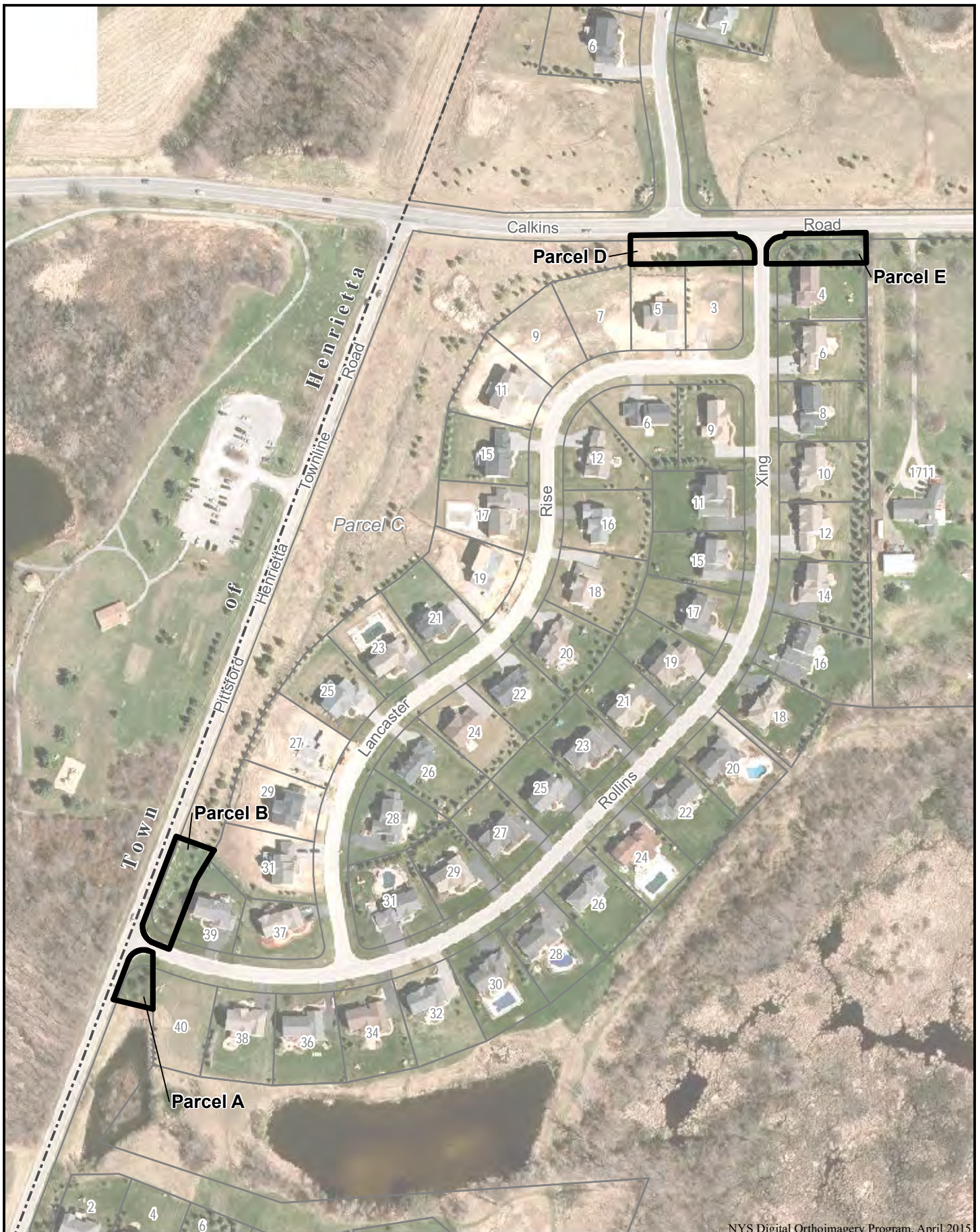
NYS Digital Orthoimagery Program, April 2015

<p>Group I</p>	<p>Town of Pittsford Delancey Court Park District</p>	<p> Mowing Area</p>	<p></p>	<p>1 " = 250 '</p>
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NYS Digital Orthoimagery Program, April 2015

<p>Group J</p>	<p>Town of Pittsford Northstone Rise Park District</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 250'</p>
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NYS Digital Orthoimagery Program, April 2015

<p>Group K</p>	<p>Town of Pittsford Rollins Crossing Park District</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 225'</p>
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NYS Digital Orthoimagery Program, April 2015

<p>Group L</p>	<p>Town of Pittsford Harvest Glen Park District</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 175'</p>
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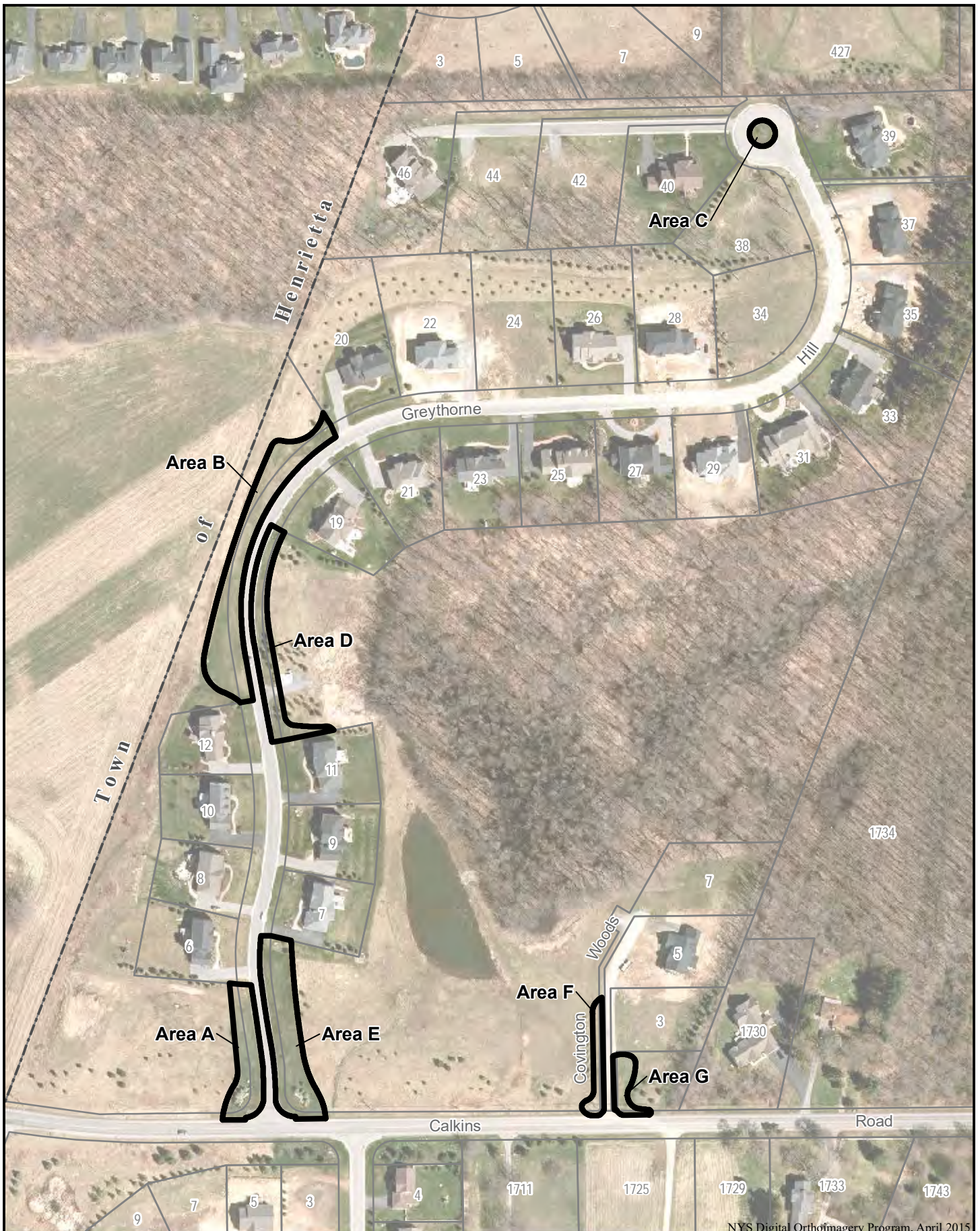
NYS Digital Orthoimagery Program, April 2015

<p>Group M</p>	<p>Town of Pittsford Autumn Woods Park District</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 325'</p>
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NYS Digital Orthoimagery Program, April 2015

<p>Group N</p>	<p>Town of Pittsford Kensington Park District</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 350'</p>
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Group O	Town of Pittsford Greythorne Park District	 Mowing Area		1" = 225'
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NYS Digital Orthoimagery Program, April 2015

<p>Group P</p>	<p>Town of Pittsford Summers Circle Park District</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 175'</p>
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NYS Digital Orthoimagery Program, April 2015

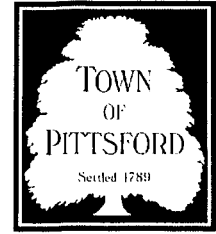
<p>Group Q</p>	<p>Town of Pittsford Windscape Park District</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 175'</p>
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NYS Digital Orthoimagery Program, April 2015

<p>Group R</p>	<p>Town of Pittsford Whitley Court Park District</p>	<p> Mowing Area</p>	<p></p>	<p>1" = 175'</p>
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MEMORANDUM



To: Pittsford Town Board

From: Paul Schenkel - Commissioner of Public Works

Date: January 14, 2021

Regarding: Agreement with Pittsford Little League For Use of Town Property

For Meeting On: January 19, 2021

Ladies and Gentlemen:

The 3-year agreement with Pittsford Little League recently expired. This agreement allows for Pittsford Little League to utilize Town property at 34 East St for baseball and/or softball fields during the Little League season. I recommend that Town Board renew the agreement for another 3 years. Please find the agreement attached.

In the event the Town Board determines that the proposed action should be taken, the following Resolution is suggested:

Resolved, that the Town Board of the Town of Pittsford authorizes the Town Supervisor to enter into and sign the Agreement for use of Town Property for Fields with Pittsford Little League, Inc. for a 3 year term to expire on December 31, 2023.

AGREEMENT FOR USE OF TOWN PROPERTY FOR FIELDS

THIS AGREEMENT, entered into as of the ____ day of _____, 2021, by and between the TOWN OF PITTSFORD, a municipal corporation with its offices located at 11 South Main, Pittsford, New York (“Town”) and the PITTSFORD LITTLE LEAGUE, INC., with its offices located at 198 South Street, Pittsford, New York (“Little League”).

WHEREAS, the Town and the Little League desire to promote the positive development, emotional and physical enrichments of the youth of the Pittsford community by supporting and providing quality facilities for baseball and softball programs within the Town of Pittsford.

NOW, THEREFORE, it is mutually agreed by and between the parties as follows:

1. The Town hereby permits the use of approximately 4.7 acres of the real property known as 34 East Street, Pittsford, New York, (a portion of Tax Parcel 164.04-1-10) as delineated on the map attached hereto as Exhibit “A,” (“Premises”) for use as baseball and/or softball fields by the Little League during the Little League season, occurring during the term of this Agreement, all in accordance with the yearly time schedules to be supplied and agreed to by both parties for such seasons.
2. It is understood that the use by the Little League contemplated hereunder is a non-exclusive right, but that any sharing will be done in consultation with, and giving due consideration to, the use, maintenance and improvements by Little League. Specifically, but not exclusively, the parties will cooperate with one another as to appropriate shared use of the Premises during the anticipated construction, reconstruction and improvements to other athletic fields owned by the Town. The Town Recreation Department will work with the Little League’s designated liaison each year to develop and coordinate schedules for the use of Town fields. The Town reserves the right to use the Premises or permit their use

by others, with the understanding that the Premises shall be properly repaired by the Town if such use results in damage interfering with the use by the Little League.

3. The term of this Agreement shall be three (3) years commencing January 1, 2021 and terminating December 31, 2023, unless earlier terminated as hereinafter provided. Notwithstanding the foregoing, this Lease may be earlier terminated at the option of either party on the last day of any calendar month following the immediately preceding calendar month in which one party gives the written notice of termination to the other.
4. During the term of this Agreement, the Little League shall pay the cost of any and all improvements to the Premises, including but not limited to the installation of baseball and/or softball fields.
5. During the term of this Agreement, Little League, at its sole cost and expense, shall pay the cost of and be responsible for all maintenance and upkeep of the baseball and/or softball field facilities, including, but not limited to, the striping, mowing, fertilization and resurfacing of said fields. The Little League shall also pay for any utilities provided by the Town to the Little League. The Little League will provide all supplies for any restrooms and provide all repairs and maintenance of fencing, backstops, spectator areas and dugouts on the property assigned for their use. The Little League will be responsible for all trash removal from the Premises.
6. There shall be no advertising by or on behalf of third parties on any part of the Premises.
7. During the term of this Agreement, the Town shall be responsible for maintaining the parking lots and driveway.
8. Within thirty (30) days of the execution of this Agreement and by February 1 of each year hereafter, the Little League will submit to the Commissioner of Public

Works a summary of proposed improvement projects for the Premises, the contents of which will identify safety issues, and include short and long-term needs, priorities and necessary resources, if any, that are requested to be provided by the Commissioner of Public Works and/or Little League. These projects and any proposal concerning the same are subject to review and approval by the Town Board and appropriate Town staff.

9. The Little League shall meet with Town's Commissioner of Public Works and additional representatives on an annual basis and apply for any appropriate permit each season for the use of the Premises.
10. The Little League shall protect, defend, indemnify and hold harmless the Town from any and all claims, costs, damages, liabilities and expenses (including reasonable attorneys' fees) of any nature whatsoever for injury, death to persons or property damage arising out of or in any way related to the use of the Premises or other facilities by the public, the Little League or any of the Little League's guests, agents, contractors, employees or invitees. The Little League shall carry at all times liability insurance naming the Town as an additional insured, and applying to all uses by the Little League under this Agreement in amounts not less than Three Million Dollars (\$3,000,000) for each occurrence of bodily injury, death to persons, and property damage, which insurance policy will provide that it shall not be cancelled or materially amended without thirty (30) days' prior written notice to the Town and shall otherwise be in a form approved by the Town. Upon execution of this Agreement, and prior to April 1 of each year hereafter, the Little League shall deliver to the Town an insurance certificate evidencing the coverage required under this Agreement.
11. Prior to the commencement of each season of play and the use of the Premises, the Little League will provide to the Town, an attendance schedule of game use, specifying dates, days, times, and field assignments. Playoff and any extended season schedules shall also be provided to the Town for review and approval prior to the commencement of such play.

12. Little League agrees to abide by all regulations for park use set forth in the Town Code of the Town of Pittsford. Little League will provide written reports of all incidents and accidents to the Town's Commissioner of Public Works.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement as of the day and year first above written.

TOWN OF PITTSFORD

By: _____
William A. Smith, Jr., Supervisor

PITTSFORD LITTLE LEAGUE, INC.

By: _____
John Magats, President

STATE OF NEW YORK)
COUNTY OF MONROE) ss.:

On the 14th day of January, 2021 before me, the undersigned, a notary public in and for the State of New York, personally appeared WILLIAM A. SMITH, JR., personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Renee M. McQuillen
Notary Public, State of New York
Registration #01MC6333997
Qualified in Monroe County
Commission Expires Dec 7 2023

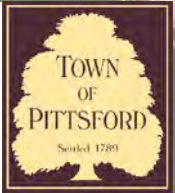
Notary Public

STATE OF NEW YORK)
COUNTY OF MONROE) ss.:

On the _____ day of _____, 2021 before me, the undersigned, a notary public in and for the State of New York, personally appeared John Magats, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

Exhibit "A"
Pittsford Little League
Habecker Field - East Street
Lease Limits



Lease Area:
4.7 Acres

300 Feet

East Street

250 Feet

165 Feet

0 50 100 150 200 Feet

Source: Town of Pittsford GIS, May 2014
Monroe County Real Property Tax Service, July 2017
NYS Digital Orthoimagery Program, April 2015

MEMORANDUM

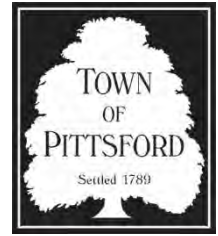
To: Town Board Members

From: Robert B. Koegel

Date: January 14, 2021

Regarding: Equity Advisory Committee

For Meeting On: January 19, 2021

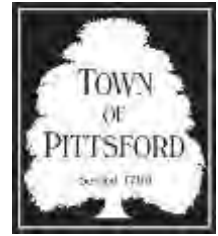


I have been asked to propose a town board resolution to create a committee to contemplate issues related to equity, diversity, and inclusion and to advise the Board on those issues. I propose the following resolution:

RESOLUTION

I move that the Supervisor be authorized to appoint an Equity Advisory Committee. The Committee will be comprised of nine (9) members, each of whom will be nominated by the Supervisor and approved by a majority vote of the Town Board. Two (2) Committee members will be Town Board members, 1 Democrat and 1 Republican. Three (3) members will be Town staff employees. Four (4) members will be Town non-employee residents. The Committee will have a duration of six (6) months, measured from the date it is first fully-constituted. The purpose of the Committee will be to do as follows: 1) identify multiple options for a long-term structure that advises the Board on matters related to equity, diversity and inclusion; 2) assess the potential advantages and disadvantages of each option; 3) rate the potential effectiveness and applicability of each option for our community; 4) recommend considerations for membership on such structure; and 5) report the Committee's conclusions to the Town Board in writing and by presentation.

MEMORANDUM



To: Pittsford Town Board

From: Cheryl Fleming, Personnel Director

Date: January 12, 2021

Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: January 19, 2021

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

Name	Position	Reason for Change	Salary	Effective Date
Elijah Fleming	Rec Asst 3	Additional Rate	\$14.40/hr	1/25/2021

Should the Board approve the above recommendation and personnel adjustment, the following resolution is being proposed, RESOLVED, that the Town Board approves the appointment for the following employee(s):

Name	Position	Reason for Change	Salary	Effective Date
Elijah Fleming	Rec Asst 3	Additional Rate	\$14.40/hr	1/25/2021

In the event the Town Board determines that the proposed action should be taken, I move that the subject employee(s) be approved for the date of status change as indicated.