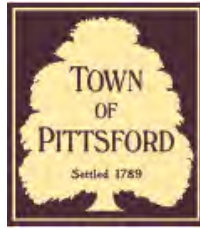


SUPERVISOR
William A. Smith, Jr.



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

TOWN BOARD AGENDA

Tuesday, February 16, 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 Meeting of February 2, 2021

Legal Matters

Public Comment

Discussion of Questions and Proposals from Councilmember Koshykar

1. Changes to Rules of Procedure:
 - Formalization of Rules
 - Requiring Non-Resident comments
 - Board Members' use of Cellphones and Devices during meetings
 - Application of Rules
 - Calling special meetings
 - Format of Board Discussion
 - Placing of items on agenda for Town Board meetings
 - Two year cycle restriction
 - Pronouns in the Rules
2. Social Media use by Elected Officials

Financial Matters

Public Comment
Library Furniture
Transfers
Vouchers
Surplus

Operational Matters

Public Comment
Amendment to Resolution establishing Equity Advisory Committee

Personnel Matters

Public Comment
Hiring Resolution

Other Business

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/86842129850?pwd=NFIKWVZIVHMwMDhuNFA2eIJNcXZsUT09>

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 868 4212 9850. 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 February 2, 2021

**DRAFT
TOWN OF PITTSFORD
TOWN BOARD
FEBRUARY 2, 2021**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, February 2, 2021 at 6:00 P.M. local time via Zoom.

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

ABSENT: None.

ALSO PRESENT: Staff Members: Shelley O'Brien, Communications Director; Jessie Hollenbeck, Recreation Director; Cheryl Fleming, Personnel 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, as well as three (3) additional staff members and an interpreter.

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 OF THE JANUARY 19, 2021 MEETING APPROVED

A Resolution to approve the Minutes of the January 19, 2021 meeting was offered 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:

RESOLVED, that the Meeting Minutes of the January 19, 2021 meeting are approved as written.

LEGAL MATTERS

PUBLIC COMMENTS

No comments were offered regarding Legal Matters.

ALLEN CREEK SCHOOL CROSSING GUARD INTERMUNICIPAL AGREEMENT APPROVED

A Resolution to approve the proposed Intermunicipal Agreement with the Town of Brighton was offered by Deputy Supervisor Munzinger, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The following Resolution was declared carried as follows:

RESOLVED, that the Town of Pittsford enter into an intermunicipal agreement with the Town of Brighton to utilize a crossing guard at the Allen Creek Elementary School near the intersection of East Avenue and Allens Creek Road, and that the Supervisor is authorized to enter into and execute such an agreement in substantial conformance with the terms of the proposed written agreement submitted herewith.

Minutes of the Town Board for February 2, 2021

PROPOSAL TO SET PUBLIC HEARING FOR LOCAL LAW NO. 1 OF 2021: AMENDING TOWN CODE FOR A DEMOLITION REVIEW

Town Attorney Robert Koegel briefly reviewed the proposal for Local Law No. 1 of 2021 – Amending Town Code with regard to demolitions of structures. Following brief comments by the board, a motion was offered by Councilmember Townsend to set a Public Hearing for Local Law No. 1 of 2021, 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:

WHEREAS, true and correct copies of proposed Local Law No. 1 of 2021: Amending Article VIII “Demolition Permits” of Chapter 64 “Building Construction and Maintenance” of The Town of Pittsford Municipal Code, were delivered to each member of the Town Board; and

WHEREAS, due consideration has been given to the adoption of said proposed Local Law No. 1 of 2021, by all members of the Town Board who were present; and

WHEREAS, it was the considered opinion of all members of the Town Board who were present that a public hearing should be held on the 2nd day of March 2021, at 6:00 p.m. by electronic conference as permitted by law, to consider the adoption of said proposed Local Law No. 1 of 2021;

NOW, on motion duly made and seconded, it was

RESOLVED, that a public hearing be held on the 2nd day of March, 2021, at 6:00 P.M., Local Time, by electronic conference as permitted by law, on the question of the adoption of said proposed Local Law No. 1 of 2021; and be it further

RESOLVED, that a Notice of Hearing and a copy of said proposed Local Law 1 of 2021, or a summary thereof, be published in a newspaper previously designated as an official newspaper for publication of public notices, not less than five (5) days prior to said hearing; and be it further

RESOLVED, that the Town Clerk shall post certified copies of both this resolution and said proposed Local Law No. 2 of 2020, or a summary thereof, on the Town website www.townofpittsford.org, and on the bulletin board, maintained by the Town Clerk pursuant to § 40(6) of the Town Law, for a period of not less than five (5) days prior to said public hearing.

Draft of Local Law No. 1 of 2021 for consideration:

BE IT ENACTED BY THE
TOWN BOARD OF THE
TOWN OF PITTSFORD
AS FOLLOWS:
LOCAL LAW NO. 1 OF 2021:
THE ADOPTION OF PROPOSED LOCAL LAW NO. 1 OF 2021:
**AMENDING “ARTICLE VIII. DEMOLITION PERMITS” OF “CHAPTER
64. BUILDING CONSTRUCTION AND MAINTENANCE” OF THE
TOWN OF PITTSFORD MUNICIPAL CODE**

Sec. 1 Title

This Local Law shall be known as Local Law No. 1 of 2021: Amending “Article VIII. Demolition Permits” of “Chapter 64. Building Construction and Maintenance” of the Town of Pittsford Municipal Code.

Sec. 2 Amendment to Existing Law

The Pittsford Town Code, Article VIII of Chapter 64, shall be amended to read as follows:

Minutes of the Town Board for February 2, 2021

Chapter 64 – Building Construction and Maintenance

Article VIII – Demolition of Structures; Board Review and Permit Required

§ 64-41. Purpose.

The Town of Pittsford contains structures of historic and/or architectural merit, or which otherwise contribute beneficially to the character of the Town and the neighborhood in which such buildings stand. These structures are or may be threatened by development pressures. The purpose of this Article is to provide for public notice and board review before any such structures are demolished.

§ 64-42. Demolition permit required; Board review and permit required; Board review exemptions.

- A. Demolition permit required. No person may partially or substantially demolish any structure within the Town of Pittsford which requires a building permit to construct without the issuance of a demolition permit by a Code Enforcement Officer. For purposes of this article, the term **“substantially demolish” means the demolition of 50% or more of the exterior of an affected structure’s existing footprint**, including porches and garages, as determined by a Code Enforcement Officer.
- B. Board review and permit required. No person may substantially demolish any non-exempt structure within the Town of Pittsford without the review and approval of a demolition permit application by the Design Review and Historic Preservation Board, and the issuance of a demolition permit by a Code Enforcement Officer authorizing such demolition work.
- C. Board review exemptions.
1. Dilapidated structures. Structures which, in the sole discretion of a Code Enforcement Officer, are seriously damaged by fire, storm, or other calamity, or are in such poor condition so as to constitute a threat to health, safety, or general welfare, or both, are exempt from board review for a demolition permit.
 2. Minor structures. The following structures are exempt from Board review for a demolition permit: temporary structures; appurtenant structures, including but not limited to, buildings which are less than 180 square feet in size, tree houses, decks, and patios; recreational equipment or pools of any size; and fences; provided, however, that where applicable, all such minor structures remain subject to review for a certificate of appropriateness under Article XXX of Chapter 185 herein.
 3. Non-historic Structures included in a Planning Board application. Structures that are not inventoried or designated as historic under Article XXX of Chapter 185 herein, but which are included as part of a Planning Board application that requires a public hearing, are exempt from board review for a demolition permit.
 4. Discretionary Exemption by the Design Review and Historic Preservation Board. Upon review of available information pertaining to the structure proposed for demolition, including its address, age, architect if available, photographs, square footage, height, and the proposed size and lot location of any proposed replacement structure, the Design Review and Historic Preservation Board shall promptly determine, at a public meeting, whether to exempt from hearing any application for demolition of a structure which, in its sole discretion, does not contribute to the existing character of the neighborhood, Historic District, potential Historic District, **or the Town, by virtue of the structure’s architecture or historic resources. Any application so exempted will be promptly** referred to a Code Enforcement Officer for the processing of a demolition permit.

§ 64-43. Procedure.

A. Hearing application.

1. Form. Any person seeking Town permission to substantially demolish any non-exempt structure within the Town of Pittsford shall complete and furnish to the Code Enforcement Official an application on a form created by the Town Building Department and providing such information so as to allow the Design Review and Historic Preservation Board to evaluate the negative impacts of the proposed demolition to the neighborhood, Historic District, potential Historic District, or the Town.

Minutes of the Town Board for February 2, 2021

2. **Minimum requirements.** At a minimum, all applications must include the existing structure's age, square footage, height, style, and other available information, such as the structure's architect or historical interest, parcel map or aerial photographs, and color photographs of the existing structure's exterior elevations. If any replacement structure or addition is proposed, drawings or plans must be presented showing both the existing and proposed structure's elevations and clearly identifying all new construction and labeling all materials as new or existing. The application must also identify zoning variances required for any proposed replacement structure or addition. If no replacement structure or addition is proposed, site restoration plans must be presented.
3. **Additional information and inspection.** Additional information may be required by the Town Building Department or the Design Review and Historic Preservation Board as deemed necessary to determine conformity with Town regulations and with the spirit and intent of this Article prior to a decision on the application. Such information may include, but is not limited to, interior photographs that represent the current condition of the structure. An inspection of the site, including the inside of the structure, by at least one member of the Design Review and Historic Preservation Board and a Code Enforcement Officer, may also be required. If a new addition or structure is proposed, further requirements may include floor plans, site plans, grading plans, landscaping plans, and demolition/development procedures.

B. **Notice and Hearing.** Within thirty (30) days from receipt of a complete application, the Design Review and Historic Preservation Board shall hold a public hearing on the application. Notice of the hearing shall be given by Town Hall bulletin board posting and newspaper publication no less than five (5) days prior to the hearing in accordance with law. Additional notice by Town website posting, site sign posting, and mail to neighboring properties will conform to informal Town policy.

C. **Standards and Decision.** Within forty five (45) days of the commencement of a public hearing on the application, the Design Review and Historic Preservation Board shall decide in writing to approve, with or without conditions, or to disapprove the demolition application, upon express consideration of the following standards and information:

- 1) The need or reasons for the proposed demolition;
- 2) The description of the replacement structure or restoration plan for the site;
- 3) The historic and architectural significance of the structure, and the effect of demolishing the structure and rebuilding any replacement structure is expected to have on the character of the neighborhood and community, including a Historic District if the building stands within such a District and including any potential Historic District as identified in the Town's most recent Historic Resource Survey Update; and
- 4) Information derived from the public hearing that supports the preceding subdivision above.

D. **Application approval; failure to act upon.** Any approval of an application, with or without express conditions, shall be conditioned on compliance with Town and State code provisions regulating demolition activities. Upon approval of an application and compliance with Town and State code provisions regulating demolition activities, a Code Enforcement Officer shall promptly issue the demolition permit. If a decision on an application is not reached within 45 days of the commencement of the public hearing, the application will be deemed denied, unless a time extension is granted at the request of the applicant.

E. **Appeals.** Consistent with the provisions of Article IX of this chapter, an appeal of any decision of the Design Review and Historic Preservation Board regarding a demolition application may be made to the Town Zoning Board of Appeals.

Sec. 3 Severability

If any clause, sentence, phrase, paragraph or any part of this Local Law shall for any reason be adjudicated finally by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Local Law, but shall be confined in its operation and effect to the clause, sentence, phrase, paragraph or part thereof, directly involved in the controversy or action in which such judgment shall have been rendered. It is hereby declared to be the legislative intent that the remainder of this Local Law would have been adopted had any such provision been excluded.

Sec. 4 Effective Date

Minutes of the Town Board for February 2, 2021

This Local Law shall take effect immediately upon its enactment and filing with the Secretary of State.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were offered regarding Financial Matters.

BUDGET TRANSFERS APPROVED

Finance Director Brian Luke confirmed and explained the proposed Budget Transfers, as confirmed in the planning of the 2021 Budget. Thereafter a Resolution to approve the Budget Transfers was offered by Deputy Supervisor Munzinger, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The following Resolution was declared carried as follows:

RESOLVED, that the following budget transfers are approved:

- That \$6,300.00 be transferred from 1.1990.4000.1.1 (WT – Contingency) to 1.7110.4003.10.7 (WT – Parks Maintenance, Parks Garage) to cover costs associated with an emergency water main break.
- That line item 4.1989.2003.2.4 (Fleet Schedule – WT Highway Equipment) be increased by \$306,838.00, and item 1.1989.2029.1.1 (Fleet Schedule – WT Admin) be increased by \$76,545.00 and that item 1.1989.2025.2.7 (Fleet Schedule – Parks) be increased by \$60,517.00 and that the source of these funds will be an appropriation from the Whole Town Equipment Capital Reserve. Be it further resolved that this resolution is subject to permissive referendum.
- That line item 2.1989.2003.602.4 (Fleet Schedule – PT Yard Debris) be increased by \$76,004.00 and that the source of these funds will be an appropriation from the Part Town Equipment Capital Reserve. Be it further resolved that this resolution is subject to permissive referendum.
- That line item 6.1989.2029.2.6 (Fleet Schedule – Sewer) be increased by \$116,665.00 and that the source of these funds will be an appropriation from the Sewer Equipment Capital Reserve. Be it further resolved that this resolution is subject to permissive referendum.

SURPLUS INVENTORY APPROVED

A Resolution to approve the proposed inventory for the Town Board to declare surplus and to be removed from the Town's inventory was offered 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:

RESOLVED, that the following equipment items be declared surplus/junk and be removed from the Town's inventory.

<u>Asset #</u>	<u>Year</u>	<u>Description</u>	<u>Department</u>	<u>Cost</u>	<u>Disposition</u>
10869	1984	Drain Cleaning Machine	Parks	\$319.00	Junked
12563	1994	Folding Table	Parks	\$112.00	Junked

OPERATIONAL MATTERS

PUBLIC COMMENTS

No comments were offered regarding Operational Matters.

Minutes of the Town Board for February 2, 2021

PITTSFORD CEMETERY ASSOCIATION – RENEWAL OF LEASE AGREEMENT APPROVED

Following a brief background and explanation for the need to renew the Lease Agreement for the Pittsford Cemetery Association by Commissioner Schenkel, a Resolution to authorize the Supervisor to enter into and sign the Agreement 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 the Town Board of the Town of Pittsford authorizes the Town Supervisor to enter into and sign the Lease Agreement with the Pittsford Cemetery Association for use of a portion of the cemetery for leaf and yard debris storage for a 5-year term to expire on January 31, 2026.

RECREATIONAL MATTERS

PUBLIC COMMENTS

Tharaha Thavakumar offered a comment to the Board.

2021 SPRING RECREATION PROGRAMS APPROVED

Recreation Director Jessie Hollenbeck presented the proposed 2021 Spring Recreation Programs to the Town Board for their consideration for approval. Following some brief discussion, a Resolution to approve the 2021 Spring Recreation Programs was offered for approval 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 the Town Board approves the Recreation Department’s 2021 Spring Programs, as proposed, and authorizes the Town Supervisor to sign instructor contracts as required.

PERSONNEL MATTERS

PUBLIC COMMENTS

No public comments were offered regarding Personnel Matters.

HIRING RESOLUTION APPROVED

A Resolution to approve the proposed recommendations for a new hire, based on the recommendation of the Functional Coordinator for the Planning Department, 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 the following personnel be and hereby is approved for the date of hire as recommended.

Name	Dept	Position	Salary	Effective Date
John Chiappone	DPW	Assistant Engineer – FT	\$25.27/hr.	02/08/2021

OTHER BUSINESS

Councilmember Townsend suggested that the Town consider asking Joule to include us as they go out to bid for the City of Rochester’s CCA program, in hopes that Joule can possibly obtain a better bid, if Pittsford is combined with the City of Rochester. Supervisor Smith agreed and indicated that he will contact Joule.

Councilmember Townsend also recommended that the Town continue to move forward with the Climate Smart Communities Program initiative, as funding opportunities may be available. She also encouraged moving forward with the hiring of the budgeted part-time grant writer, so that we may be able to appropriately and timely apply for

Minutes of the Town Board for February 2, 2021

these grant opportunities. Councilmember Townsend offered to develop a cliff-note version of a strategic plan for the Town to becoming a Climate Smart Community.

Councilmember Beckford inquired, and Commissioner Schenkel responded, regarding the information that is on the Town of Pittsford website regarding MWBE reporting for the Town of Pittsford. Commissioner Schenkel indicated that this information has been on our website since requested by Councilmember Beckford in 2019. After some discussion, it was agreed that it will be updated quarterly moving forward.

Councilmember Koshykar inquired about the Town going out to bid for Zero Waste Disposal services for Town Events, asking if the Town can structure a bid request to be Zero Waste – as a factor in the substance of the bid. Recreation Director Hollenbeck indicated, and Deputy Supervisor Munzinger agreed, that the cost has been minimal in the past and there was not a need to go out to bid – that the organization we have used (Name here) has done a great job and charges very minimally.

Councilmember Koshykar asked when her proposals in a memorandum to the Town Board and Town Attorney would be considered by the Board. The Supervisor reminded the Board that the agreement was to take these up once the Board had completed discussion of various items submitted for Board consideration submitted by Councilmember Townsend. He continued, that this had now been done and that Councilmember Koshykar' s proposals would be taken up not later than the next Town Board meeting.

PUBLIC COMMENTS

Annalise Johnson-Smith offered a general public comment during the Legal Matters portion of the meeting.

Having no further business to discuss, the Supervisor adjourned the meeting at 6:50 p.m.

Respectfully submitted,

Linda M. Dillon
Town Clerk

MEMORANDUM

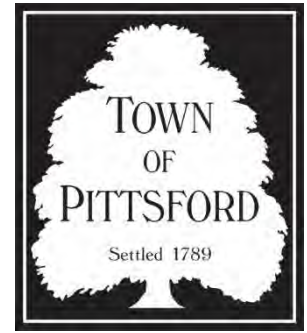
To: Pittsford Town Board

CC:

From: Robert B. Koegel

Date: February 12, 2021

Regarding: Questions and Proposals from Councilmember Koshykar



At the Town Board meeting of November 4, 2020, Councilmember Koshykar distributed a memorandum of even date to the Board and me. The memo addresses two general topics – the Rules of Procedure for Meetings of the Pittsford Town Board and social media use by elected officials. I will address first the Rules of Procedure.

Town Board Meeting Rules of Procedure

The Koshykar memorandum raises nine subjects in this topic.

“Formalization” of Rules of Procedures

Ms. Koshykar asks if the Supervisor will post the Rules of Procedure on the Town website in a “version-controlled” format, presumably a PDF document. If these are not already posted in this fashion, I recommend that they be posted and accessible through the Town Board page on the Town’s website.

Public Comments

Ms. Koshykar refers to opinions from the New York State Committee on Open Government which she claims require the Town Board to allow non-residents of Pittsford to make comments at Pittsford Town Board meetings.

Her characterization of the law is misleading.

Current procedures at Town Board meetings regarding public comments are fully consistent with Opinions of the Committee on Open Government (“COG”), including the opinions to which she refers. Commenters at our Town Board meetings can include:

- Residents of the Town
- Owners of property in the Town who pay Town taxes;
- Owners of businesses in the Town; and
- Although it has not come up in my experience, an attorney or agent designated by a resident to speak on the resident’s behalf.

As Chair of the Meetings and under our Rules, the Supervisor has authority to interpret the Rules to promote the “...orderly and civil conduct of public business.” Consequently, although our Rules say “residents of the Town” in reference to those who may comment, the Supervisor does not exclude

anyone in the categories described above from offering a comment at Board meetings. My advice to him is to recount all of these categories in each Board meeting when he discusses how public comments may be offered.

Applicable law provides that no public commenting is required at all at Town Board meetings. *School Transparency Organization for Parents v. Harpursville Cent. School Dist.*, 50 Misc.3d 478, 485 (Sup. Ct. 2015); *DeSantis v. City of Jamestown*, 193 Misc.2d 197, 199 (Sup. Ct. 2002). If it is permitted, rules governing it must be “reasonable,” as defined by the Committee on Open Government. *E.g.*, OML-AO-5607; OML-AO-05210; OML-AO-5296; OML-AO-4810; OML-AO-4141.

Specifically, the COG has opined that:

1. A public body may limit the time a public commenter may speak. OML-AO-4141.
2. A public body may limit the content of comments to agenda items only. OML-AO-4024.
3. The presiding officer may limit remarks from the public that are “repetitive” or “offensive.” OML-AO-5296.
4. A public body may ask for a commenter’s name and address. OML-AO-5607.
5. The COG describes a “substantial interest” in commenting as belonging to (a) a resident of the Town; or (b) a non-resident who owns property or conducts business in the Town and thus pays taxes to the Town, and these persons must be permitted to speak, if comments are allowed at all. OML-AO-05210; OML-AO-3364; OML-AO-3295; OML-AO-4141.

Such reasonable restrictions are permitted in order to avoid “. . . allowing a relatively small group of citizens to delay significantly the Council’s consideration of its legislative agenda.” 2004 N.Y. Op. Atty. Gen. No. 9, 2004 WL 2254045.

Therefore, the reality is that public comments at Pittsford Town Board meetings are and have been routinely accommodated far more liberally than the COG-approved restrictions would permit. Comments are not limited to agenda items only. As presiding officer, the Supervisor has never limited comments that are repetitive or offensive; indeed, the preponderance of comments offered at our Board meetings are repetitive, either as to content or as to the same person repeating substantially the same message time after time. The Supervisor allows them all.

It may well be that in the era of daily access at every moment by members of the public to the Supervisor, Board members and the Town Administration, by email and other means, public comment at Board meetings could be regarded as a superfluous and archaic holdover from a pre-technological age. Members of the public are in constant communication with the Supervisor and Town administration every day.

Synthesizing these rules, my advice is that the current practice regarding comments, especially in light of its liberality as compared with the COG-approved restrictions, strikes the right balance in preventing the harm of allowing a relatively few citizens to disrupt the legislative function by turning a Board meeting into a partisan campaign rally. Because we have seen increasing evidence of precisely that over the past year, my advice to the Supervisor is to limit comments to agenda items and to not permit comments that are repetitive or offensive. At minimum, public comment should continue to be

for Town residents, their attorneys or duly-authorized agents, and non-residents who pay taxes to the Town.

If the Rules were amended as Councilmember Koshykar suggests, specifically, to revise them “ ... *in a manner consistent with the opinions of the Committee on Open Government* ... ” and if the Supervisor, as Chair of the Meetings, were to agree, the effect would be to make public commenting at Town Board meetings much more restrictive than it is now.

Use of Devices During Meetings

I have advised Town Board members that they should not use their cell phones to communicate with people outside the purview of the public observing the meeting, about matters which are the subject of the meeting, and I have advised that Town Board members should not have their phones visible to them during meetings. I have said that such cell phone use would undermine the legislative purpose of the Open Meetings Law, which is to allow the public to “observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy.” Public Officers Law § 100.

The easiest way to prevent Town Board members from using their cellphones in violation of the Open Meetings Law is to prohibit members from bringing those devices to meetings. Some courts, for example, require all cellphones to be left in the lobby. But that would be an imposition on those members who are concerned that they might need to be reached in exigent circumstances. So I advised that Board members may bring their cell phones to meetings, but keep them out of view so that they cannot be used surreptitiously.

Ms. Koshykar has reacted negatively to this restriction. She suggests instead a rule prohibiting the use of internet-enabled devices by Board members during meetings unless the member announces the reason for using the device. This would completely circumvent the purpose of keeping the device out of sight because of the Open Meetings Law; it would do nothing more than pay lip service to the concept while allowing free use of cell phones during meetings. I strongly advise against any such change.

Members can keep their phones out of sight, on, with ringer on, during meetings, in case there is a family or other emergency that urgently requires them. Everyone would understand if a phone rings for that.

Ms. Koshykar suggests that the ban on phones at meetings be extended to other internet-enabled devices such as laptop computers. One can imagine that this is suggested in order to make enforcement of the rule as difficult and inconvenient as possible for other Board members, at least one of whom uses a laptop to track the agenda and supporting materials during meetings, thereby causing them to want to scrap the rule altogether. However, it raises the same issue as cell phones, and I recommend that Board members use paper Agendas and supporting materials instead of laptops at Board meetings, once in-person meetings resume. As long as meetings are conducted by Zoom, Board members have no choice but to use computers connected to the internet if there are to be Board meetings at all.

Ms. Koshykar also asks me if my advice concerning use of devices during Town Board meetings applies to our volunteer boards or any other “subdivision or agency” of the Town. All “public bodies” are subject to the Open Meetings Law. *Perez v. City Univ. of New York*, 5 NY3d 522, 528 (2005). A public body is defined as any entity requiring a quorum to conduct public business and performing a

governmental function for the state or an agency thereof. Public Officers Law § 102. The Town Planning Board is a public body subject to the Open Meetings Law. OML-AO-3048. So is the Town Zoning Board of Appeals. OML-AO-2982. By the same logic, the Town Design Review and Historic Preservation Board is also subject to the Open Meetings Law. On the other hand, where an entity's function is limited to rendering advice, it is not deemed to be performing a governmental function and not subject to the OML. *Bonacker Property, LLC v. Vil. of E. Hampton Bd. of Trustees*, 168 AD3d 928 (2d Dept. 2019) (village planning and zoning committee not subject to OML). Accordingly, I suspect that the Town's other volunteer boards are not subject to the Open Meetings Law. I am not aware of any other Town "subdivision or agency" which could be deemed to be performing a governmental function, making that entity subject to the Open Meetings Law.

Having said all of that, I see no reason for me to extend my cell phone use advice to Town volunteer board members because I have regularly attended the non-advisory board meetings and not seen, nor heard concerns about, cell phone use during meetings. This is in contrast to Town Board meetings where at least one member appeared to spend considerable time texting during meetings, before I advised against it.

Application of Rules

Rules must be applied consistently by the Presiding Officer of the Town Board meetings. I am unaware of any instance at a Town Board meeting where the Supervisor or anyone else has applied rules inconsistently in any manner, and certainly not with regard to the perceived positions or political views of any person. Ms. Koshykar's suggestion is a solution in search of a problem.

Special Meetings

Ms. Koshykar wants a majority of Town Board members to be able to call a special meeting for "good and urgent cause." State law already allows a majority of the Town Board to do so. The existing provision in the Board's Rules of Procedures references State law in this regard.

Discussion and Debate

(i) Councilmember Koshykar proposes to remove the provision of the Rules requiring the Presiding Officer to recognize Board members in an alternating pattern between those who support an action and those who oppose it.

Ms. Koshykar is wrong in stating that this requires discussion among Board members prior to the public meeting. It would require nothing more than the Presiding Officer asking, alternately, for "Speakers in favor" and "Speakers against" in the public meeting.

This, however, is academic, since in keeping with his authority to interpret the Rules liberally, the Supervisor has never required this, and asks Board members to speak as they wish.

(ii) Ms. Koshykar proposes to remove the limit on speaking time for members of the Board to 5 minutes on any matter. Again, this is academic. In reliance on his authority to interpret the Rules liberally, the Supervisor has never enforced this restriction, a practice made abundantly clear in nearly every Town Board meeting.

Agenda

Under Article IV (“Resolutions”), Section 1 (“Submission”) of the Town Board Rules of Procedure, a Town Board member “may” offer a resolution for consideration by the Town Board if it is filed with the Supervisor’s office by noon on Friday before the next regular Town Board meeting. Ms. Koshykar would like to amend this section to provide that where a resolution “or a matter” is timely filed, the Supervisor **must** put the resolution “or matter” on the agenda of the next regularly scheduled meeting. She says this will allow the public to “attend or tune into the meeting if the item interests them.”

For the most part, proposed resolutions are carefully vetted by me for legality. Of course, routine resolutions covering historical matters which generally repeat themselves do not require the same depth of review as those presenting novel questions. But there is no way that I can drop what I am doing to prepare resolutions, local laws, and other matters in proper form for a Town Board meeting every two weeks, to accommodate a day’s review of a brand new matter I know nothing about, and put that in proper form for the next meeting. The suggestion itself demonstrates a complete lack of understanding as to what goes into preparing formal papers for Town Board legislative consideration.

The idea of putting “matters” on the agenda to pique the interest of the public is even worse, because it gives the public the false sense that the “matter” is ready to be seriously considered or even acted upon, before it has had any legal review, let alone policy review. Suppose a Board member would like to put on the agenda a resolution or matter on a particular subject. Before residents become excited about it in one way or another, wouldn’t it be good to know if state and/or federal law pre-empts the matter from any such local regulation? The Town would look foolish proceeding so rashly.

Indeed, Ms. Koshykar’s memorandum proves my point. If her memorandum were a “matter” submitted on a Friday before the following Tuesday Town Board meeting, her memorandum would have to go on the agenda for public review and discussion before any meaningful legal or policy review. As for Ms. Koshykar’s concern that the Supervisor is routinely pushing off matters of her interest, I can say that I have spent numerous hours on the legal review and response to her memorandum. Governing takes time and hard work. Patience is required.

In particular, when Ms. Koshykar presented her memorandum, the Supervisor noted that we were about to go through a number of items requested for consideration by Councilmember Townsend, including the Equity Advisory Committee, and that this would be done over successive meetings, during a period in which the Board also had to move forward with adoption of the Active Transportation Plan. He stated that the Board would take up Ms. Koshykar’s memorandum once the Board had completed those tasks. Those tasks are now substantially completed insofar as requiring time at Board meetings and now the Board is taking up Ms. Koshykar’s memo.

Beyond any of this, however, Ms. Koshykar’s proposal, if legally permissible in light of the Supervisor’s authority under State Law as Chair of the Town Board meetings, would likely reduce the meetings to chaos and substantially impede the Board carrying out its legislative function. Everything and anything could be placed on the agenda on the whim of one Board member, perhaps merely using that authority as a conduit for any person or interest, however fringe or unrepresentative of the public, to effectively seize control of the Town Board’s agenda.

I strongly advise against this proposal.

Two-Year Cycle

Ms. Koshykar misunderstands or mischaracterizes the Rule regarding the two-Year cycle as it relates to the introduction of matters for Board consideration. The Rule provides in pertinent part, “*No resolution may be considered if it is substantially the same as a resolution then pending before the Town Board, or previously submitted within the same two-year cycle, except for recurrent operational matters.*” Rules of Procedure, Art. IV, Sec. 2. The Rules then define the “two-year cycle:”

“For purposes of considering matters introduced at previous meetings of the Town Board, all meetings held during each two-year period consisting of an even-numbered calendar year and the consecutive odd-numbered calendar year following each regular biennial Town general election, shall be deemed to be part of a single two-year cycle.” Rules of Procedure, Art. IV, Sec. 3.

The purpose of the rule and definition is to prevent repetitive consideration of the same matter by a Board that already has decided it (other than recurring operational matters). It does so by recognizing that the composition of the Board can change following each Town election. Regular Town elections occur every two years. Therefore, a Board comprised of Members A, B, C, D and E decide a matter by vote. Barring some exigency that requires suspending the rule, the Board has made its decision. At the next election, Board Members A and B are replaced by new members X and Y. The new Board may wish to revisit the matter and under the Rules they may, since a new two-year cycle has begun. Thus, a Town Board that resolves an issue in December of an election (odd-numbered) year, could reconsider it the very next month, in January of the succeeding year, even if there have been no changes in the personnel of the Board from December to January.

Pronouns

I am aware of two places in the Rules where gendered pronouns appear; specifically, the terms “his or her.” If this is not deemed sufficiently gender-neutral, the Board of course can make the requested changes.

Social Media Use

(i) On or before October 28, 2020, the Town Supervisor contacted me about social media accounts of elected officials. He reported to me that he had just “unblocked” a commenter on his Facebook page, and that now no one was blocked. Having done that, he asked me for guidance on the law regarding this subject as it relates to elected officials. I researched the matter the same day and immediately found the *Knight* ruling that Ms. Koshykar has cited, as well as additional precedent upon further research. Thereafter, I advised the Supervisor that elected officials should not block commenters and that he had therefore done the right thing in undoing any blocking.

I reiterate that Ms. Koshykar dated and distributed her memorandum on November 4, 2020, fully one week or more after the Supervisor had made the changes described and I had rendered advice on the subject to him. Had Ms. Koshykar contacted the Supervisor or me about this issue before she publicized it by her memorandum, she would have learned that his innocent mistake had been corrected and there would be no good reason to discuss it in her memorandum, unless, of course, she had an ulterior motive, such as seeking to embarrass the Supervisor for partisan political purposes.

(ii) Ms. Koshykar in her memorandum has asked me to advise the Board publicly about Board members' use of social media and about "*restrictions and best practices*" concerning this subject. But for this request I would have rendered much of the following to her and the Board confidentially.

The Town has a Social Networking Policy that covers all employees. Shortly before she took office as a councilmember, on or about December 19, 2019 Ms. Koshykar acknowledged in writing that she would abide by the Town's workplace policies, which include the Social Networking Policy. The form contains notice that the sanctions for violating the policy include job termination. That policy requires, among other things, that all staff must uphold "*the Town's value of respect for the individual and avoid making defamatory statements*" about the Town and its employees. The Town's Personnel Director informed me that she witnessed Ms. Koshykar's written acknowledgment, and at that time advised Ms. Koshykar that the Social Networking Policy meant that no Town employee could disparage or defame another Town employee on social media.

On or about July 1, 2020, Ms. Koshykar published a post on her Facebook page alleging that in 2019, Supervisor Smith created a new Constituent Services Coordinator position, that the person who was awarded the position did not meet the minimum job requirements, and that the Town Board did not approve the creation of the position and its compensation. From the employee who holds that position and the Town's Personnel Office I received evidence that all of these statements are false and damaged the employee's reputation. Ms. Koshykar has not refuted the accuracy of the rebuttal of her social media posting. It remains on the Facebook page on which she posted it. As it stands, Ms. Koshykar appears to have violated the Social Network Policy by disparaging and defaming her fellow employee on social media. Unlike the Supervisor, who made an innocent mistake and promptly corrected it, Ms. Koshykar appears to have knowingly or recklessly violated the Social Network Policy for political purposes.

Again, had Ms. Koshykar contacted the Personnel Director, or the Supervisor, or me about this matter before she made her Facebook posting, she would have learned the facts and therefore could have avoided violating the Social Networking Policy, if she had wanted to. Together with the matter discussed under point (i) above, it raises at least a question of a pattern of conduct whereby a Board member deliberately avoids learning facts about a matter in order to make freewheeling defamatory and inflammatory social media postings or other writings for partisan political purposes.

To summarize the answer to Ms. Koshykar's question of what Board members can and cannot do on social media, they can use such platforms for informational purposes, inform their constituents honestly, but they cannot lie or falsely disparage their co-employees, pursuant to the Town's Social Networking Policy.

MEMORANDUM



TO: Pittsford Town Board
CC: Robert Koegel
FR: Cathy Koshykar
DA: 11/4/20
RE: Open Government

I think we all agree that the public should have access to town proceedings and the town-held information necessary for the public to participate in those proceedings in a meaningful way.

At the beginning of our last regular meeting, our Town Attorney admonished the members of the Board to refrain from using mobile phones during Board meetings. I want to begin this memorandum by thanking him for raising this issue.

This conversation is timely and vital to the principles of open government, and it should not be limited to how we use our mobile phones. **For this reason, I ask the board to consider the following issues concerning open government and transparency for discussion at our next regularly scheduled meeting on November 17, 2020.**

With the distribution of this memorandum, I also hereby ask our Supervisor, Bill Smith, to place the following items on the agenda for the November 17th meeting in the order he determines is appropriate.

1. Social Media Use

- A. **I ask the Town Attorney to advise the Board during our November 17th meeting concerning restrictions and best practices around the Board members' use of Facebook and other social media sites.** We could all use a reminder from time to time about what we can and cannot do as elected officials.

I raise this issue because three residents have informed me that our Supervisor has blocked them on his "Bill Smith Pittsford Town Supervisor" Facebook page.

As we know,¹ there is a growing body of case law which says that a government actor cannot block users from interacting with and/or viewing a social media account where (i) the social media account is used for communicating and interacting with the public about government work or soliciting input on policy issues, and/or (ii) the government actor associates the account with the trappings of their office. Blocking people in this context is unconstitutional viewpoint discrimination.

¹ Indeed, our Supervisor is an attorney with decades of experience in municipal service.

If you'd like to look at some case law on your own, I suggest starting with *Knight Institute v. Trump*, which is a case involving President Trump's use of a personal Twitter page for governmental purposes and his administration's past practice of blocking users who criticize him or disagree with his policies.

2. "Rules of Procedure for Meetings of the Pittsford Town Board"

A. Formalization of Rules of Procedure

The rules of procedure for our Board meetings are contained in an undated, editable Word document titled "Rules of Procedure for Meetings of the Pittsford Town Board" (the "Rules").² We need to formalize these rules and publish them so they can be viewed by the public.

I ask our Supervisor to formalize the Rules into a plainly worded, version-controlled policy document and post it on the Town Board subpage of the Town of Pittsford's website.

As a general rule, the Town's policies and procedures should be formalized in this way. This is best practice for all entities, whether private or governmental.

B. Public Comments

A long string of opinions of the NY Committee on Open Government unequivocally advise the following:

- A public body is not required to include comments from the public in any meeting, but the public body may choose to include comments.
- Where a public body chooses to include comments, the public body can impose only reasonable restrictions on commenters.
- It is not a reasonable restriction to require a commenter to be a resident of a certain municipality.
- It is not a reasonable restriction to require a commenter to announce their address.

Please take some time to read through the opinions, which are found here: https://www.dos.ny.gov/coog/oml_listing/oindex.html.

Also, as we know, the rules of procedure for Board meetings were set by our Supervisor. His rules allow comments but restrict comments to just town residents who announce their residential address before commenting. The residency requirement to comment is strictly applied by our Supervisor and

² This statement is based on information provided to me by Bill Smith in January 2020.

excludes those who are stakeholders in other ways (e.g. member of the PCSD PTSA, an agent speaking on behalf of residents who are unable to otherwise participate in meetings). The Committee on Open Government has deemed these rules to be unreasonable and not permitted. **I propose revising Article VI of the Rules in a manner consistent with the opinions of the Committee on Open Government, as outlined above.**

C. Use of Devices During Meetings

Our Town Attorney advised that a Board member's use of a mobile phone during Town Board meetings may be a breach of the NY Open Meetings Law because it gives the impression that the Board member might be engaging in a sidebar communication with one or more unknown third parties. My review of the opinions of the NY Committee on Open Government confirm this interpretation.

I note that the use of laptops and other internet-enabled devices give the same impression.

Following the lead of our Town Attorney, I propose revising the Rules to prohibit using internet enabled devices during Town Board meetings unless the Board Member audibly announces during the meeting that the Board member is using the device and the nature of the use.

In addition, I hereby request that our Town Attorney advise during our meeting on November 17th whether these rules apply to our volunteer boards and any other subdivision or agency of the Town.

D. Application of the Rules

I propose revising the Rules to add a provision stating that the Supervisor shall apply the Rules consistently regardless of the policy or political views of the affected person(s). Of course, fairness dictates that the Rules apply equally to all participating in a Board meeting. Failure to do so has a chilling effect on the ability and willingness of participants to participate in the business of the Town in a meaningful way.

E. Special Meetings

Article II, Section 2 of the Rules say that only the Supervisor may call a special meeting of the Board. **I propose revising this section to add that a majority of the Board members may call a special meeting of the Board for good and urgent cause.** We should encourage the business of the Town to be conducted in public. One individual, in this case the Supervisor, should not be able to prevent a public discussion of an urgent matter.

F. Discussion and Debate

I propose removing the requirement in Article III, Section 3(a) of the Rules for the Presiding Officer to recognize Board members in an alternating pattern between those who oppose an action and those in support. This provision assumes that the positions of a Board member have been discussed in advance of the meeting and is therefore in conflict with the spirit of the Open Meetings Law.

Article IV, Section 1 - if submitted on time and not profane or obscene, Supervisor shall put the submission on the agenda.

I propose also revising Article III, Section 3(c) to remove the limit on speaking time for members of the Board. The elected officials should be given sufficient time to advocate, discuss, and inform.

G. Agenda

I propose revising Article IV, Section 1(a) to say that, where a member of the Board submits a resolution or a matter for discussion on or before the deadline for submission, the Supervisor SHALL put the resolution or matter on the agenda of the next regularly scheduled meeting of the Board. By refusing to put duly submitted matters on the agenda, the Supervisor would effectively and routinely push substantive matters to the "other matters" portion of the meeting. Putting the item on the agenda gives the public notice of the discussion, thereby allowing the public to attend or tune into the meeting if the item interests them. In addition, expanding this language to apply to "matters" in addition to "resolutions", it allows the Board to schedule conversations around policy that are not yet ready to be written into a Resolution.

As a practical matter, I also propose revising the deadline for submissions in Article IV, Section 1(a) to an appropriate day and time. Currently, the meeting packet is distributed around midday on Friday, thereby making it effectively impossible to add all duly submitted matters to the agenda.

H. Two-Year Cycle Limitation

Article IV prohibits a member of the Board from bringing the same issue to the Board more than one time in a 2-year period. **I propose revising the language throughout this provision to remove this requirement or, in the alternative, change the 2-year limitation to 6 months.** Preventing a discussion of an issue for TWO YEARS is excessively restrictive and will prevent the public from being included in discussions around the Town's business.

I. Pronouns

I propose revising the Rules to remove gendered pronouns. The purpose of this revision is to be inclusive of all members of our community.

I appreciate your consideration of my proposals, above. Pursuant to Article VI, Section 3 of the Rules, a majority of the Board has the power to make these proposed revisions and I look forward to discussing them.

MEMORANDUM

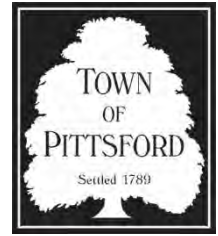
To: Town Board

From: Brian Luke, Director of Finance; Amanda Madigan, Library Director

Date: February 10, 2021

Regarding: Library Furniture Project

For Meeting On: February 16, 2021



A Library furniture project in the amount of \$21,000 was discussed previously at 2021 budget meetings. Amidst the COVID-19 crisis, the project was postponed while we gathered more information on the financial impacts of COVID-19. Since we last discussed this project, we have received \$84,211 in CARES Act funding through Monroe County. As of the third quarter for fiscal year 2020 we have seen sales tax revenue trending back to previous levels. This particular Library project has been carefully planned out and has been accomplished over multiple years. Given the nature of this project and the current economic conditions, we feel it is prudent to proceed with this Library Furniture Project.

Be it resolved, that the Director of Finance is authorized to make the transfer and budget amendment necessary to proceed with this project (separately attached).

02/16/2021

Budget Transfer & Amendment

Be it resolved that the following are approved:

That \$21,000.00 be transferred from 1.9950.9000.1.1 (WT – Transfer for Cap. Improv.) to the Library Fund 3.3.5031 (Library – Interfund Revenue) and that these funds then be expended from 3.7410.2002.1.3 (Library – Office Equipment).

That \$ 9,000.00 be transferred from 1.9950.9000.1.1 (WT – Transfer for Cap. Improv.) to the Turf Maintenance Capital Reserve Fund per the contract agreement with Pittsford Central School District.

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

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
3M	PJS	150336	9410266464	BLACK ELETROCUT VINAL	693.18
				VENDOR TOTAL	693.18
ACTION TELEPHONE EXCHANGE	PJS	150176	198002032021	JAN	127.19
	PJS	150176	198001062021	DEC	98.49
				VENDOR TOTAL	225.68
ADMAR SUPPLY COMPANY, INC	PJS	150143	2071713-0001	PARTS AND OIL FOR CHAINSAWS	71.18
	PJS	150087	2069855-0001	PALLET JACK	399.00
	PJS	150098	2070849-0001	SAW BLADES	900.00
	PJS	150100	2070291-0001	CUT ALL BLADES	390.00
				VENDOR TOTAL	1,760.18
ADVANCED SAFE & LOCK, INC	PJS	150229	28309	LOCK FOR BACK DOOR AT HIGHWAY	125.00
				VENDOR TOTAL	125.00
AIRQUIP HEATING AND AIR CONDITIONING	PJS	150199	89189	AIR DUCT CLEANING	6,974.00
				VENDOR TOTAL	6,974.00
ALLIANCE DOOR & HARDWARE	PJS	150110	222799	DOOR 3 REPAIR	315.00
	PJS	150113	222725	DOOR 1 REPAIR	335.00
	PJS	150112	222790	OVERHEAD DOOR REPAIR, CLICKERS , AND PUN	960.00
				VENDOR TOTAL	1,610.00
ALMETEK INDUSTRIES	PJS	150193	249316	STORM DRAIN MARKERS	975.00
				VENDOR TOTAL	975.00

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
FEBRUARY 2021

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
AMERICAN MANTLE COMPANY	PJS	150328	36900	SOFT UPRIGHT MANTLE	92.12
					VENDOR TOTAL
AMERICAN ROCK SALT CO.	PJS	150233	0656527	34.95 TON	1,905.12
	PJS	150233	0658752	154.39	8,415.80
	PJS	150233	0659104	153.64	8,374.92
	PJS	150233	0659526	169.94	9,263.43
	PJS	150233	0660025	24.53	1,337.13
	PJS	150281	0661042	199.64 TON	10,904.35
	PJS	150161	0650146	SALT	6,395.71
	PJS	150114	0656310	1000 TON SALT	8,596.76
				VENDOR TOTAL	55,193.22
APPLIED MAINTENANCE SUPPLIES & SOLUTIONS	PJS	150221	7020682595	GALVANIZED CABLES FOR RISERS	273.34
	PJS	150223	7020682594	WEATHERPACK CONNECTOR SHELLS	352.04
	PJS	150224	7020716505	TAPE, SHOP SUPPLIES	168.40
	PJS	150333	1514502138	PVC 2 COND	327.97
	PJS	150332	1514529386	GALVANIZED CABLE FOR RISERS	557.52
	PJS	150080	7020607875	SHOP SUPPLIES	355.30
				VENDOR TOTAL	2,034.57
BAND PARTS PLUS	PJS	150216	819950	DEF CONTAINERS	40.36
	PJS	150218	819866	HEADLIGHTS RELAY	17.07
	PJS	150153	819852	LIGHTS #451	71.70
	PJS	150156	819757	WASHER FLUID, BULBS, RAINX	36.50
	PJS	150156	819734	WASHER FLUID, BULBS, RAINX	63.84
	PJS	150178	819829	ABSORBENT	18.98
	PJS	150147	819704	INJECTOR CLEANER	3.69
	PJS	150096	819380	LIGHTS	11.85
	PJS	150093	819419	#471 LIGHTS	27.08
	PJS	150076	819633	AC COMPRESSOR/BELT 422	380.63
					VENDOR TOTAL

**ACCOUNTS PAYABLE LISTING
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FEBRUARY 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
BATHTUB MADE NEW	BWL	150102	1973	REGLAZE WASH SINK	1,200.00
				VENDOR TOTAL	1,200.00
BEEMAN	JRH	150300	22021/BEEMAN	STEAM POWERED PLAY INSTRUCTOR PAYMENT	95.55
				VENDOR TOTAL	95.55
BENEFIT RESOURCE, LLC	BWL	150207	605037	FSA ADMIN FEES JANUARY	650.00
				VENDOR TOTAL	650.00
BMI	JRH	150172	9999735	LICENSE FEE MUSIC 1/1/2021-12/31/2021	331.20
				VENDOR TOTAL	331.20
BRAD'S TRAILER SERVICE	PJS	150321	502751-1	BEARINGS AND SEALS	194.65
				VENDOR TOTAL	194.65
BRIGHTON FIRE DISTRICT	BWL	150256	02092021	2021 TAX LEVY PAYMENT	582,004.81
				VENDOR TOTAL	582,004.81
CASELLA WASTE MANAGEMENT OF N.Y., INC.	PJS	150331	544353	30YD MONTH USE	95.50
	PJS	150108	530943	30 YD DUMPSTER	740.06
				VENDOR TOTAL	835.56
CASTLE BRANCH INC	BWL	150122	0774442-IN	EMPLOYMENT SCREENING	105.00
				VENDOR TOTAL	105.00

ACCOUNTS PAYABLE LISTING
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FEBRUARY 2021

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
CAVALLARO	JRH	150310	22021/CAVALLARO	BECOMING A NOTARY INSTRUCTOR PAYMENT	126.00
				VENDOR TOTAL	126.00
CDW GOVERNMENT INC.	JB	150126	7176812	EPSON DS-70 SHEETFED SCANNER	109.00
				VENDOR TOTAL	109.00
CHASE CARD SERVICES	JB	150200	112-6500992-9603427	SEAGATE DESKTOP HDD HARD DRIVE - INTERNA	79.99
	JB	150059	INV65300276	ZOOM WEBINAR 100 MONTHLY - 01/26/2021-01	360.00
	JB	150059	INV65300226	ZOOM STANDARD BIZ MONTHLY - 01/26/2021-0	2,015.78
				VENDOR TOTAL	2,455.77
CINTAS CORPORATION #411	PJS	150150	4074298747	RUG & MOP SERVICE	228.58
				VENDOR TOTAL	228.58
CLOVER PHYSICAL THERAPY, P.C.	JRH	150165	1182021	SENIORS BALANCE CLASSES JANUARY 2021	100.00
				VENDOR TOTAL	100.00
COLONY HARDWARE CORP.	PJS	150261	153568-2101	CORDLESS CONCRETE VIBRATOR	599.00
	PJS	150117	118222-2101	SHOP RAGS	119.00
				VENDOR TOTAL	718.00
CONSTELLATION NEW ENERGY, INC.	BWL	150239	19329790401	STONETOWN STREET LIGHTS JANUARY	40.44
				VENDOR TOTAL	40.44
COOLEY GROUP, INC.	BWL	150205	112829-01	FINANCE CHECK STOCK	206.54

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

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	206.54
CREIGHTON SELF-DEFENSE INC	JRH	150303	22021/CREIGHTON	MARTIAL ARTS INSTRUCTOR PAYMENT	1,005.02
				VENDOR TOTAL	1,005.02
CROSSROADS HIGHWAY SUPPLY	PJS	150148	20988	DELINEATORS	295.00
				VENDOR TOTAL	295.00
CROWN CASTLE INTERNATIONAL CORP.	JB	150181	768619	FIBER SERVICE #S120274 - 5611 PITTSFORD	879.97
				VENDOR TOTAL	879.97
CYNCON EQUIPMENT INC.	PJS	150090	85293	HYDRAULIC LEAK IN SIDEWALK PLOW	755.08
				VENDOR TOTAL	755.08
DE LA COLINADOLORES	JRH	150312	22021/DELACOLINA	SPANISH INSTRUCTOR PAYMENT	20.30
				VENDOR TOTAL	20.30
DEBBIE SUPPLY INC	PJS	150191	649652	HARDWARE	35.04
	PJS	150191	649696	HARDWARE	38.48
	PJS	150154	649657	GLUE, TOILET BOWL CLEANER	22.77
	PJS	150145	649634	FASTENERS	19.10
				VENDOR TOTAL	115.39
DEL 3750 MONROE AVENUE ASSOCIATES LLC	BWL	150236	03012021	MARCH 2021 COURT RENT	8,952.45

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

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	8,952.45
DOLOMITE PRODUCTS CO INC	PJS	150187	983614	CR-2 STONE - DOG PARK	1,280.02
				VENDOR TOTAL	1,280.02
DONNELLY	JRH	150164	4593427	SENIORS STATE FOOD SAFETY COURSE REIMBUR	10.00
				VENDOR TOTAL	10.00
DOYLE SECURITY SYSTEMS	PJS	150045	1044330	ALARM MONITORING QUARTERLY SVC - LIBRARY	49.44
				VENDOR TOTAL	49.44
DUKE COMPANY	PJS	150091	001467137	REBAR FOR RISERS	690.00
				VENDOR TOTAL	690.00
EDP, KGS, LLC	JRH	150318	22021/SHOTS	SOCCER SHOTS INSTRUCTOR PAYMENT	800.80
				VENDOR TOTAL	800.80
EDWARDS TREE & LANDSCAPE	PJS	150057	2050	TREE REMOVAL	650.00
				VENDOR TOTAL	650.00
EMPIRE TENNIS, LLC	JRH	150304	22021/SPEIRS	INDOOR TENNIS INSTRUCTOR PAYMENT	136.50
				VENDOR TOTAL	136.50
F.W. WEBB COMPANY	PJS	150188	69695987	MANHOLE COVERS	270.90

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	270.90
FAIRPORT CHILDREN'S THEATER	JRH	150301	22021	EDWARD ROCHA THEATER CLASSES INSTRUCTOR	1,966.72
				VENDOR TOTAL	1,966.72
FINGER LAKES CHEMICALS	PJS	150279	819575	WASHER FLUID	46.71
	PJS	150275	819574	SHOP CHEMICALS	179.26
	PJS	150085	819508	WASHER FLUID, THRUST	208.34
				VENDOR TOTAL	434.31
FLEET PRIDE	PJS	150160	67551439	WASHER FLUID, SNOW BRUSHES	127.98
	PJS	150262	68096072	466 TAILGATE	218.99
				VENDOR TOTAL	346.97
FRONTIER COMMUNICATIONS	PJS	150151	585-248-6435-JAN21	JAN	33.27
	PJS	150151	585-248-6247-JAN21	JAN	33.69
	JB	150183	2/01/6430-092614-6	6430 KBP NORTH PHONE SERVICE 2/1/21 - 2/	73.99
	PJS	150294	585-218-9325-061517-6	AUTUMN WOODS PS	0.00
	PJS	150294	585-100-1313-010717-6	ALL PUMP STATIONS	339.38
	BWL	150232	585-100-2618-050219-6	MONTHLY PHONE PYMT	1,185.39
	PHD	150144	01312021	DEC & JAN PHONE BILL	56.30
	JRH	150163	222021	SENIORS PHONE SERVICES 1/22/2021-2/21/20	33.40
	JRH	150162	202122	RECREATION PHONE SERVICES 1/22/2021-2/21	33.40
				VENDOR TOTAL	1,788.82
FSI SYSTEMS, INC.	PJS	150186	8926	PUMP STATION MONITORING- JANUARY 21	59.90
				VENDOR TOTAL	59.90
FULMORE	JRH	150322	23-21	FIRST AID FOR KIDS INSTRUCTOR PAYMENT	56.00

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	56.00
FUN EXPRESS LLC	JRH	150168	707747973-01	FEBRUARY ACTIVITY BOX PROGRAM SUPPLIES	207.15
	JRH	150167	707763642-01	MARCH ACTIVITY BOX PROGRAM SUPPLIES	165.80
				VENDOR TOTAL	372.95
GENERAL WELDING AND FABRICATION	PJS	150267	30435	BACK-UP ALARM	89.07
	PJS	150084	30742	LIGHTS FOR #502	359.89
	PJS	150092	30702	ELECTRICAL CONNECTORS	67.46
	PJS	150111	30757	HITCH AND LIGHTS	273.50
				VENDOR TOTAL	789.92
GOEBEL	PJS	150094	01202162773	TEST LIGHTS	240.00
				VENDOR TOTAL	240.00
GRASSLAND EQUIPMENT AND IRRIGATION CORPORATION	PJS	150289	1276812	PULLEY FOR TORO Z	62.40
	PJS	150175	1276546	SEAL - CASTER	71.98
	PJS	150175	1276483	OIL FILTER	76.77
	PJS	150175	1276434	OIL FILTER	40.19
				VENDOR TOTAL	251.34
HANSON	JRH	150309	22021/HANSON	PITTSFORD BALLET INSTRUCTOR PAYMENT	2,365.21
				VENDOR TOTAL	2,365.21
HAWK COLLISION & FRAME	PJS	150230	124063	INSPECTION 471,438,441	20.00
	PJS	150230	124066	INSPECTION 471,438,441	67.50
	PJS	150230	124072	INSPECTION 471,438,441	20.00
	PJS	150120	124053	BALANCING 4 TIRES	105.00
	PJS	150118	124050	454 INSPECTION	20.00

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
HAWK COLLISION & FRAME	PJS	150119	124059	INSPECTION 437/439	20.00
	PJS	150119	124058	INSPECTION 437/439	20.00
VENDOR TOTAL					272.50
HILLYARD, INC.	PJS	150293	604221980	ICE MELT	408.17
	PJS	150049	604205772	PAPER TOWELS	40.11
	PJS	150049	604213036	KITCHEN BAGS	42.36
VENDOR TOTAL					490.64
HOME DEPOT	PJS	150209	6181175	CHAIRS BRACKETS FOR RISERS	106.60
	PJS	150272	2611025	NITRILE GLOVES	83.82
	PJS	150297	2105999	FLUSH VALVE	36.44
	PJS	150107	103470	CORDLESS SANDER AND RECHARGABLE BATTERY	288.00
	PJS	150269	6213257	MAILBOX SUPPLIES	202.74
	PJS	150266	9624313	MAILBOXES	37.94
VENDOR TOTAL					755.54
INNOVATIVE SOLUTIONS	PJS	150278	57841	MAGNESIUM CHLORIDE	3,008.50
VENDOR TOTAL					3,008.50
INTERSTATE BATTERY SYSTEM	PJS	150288	346090	BATTERIES FOR ALARMS AT KBP	75.80
VENDOR TOTAL					75.80
INTIVITY, INC.	JRH	150326	1697650-0	SENIORS OFFICE SUPPLIES	27.29
	JRH	150327	1698586-0	AFTER SCHOOL OFFICE SUPPLIES	57.36
	JRH	150166	1695369-0	RECREATION OFFICE SUPPLIES	152.03
VENDOR TOTAL					236.68
IRON MOUNTAIN, INC	LMD	150257	DHSJ759	RECORD RETENTION 2/01/2021 - 2/28/201	813.31

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	813.31
JESSIE HOLLENBECK - PETTY CASH	JRH	150173	1212021/BARNES&NOBLE		6.39
	JRH	150173	1282021/MICHAELS		12.77
	JRH	150335	22021/PETTYCASH	LOTS OF LOVE ACTIVITY BOX SUPPLIES	35.96
				VENDOR TOTAL	55.12
JOHN CLIFFORD SALES	PJS	150083	971	BALANCE 4 TIRES	50.00
	PJS	150083	973	INSPECTION 423	15.00
	PJS	150083	970	INSPECTION 418 BALANCE TIRES	76.00
				VENDOR TOTAL	141.00
JOHNSON CONTROLS FIRE PROTECTION LP	PJS	150282	87463308	BACK FLOW INSPECTION	211.68
	PJS	150088	87417319	TOWN HALL FIRE EXT INSP	52.00
	PJS	150088	87427338	LIBRARY FIRE EXT INSP	52.00
	PJS	150088	87427352	LIBRARY FIRE EXT INSP	57.40
	PJS	150088	87427197	SCC FIRE EXT INSP	104.00
	PJS	150088	87427311	TOWN HALL FIRE EXT INSP	63.40
	PJS	150088	87427191	SCC FIRE EXT INSP	56.16
	PJS	150088	87427327	HIGHWAY FIRE EXT INSP	174.00
	PJS	150088	87427321	HIGHWAY FIRE EXT INSP	389.90
	PJS	150088	87427353	PARKS FIRE EXT INSP	60.00
	PJS	150088	87427342	PARKS FIRE EXT INSP	124.60
	PJS	150088	87427347	PSD FIRE EXT INSP	54.00
					VENDOR TOTAL
JOHNSTONE SUPPLY OF CNY	PJS	150179	1101073	CEILING TILES	87.18
				VENDOR TOTAL	87.18
KLEHAMER	PJS	150101	01062021-1	LUMBER FOR TOOL SHED	908.05
	PJS	150075	01062021	MATERIALS FOR LOFT	908.00

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	1,816.05
KLEIN STEEL SERVICE, INC	PJS	150146	1069129	BRACKETS FOR KUBOTA	158.33
				VENDOR TOTAL	158.33
KOVALSKY-CARR ELECTRIC SUPPLY CO., INC.	PJS	150056	S1949880.001	LED LIGHTS FOR KINGS BEND PARK	213.66
				VENDOR TOTAL	213.66
L.C. WHITFORD EQUIPMENT CO.	PJS	150268	0031190-00	INSERTS FOR TUB GRINDER	353.25
				VENDOR TOTAL	353.25
LAKESIDE TOOL, INC.	PJS	150086	317699	PARTS FOR TUBGRINDER /IMPACT WRENCH	465.00
				VENDOR TOTAL	465.00
LANDPRO EQUIPMENT, LLC	PJS	150290	1809922	AIR FILTER	66.58
	PJS	150177	1808071	FILTERS	44.05
	PJS	150177	1808516	MOWER PARTS	30.64
				VENDOR TOTAL	141.27
LENZI	PJS	150152	02012021	CODE BADGE REIMBURSEMENT	198.72
				VENDOR TOTAL	198.72
LOWES CREDIT SERVICES	PJS	150197	012635	CONFERENCE ROOM SHELVES	258.40
	PJS	150072	2605560	2 REFRIGERATORS	3,066.55

ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	3,324.95
M R B GROUP	BWL	150210	37802	PHASE 048 - KILBOURN PLACE	1,137.50
	BWL	150210	38074	PHASE 029 - GREEN POINT TRAIL	175.00
	BWL	150210	37309	PHASE 048 - KILBOURN PLACE	437.50
	BWL	150296	37803	ENGINEER REVIEW FEES	175.00
				VENDOR TOTAL	1,925.00
MAGGIO	JRH	150319	22021/MAGGIO	SELF DEFENSE INSTRUCTOR PAYMENT	60.97
				VENDOR TOTAL	60.97
MAGLIATO	JRH	150311	22021/MAGLIATO	WIGGLE GIGGLE & JIGGLE INSTRUCTOR PAYMEN	482.30
				VENDOR TOTAL	482.30
MANITOU CONCRETE	PJS	150217	984424	CONCRETE FOR RISERS	559.50
	PJS	150217	984426	CONCRETE FOR RISERS	1,195.00
	PJS	150280	984556	CONCRETE FOR RISERS	602.50
	PJS	150280	984577	CONCRETE FOR RISERS	592.50
	PJS	150280	984638	CONCRETE FOR RISERS	1,185.00
				VENDOR TOTAL	4,134.50
MCCARTHY TIRE SERVICE COMPANY OF NEW YORK, INC.	PJS	150159	47-90926	TIRES 456	971.82
				VENDOR TOTAL	971.82
MESSENGER POST	LMD	150341	95251	DRHP-EAST ST. CEMETARY	66.67
	LMD	150341	95306	ZONING BRD HEARING	94.39
	LMD	150341	95067	DRHPB-25 BRIAR PATCH	64.15
	LMD	150125	94756	PERMISSIVE REFERENDUM ADOPTION OF RESOLU	70.45
	LMD	150125	94753	PERMISSIVE REFERENDUM HIGHWAY IMPROVEMEN	74.23

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
MESSENGER POST	LMD	150125	94921	DEMOLITION NOTICE-222 GOLF AVE	55.33
	LMD	150125	94534	LEGAL NOTICE FOR 2021 TOWN/COUNTY TAXES	148.66
VENDOR TOTAL					573.88
MESSER	JRH	150320	22021/MESSER	CUPCAKE CREATIONS INSTRUCTOR PAYMENT	126.00
	VENDOR TOTAL				
MILLER	JRH	150315	22021/MILLER	BIRTHDAY CARDS STAMPS INSTRUCTOR PAYMENT	63.00
	VENDOR TOTAL				
MITCHELL1	PJS	150220	IB25485502	FEBRUARY BILLING	394.00
	VENDOR TOTAL				
MOFFETT TURF EQUIPMENT, INC.	PJS	150285	01-293633	BALL FIELD GROOMER PARTS	60.87
	VENDOR TOTAL				
MONROE COUNTY MAGISTRATES ASSOC	PT	150201	013121	MONROE COUNTY MAGISTRATES DUES	200.00
	VENDOR TOTAL				
MONROE COUNTY WATER	PJS	150284	1835875	THORNELL FARM PARK	122.58
	PJS	150284	901322	PORT OF PITTSFORD	37.45
	PJS	150284	839381	COPPER BEACH PARK	21.08
	PJS	150284	822882	PSD	423.55
	PJS	150284	905265	REITZ PARKWAY	21.08
	PJS	150284	731612	HIGHWAY	232.20
	PJS	150284	905174	TOWN HALL	74.93
	PJS	150284	906339	SCC	154.58
	PJS	150284	902494	LIBRARY	293.49
	PJS	150284	600254	PARKS	30.75

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
MONROE COUNTY WATER	PJS	150284	623306	MILE POST	24.46
	PJS	150284	1617364	KINGS BEND	78.00
	PJS	150284	1835883	WILLARD RD PARK	106.20
	PJS	150284	1835891	GEP PARK	65.38
	PJS	150284	1838150	HOPKINS PARK	105.53
VENDOR TOTAL					1,791.26
MURRAY	JRH	150317	22021/MURRAY	PRESCHOOL ADVENTURES INSTRUCTOR PAYMENT	411.60
VENDOR TOTAL					411.60
NALLY	JRH	150307	22021/NALLY	BASKETBALL INSTRUCTOR PAYMENT	312.24
VENDOR TOTAL					312.24
NEW YORK STATE TURFGRASS ASSOCIATION	PJS	150053	93316	MEMBERSHIP DUES	200.00
VENDOR TOTAL					200.00
NOCO ENERGY CORP.	PJS	150227	SP12007443	FUEL	324.17
	PJS	150158	SP12002795	ULSD SUPREME	909.79
VENDOR TOTAL					1,233.96
NORTHEAST SWEEPERS AND RENTALS, INC.	PJS	150116	6372	RAVO SWEEPER SERVICE AND REPAIR	2,181.91
VENDOR TOTAL					2,181.91
NORTHERN SUPPLY INC	PJS	150213	090521	LOADER BLADE	650.00
	PJS	150215	091132	LOADER BLADES	650.00
	PJS	150212	091130	LOADER BLADES	650.00
	PJS	150214	091133	LOADER BLADES	790.00

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	2,740.00
NYS ASSOC OF MAGISTRATES COURT CLERKS, INC.	PT	150204	020821	NYSAMCC ANNUAL DUES	100.00
				VENDOR TOTAL	100.00
NYS INDUSTRIES FOR THE	LMD	150254	898266	CORRUGATED RECORD RETENTION BOXES LETTER	165.06
				VENDOR TOTAL	165.06
NYS MAGISTRARES ASSOC.	PT	150203	2021	NYS MAGISTRATES ANNUAL DUES	370.00
				VENDOR TOTAL	370.00
OCCUPATIONAL & ENVIRONMENTAL MEDICINE	BWL	150237	00023280-00	4TH QTR HWY RANDOM CDL TESTING	170.00
				VENDOR TOTAL	170.00
OIL FILTER SERVICE, INC.	PJS	150292	37069	OIL FILTERS	115.17
	PJS	150157	37518	BARREL PUMP	63.91
	PJS	150095	37213	FILTERS #423	93.57
				VENDOR TOTAL	272.65
OTIS ELEVATOR CO.	PJS	150044	100400231710	QUARTERLY ELEVATOR MAINTENANCE	2,346.90
				VENDOR TOTAL	2,346.90
PAYCHEX, INC.	BWL	150208	2021012800	PAYROLL PROCESSING / JANUARY	6,584.74
	BWL	150235	1026890	ONBOARDING HR SERVICES FEBRUARY	100.00

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	6,684.74
PAZRAL	JRH	150302	22021/PAZRAL	PILATES & YOGA INSTRUCTOR PAYMENT	191.93
				VENDOR TOTAL	191.93
PERINTON RV RENTALS INC.	PJS	150283	24599-1	PLOW PART	483.00
	PJS	150264	24562	PLOW SHOES 401	105.36
				VENDOR TOTAL	588.36
PHOENIX GRAPHICS, INC.	LMD	150055	65871	BUSINESS CARD FOR RANDY MARRA/MARK LENZI	1,014.00
	LMD	150182	65936	TOWN OF PITTSFORD SUPERVISOR LETTERHEAD	520.00
	BWL	150260	65935	PITTSFORD MESSENGER WINTER POSTAGE	5,033.24
	BWL	150259	65935	FY2020 WINTER MESSENGER	5,495.00
				VENDOR TOTAL	12,062.24
PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC	JRH	150330	3312886847	POSTAL METER LEASE 11/28/2020-2/27/2021	104.49
				VENDOR TOTAL	104.49
PITNEY BOWES INC	LMD	150340	1017345081	SERVICE AGREEMENT/METER RENTAL 11/19/202	135.00
	LMD	150048	1017252388	RED INK CARTRIDGES - #765-9 FOR POSTAGE	190.36
				VENDOR TOTAL	325.36
PITTSFORD AUTO SERVICE, INC.	PJS	150323	17298	FUEL FOR SMALL EQUIPMENT	42.08
				VENDOR TOTAL	42.08
PITTSFORD CENTRAL SCHOOLS	PJS	150219	3067-21A	HIGHWAY FUEL	6,540.23
	PJS	150198	3070-21A	DPW MONTHLY FUEL CHARGES	472.77

ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
PITTSFORD CENTRAL SCHOOLS	PJS	150184	3068-21A	MONTHLY PARKS FUEL USAGE	738.13
	PJS	150185	3069-21A	PSD DIESEL AND UNLEAD FUEL	959.99
VENDOR TOTAL					8,711.12
PITTSFORD FIRE DISTRICT	BWL	150255	02092021	2021 TAX LEVY PAYMENT	2,322,008.00
VENDOR TOTAL					2,322,008.00
PITTSFORD VOL. AMBULANCE	BWL	150253	02092021	2021 PITTSFORD AMBULANCE PAYMENT	300,000.00
VENDOR TOTAL					300,000.00
PITTSFORD YOUTH SERVICES INCORPORATED	BWL	150270	3200	FEBRUARY CONTRACT PAYMENT	5,083.00
VENDOR TOTAL					5,083.00
PLUG & PAY TECHNOLOGIES	JRH	150329	2021020216484638195	PITTSREC	15.00
	JRH	150329	2021020216484638194	PITTSCHILD	15.00
	JRH	150329	2021020216484638196	PITTSWEB	15.00
VENDOR TOTAL					45.00
POWER DRIVES, INC. ROCHESTER	PJS	150228	RRS812203	466 FUEL LINES	164.52
VENDOR TOTAL					164.52
PULSE OCCUPATIONAL MEDICINE OF ROCHESTER	BWL	150063	856	PRE-EMPLOYMENT DRUG SCREEN	118.00
VENDOR TOTAL					118.00
RADIOMAX COMMUNICATIONS INC.	PJS	150194	102045-4	TOWN DEPT PAGERS - BLDG MAINT	41.15

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	41.15
RAY KERHAERT'S TOWING,INC	PJS	150226	0010423	467 TOW	277.00
				VENDOR TOTAL	277.00
REGIONAL INTERNATIONAL CORPORATION	PJS	150211	011164523P	AIR HORN 452	161.62
	PJS	150155	011164079P	PARTS 456	22.08
	PJS	150109	011161609P	456 SELECTOR SWITCH	84.83
	PJS	150109	01164032P	456 SELECTOR SWITCH	131.22
	PJS	150109	011161699P	CREDIT	-112.50
				VENDOR TOTAL	287.25
ROCHESTER FENCING CLUB	JRH	150316	22021/FENCING	ROCHESTER FENCING INSTRUCTOR PAYMENT	18.20
				VENDOR TOTAL	18.20
ROCHESTER GAS & ELECTRIC	PJS	150189	11709276964	295 FAIRPORT RD PUMP STATION	26.14
	PJS	150190	12509208092	BARKER RD PARK ELECTRIC AND CONSTELLATI	268.54
	PJS	150192	0883930221000103	CHARGE FOR METER UPGRADE AT AUTUMN WOODS	664.00
	BWL	150238	0188930221000002	GAS LIGHTS FEBRUARY	64.19
				VENDOR TOTAL	1,022.87
S & S WORLDWIDE, INC	JRH	150169	IN100693551		18.47
	JRH	150169	IN100696805		11.05
	JRH	150170	IN100684481	AFTER SCHOOL - PAINT	22.10
	JRH	150171	IN100697015	AFTER SCHOOL PROGRAM SUPPLIES	97.92
				VENDOR TOTAL	149.54
SAFETY - KLEEN CORP.	PJS	150074	85029807	PARTS WASHER SOLVENT	658.30

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	658.30
SAMMY'S APPLIANCE SERVICE	PJS	150196	59002	HANDLE	93.96
	PJS	150196	59127	VENT TOP	83.16
				VENDOR TOTAL	177.12
SAXBY IMPLEMENT CORP.	PJS	150128	164031	BAR OIL	39.00
				VENDOR TOTAL	39.00
SHELBY CRUSHED STONE, INC.	PJS	150231	12100080	COLD PATCH	139.70
				VENDOR TOTAL	139.70
SLAUGHTER	JRH	150313	22021/SLAUGHTER	GYMNASTICS INSTRUCTOR PAYMENT	625.45
				VENDOR TOTAL	625.45
SOLAR LIBERTY ENERGY SYSTEMS, INC	PJS	150180	IV8145	KINGS BEND SOLAR PANEL PROJECT	35,529.00
				VENDOR TOTAL	35,529.00
SOLVENTS & PETROLEUM SRV	PJS	150050	702061	PARTS WASHER SERVICE	372.36
				VENDOR TOTAL	372.36
ST GEORGE	JRH	150299	22021/ST.GEORGE	DEFENSIVE DRIVING INSTRUCTOR PAYMENT	94.50
				VENDOR TOTAL	94.50
STAN-CAL SPRAYER REPAIR	PJS	150271	537393	SERVICE LINE MARKER	260.15

ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	260.15
STAPLES	PHD	150123	8060824706	OFFICE SUPPLIES	74.97
	LMD	150252	8061112613	GENERAL OFFICE SUPPLIES	53.19
				VENDOR TOTAL	128.16
STATE COMPROLLER	BWL	150060	2636690-2020-12-01	DECEMBER 2020 COURT FINES	2,709.25
				VENDOR TOTAL	2,709.25
STREET SKILLS, LLC	JRH	150306	22021/DELVECCHIO	5 HOUR DRIVING COURSE INSTRUCTOR PAYMENT	140.00
				VENDOR TOTAL	140.00
STRONG EAP	BWL	150234	TOP0221	EAP SERVICES FEBRUARY	201.66
				VENDOR TOTAL	201.66
SUPER VACUUM STORE, INC.	PJS	150106	36113	CORDLESS RICCAR VACUUM	549.00
				VENDOR TOTAL	549.00
SUTHERLAND SERVICE CENTER LTD	PJS	150325	213927	SIDEWALK PLOW TOW	160.00
				VENDOR TOTAL	160.00
SYNERGY GLOBAL SOLUTIONS	JB	150174	105077	ARCSERVE RENEWALS	548.00
				VENDOR TOTAL	548.00
T. MINA SUPPLY EAST, INC.	PJS	150115	S1400942.001	60 FT 24"PIPE	944.40

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
FEBRUARY 2021

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
T. MINA SUPPLY EAST, INC.	PJS	150047	S1400934.001	PIPE	114.20
				VENDOR TOTAL	1,058.60
THE IDEA WORKS OF NY, INC	JRH	150043	35691	RECREATION OFFICE SUPPLIES	260.75
	BWL	150206	35678	HISTORICAL PLAQUE	254.68
				VENDOR TOTAL	515.43
THRU-WAY AUTO SPRING	PJS	150265	150986	PLOW LIGHT 453	205.29
	PJS	150078	150117	457 SPINNER PARTS	170.81
				VENDOR TOTAL	376.10
TOSHIBA BUSINESS SOLUTIONS	PT	150202	5433260	COPIER	19.60
	PJS	150286	5457717	PSD MONTHLY COPIER MAINTENANCE	20.10
	PT	150276	5457716	COPIER - MONTHLY MAINT.	27.23
	JRH	150342	5457743	SENIORS COPIER 1/10/2021-2/9/2021	6.94
				VENDOR TOTAL	73.87
TOWN - VILLAGE OF EAST ROCHESTER	BWL	150240	02082021	2021 NORTHSIDE FIRE PAYMENT	21,538.00
				VENDOR TOTAL	21,538.00
TOWN OF BRIGHTON HIGHWAY/SEWER DEPARTMENT	PJS	150046	20-006	OUT OF DISTRICT SEWER FEES FOR 2534 AND	150.31
				VENDOR TOTAL	150.31
TRACEY ROAD EQUIPMENT	PJS	150277	X105062535:01	PURGE VALVE	137.17
	PJS	150099	R105011043:01	POWER STEERING/454	2,606.26
				VENDOR TOTAL	2,743.43

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

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
TRANE	PJS	150105	311428690	DIAGNOSE AND REPAIR LIBRARY HEATER	778.00
				VENDOR TOTAL	778.00
UTICA GENERAL TRUCK CO., INC	PJS	150077	421135	#451 STARTER CABLE REPAIR	967.50
	PJS	150079	421120	BATTERY REPAIR #451	377.22
				VENDOR TOTAL	1,344.72
VAN BORTEL CHEVROLET, INC	JRH	150334	CVCS179092	RECREATION VEHICLH MAINTENANCE AND INSP	69.26
				VENDOR TOTAL	69.26
VAN BORTEL FORD	PJS	150273	F0CS23742	REPAIR HEATER 220-1	217.67
	BWL	150222	96202	FORD F-350 XL REGULAR CAB	26,989.00
	BWL	150225	96202:MECH	F- 350 MECHANICS 502-1	2,210.50
	PJS	150089	361893	MIRROR AND SOCKETT FOR #420	81.57
	PJS	150081	361992	PARTS FOR #420	28.02
				VENDOR TOTAL	29,526.76
VICTOR POWER EQUIPMENT	BWL	150258	286210	TENSION SPRING & WIRING HARNESS	31.35
	PJS	150287	287636	HEDGETRIMMER PARTS AND EDGER BELT	117.88
	PJS	150058	287441	POWER PRUNER PARTS	46.68
				VENDOR TOTAL	195.91
VILLAGE OF PITTSFORD	BWL	150061	2636690-2020-12-01:VIL	DECEMBER 2020 COURT FINES	1,830.00
				VENDOR TOTAL	1,830.00
VILLAGER CONSTRUCTON INC	PJS	150295	97215	EMERGENCY WATER MAIN REPAIR AT PARKS GAR	6,299.48

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

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	6,299.48
VITTOZZI	JRH	150308	22021/VITTOZZI	YOGA INSTRUCTOR PAYMENT	168.00
				VENDOR TOTAL	168.00
VP SUPPLY CORP.	PJS	150195	4461095	BULBS FOR PARKS GARAGE	124.61
				VENDOR TOTAL	124.61
W. B. MASON CO., LLC	LMD	150042	216982367	GENERAL OFFICE SUPPLIES	15.27
				VENDOR TOTAL	15.27
W. W. GRAINGER, INC.	PJS	150054	9765524161	HVAC MOTOR	180.64
	PJS	150054	9765832887	HVAC MOTOR	225.80
	PJS	150291	9784146426	FILTERS FOR SHOP VACS	89.16
	PJS	150104	9776379993	BATHROOM MIRRORS KINGS BEND PARK	200.60
				VENDOR TOTAL	696.20
WAGSTAFF	JRH	150305	22021/WAGSTAFF	INDOOR JUNIOR TENNIS INSTRUCTOR PAYMENT	462.00
				VENDOR TOTAL	462.00
WALLMAN	BWL	150097	01282021	US POSTAL SHIPPING REIMBURSEMENT	153.90
				VENDOR TOTAL	153.90
WARREN	JRH	150314	22021/WARREN	ICE SKATING INSTRUCTOR PAYMENT	385.00

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
FEBRUARY 2021

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	385.00
WEGMANS FOOD MARKETS INC	JRH	150337	0061020210201	RECREATION WEGMANS JANUARY 2021	233.14
	JRH	150338	3821420210201	SENIORS WEGMANS JANUARY 2021	242.20
				VENDOR TOTAL	475.34
WEIDERS HARDWARE INC.	PJS	150263	2494404	MAILBOXES	926.17
				VENDOR TOTAL	926.17
WERNER	JRH	150298	022021/WERNER	PRIVATE PIANO LESSON, BETH WERNER	421.47
				VENDOR TOTAL	421.47
WEST FIRE SYSTEMS, INC.	PJS	150103	65680	DIAGNOSE LIBRARY ALARM MALFUNCTION	185.00
				VENDOR TOTAL	185.00
WRIGHT	JRH	150324	0121	SENIORS HIGHLAND CHORUS INSTRUCTOR PAYME	240.00
				VENDOR TOTAL	240.00
XYLEM DEWATERING SOLUTIONS, INC.	PJS	150149	3556B56343	PUMP MONITORING SYSTEMS	5,952.00
				VENDOR TOTAL	5,952.00
				REPORT TOTAL	3,496,594.65

END OF REPORT

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 1010	TOWN BOARD								
0001	PERSONAL SERVICES	3,926.92	102,100.00	102,100.00	11,780.76	90,319.24	0.00	90,319.24	11.54
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	11,780.76	96,369.24	0.00	96,369.24	10.89
Dept 1110	TOWN JUSTICES								
0001	PERSONAL SERVICES	7,937.14	254,229.00	254,229.00	18,393.86	235,835.14	0.00	235,835.14	7.24
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	9,757.61	142,523.00	142,523.00	27,854.51	114,668.49	0.00	114,668.49	19.54
Total Dept 1110	TOWN JUSTICES	17,694.75	397,252.00	397,252.00	46,248.37	351,003.63	0.00	351,003.63	11.64
Dept 1220	TOWN SUPERVISOR								
0001	PERSONAL SERVICES	7,184.80	188,122.00	188,122.00	19,415.58	168,706.42	0.00	168,706.42	10.32
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	541.97	3,880.00	3,880.00	597.66	3,282.34	0.00	3,282.34	15.40
Total Dept 1220	TOWN SUPERVISOR	7,726.77	192,502.00	192,502.00	20,013.24	172,488.76	0.00	172,488.76	10.40
Dept 1230	COMMUNITY SERVICE								
0001	PERSONAL SERVICES	3,676.19	95,950.00	95,950.00	6,991.37	88,958.63	0.00	88,958.63	7.29
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	0.00	26,338.00	36,338.00	31.51	36,306.49	10,000.00	26,306.49	0.09
Total Dept 1230	COMMUNITY SERVICE	3,676.19	122,788.00	132,788.00	7,022.88	125,765.12	10,000.00	115,765.12	5.29
Dept 1310	DIRECTOR OF FINANCE								
0001	PERSONAL SERVICES	3,103.41	100,186.00	100,186.00	6,519.26	93,666.74	0.00	93,666.74	6.51
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	5.40	2,836.00	3,006.00	222.31	2,783.69	170.00	2,613.69	7.40
Total Dept 1310	DIRECTOR OF FINANCE	3,108.81	103,522.00	103,692.00	6,741.57	96,950.43	170.00	96,780.43	6.50
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	1,715.20	44,846.00	44,846.00	3,265.97	41,580.03	0.00	41,580.03	7.28
0004	CONTRACTUAL & MISC. EXPENSE	30.92	8,350.00	8,350.00	46.84	8,303.16	30.84	8,272.32	0.56
Total Dept 1330	TAX COLLECTION	1,746.12	53,196.00	53,196.00	3,312.81	49,883.19	30.84	49,852.35	6.23

TOWN OF PITTSFORD

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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	5,799.01	192,784.00	192,784.00	11,175.64	181,608.36	0.00	181,608.36	5.80
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	58.26	8,539.00	8,689.00	301.55	8,387.45	150.00	8,237.45	3.47
Total Dept 1355	ASSESSOR	5,857.27	201,823.00	201,973.00	11,477.19	190,495.81	150.00	190,345.81	5.68
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	6,709.49	186,251.00	186,251.00	13,052.82	173,198.18	0.00	173,198.18	7.01
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	300.00	300.00	0.00	300.00	0.00	300.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	32.20	8,250.00	8,250.00	448.96	7,801.04	0.00	7,801.04	5.44
Total Dept 1410	TOWN CLERK	6,741.69	194,801.00	194,801.00	13,501.78	181,299.22	0.00	181,299.22	6.93
Dept 1420	ATTORNEY								
0001	PERSONAL SERVICES	1,732.54	45,046.00	45,046.00	5,197.62	39,848.38	0.00	39,848.38	11.54
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	10.62	19,541.38	2,402.00	17,139.38	0.05
Total Dept 1420	ATTORNEY	1,737.85	62,446.00	64,848.00	5,208.24	59,639.76	2,402.00	57,237.76	8.03
Dept 1430	PERSONNEL								
0001	PERSONAL SERVICES	3,997.79	104,043.00	104,043.00	7,826.66	96,216.34	0.00	96,216.34	7.52
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	600.00	600.00	0.00	600.00	0.00	600.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	6,691.68	120,392.00	120,392.00	7,479.44	112,912.56	0.00	112,912.56	6.21
Total Dept 1430	PERSONNEL	10,689.47	225,035.00	225,035.00	15,306.10	209,728.90	0.00	209,728.90	6.80
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.	165.06	1,000.00	1,000.00	165.06	834.94	0.00	834.94	16.51

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Fund 0001	GENERAL FUND								
Dept 1460	RECORDS MANAGEMENT EXPENSE								
Total Dept 1460	RECORDS MANAGEMENT	165.06	1,000.00	1,000.00	165.06	834.94	0.00	834.94	16.51
Dept 1490	PUBLIC WORKS								
0001	PERSONAL SERVICES	8,193.56	223,850.00	223,850.00	15,878.00	207,972.00	0.00	207,972.00	7.09
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	149.55	19,360.00	20,210.00	306.59	19,903.41	850.00	19,053.41	1.52
Total Dept 1490	PUBLIC WORKS	8,343.11	245,360.00	246,210.00	16,184.59	230,025.41	850.00	229,175.41	6.57
Dept 1620	BUILDING								
0001	PERSONAL SERVICES	169.80	4,755.00	4,755.00	367.90	4,387.10	0.00	4,387.10	7.74
0004	CONTRACTUAL & MISC. EXPENSE	2,204.26	269,351.00	269,481.00	13,812.79	255,668.21	293.01	255,375.20	5.13
Total Dept 1620	BUILDING	2,374.06	274,106.00	274,236.00	14,180.69	260,055.31	293.01	259,762.30	5.17
Dept 1670	CENTRAL MAILING								
0004	CONTRACTUAL & MISC. EXPENSE	5,033.24	71,700.00	71,700.00	5,033.24	66,666.76	0.00	66,666.76	7.02
Total Dept 1670	CENTRAL MAILING	5,033.24	71,700.00	71,700.00	5,033.24	66,666.76	0.00	66,666.76	7.02
Dept 1680	DATA PROCESSING								
0001	PERSONAL SERVICES	6,764.25	178,520.00	178,520.00	13,531.40	164,988.60	0.00	164,988.60	7.58
0002	EQUIPMENT & CAPITAL OUTLAY	264.11	2,500.00	2,500.00	264.11	2,235.89	0.00	2,235.89	10.56
0004	CONTRACTUAL & MISC. EXPENSE	1,925.22	132,520.00	166,129.00	10,065.66	156,063.34	30,809.00	125,254.34	6.06
Total Dept 1680	DATA PROCESSING	8,953.58	313,540.00	347,149.00	23,861.17	323,287.83	30,809.00	292,478.83	6.87
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	0.00	1,900.00	1,900.00	250.00	1,650.00	0.00	1,650.00	13.16
Total Dept 1920	MUNICIPAL ASSOCIATION DUES	0.00	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.	0.00	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	0.00	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	26,989.00	169,463.00	202,682.00	26,989.00	175,693.00	70,931.00	104,762.00	13.32
Total Dept 1989	UNCLASSIFIED	26,989.00	169,463.00	202,682.00	26,989.00	175,693.00	70,931.00	104,762.00	13.32
Dept 1990	CONTINGENCY								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	150,000.00	143,700.00	0.00	143,700.00	0.00	143,700.00	0.00
Total Dept 1990	CONTINGENCY	0.00	150,000.00	143,700.00	0.00	143,700.00	0.00	143,700.00	0.00
Dept 2620	CUSTODIAL								
0001	PERSONAL SERVICES	15,993.78	432,482.00	432,482.00	32,661.84	399,820.16	0.00	399,820.16	7.55
0002	EQUIPMENT & CAPITAL OUTLAY	89.16	4,200.00	4,250.00	926.16	3,323.84	50.00	3,273.84	21.79
0004	CONTRACTUAL & MISC. EXPENSE	1,531.84	163,474.00	165,505.84	15,435.46	150,070.38	10,177.96	139,892.42	9.33
Total Dept 2620	CUSTODIAL	17,614.78	600,156.00	602,237.84	49,023.46	553,214.38	10,227.96	542,986.42	8.14
Dept 3120	CROSSING GUARDS								
0001	PERSONAL SERVICES	5,768.51	162,389.00	162,389.00	12,079.89	150,309.11	0.00	150,309.11	7.44
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	5,768.51	163,839.00	163,839.00	12,079.89	151,759.11	0.00	151,759.11	7.37
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	785.30	8,000.00	9,650.00	939.20	8,710.80	2,218.45	6,492.35	9.73
Total Dept 3310	TRAFFIC	785.30	15,000.00	16,650.00	939.20	15,710.80	2,218.45	13,492.35	5.64
Dept 3510	CONTROL OF ANIMALS								
0001	PERSONAL SERVICES	2,296.72	62,017.00	62,017.00	4,025.03	57,991.97	0.00	57,991.97	6.49
0004	CONTRACTUAL & MISC. EXPENSE	39.02	9,414.00	9,414.00	62.21	9,351.79	38.84	9,312.95	0.66
Total Dept 3510	CONTROL OF ANIMALS	2,335.74	71,431.00	71,431.00	4,087.24	67,343.76	38.84	67,304.92	5.72
Dept 4210	YOUTH SERVICES								
0004	CONTRACTUAL & MISC. EXPENSE	5,083.00	61,000.00	61,000.00	10,166.00	50,834.00	0.00	50,834.00	16.67
Total Dept 4210	YOUTH SERVICES	5,083.00	61,000.00	61,000.00	10,166.00	50,834.00	0.00	50,834.00	16.67
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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		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 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	2,125.01	56,785.00	56,785.00	4,380.40	52,404.60	0.00	52,404.60	7.71
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	1,000.00	1,000.00	111.28	888.72	0.00	888.72	11.13
Total Dept 5010	SUPERINTENDENT OF HIGHWAYS	2,125.01	58,285.00	58,285.00	4,491.68	53,793.32	0.00	53,793.32	7.71
Dept 5132	HIGHWAY GARAGE								
0002	EQUIPMENT & CAPITAL OUTLAY	6,974.00	14,000.00	26,104.00	13,556.66	12,547.34	2,385.00	10,162.34	51.93
0004	CONTRACTUAL & MISC. EXPENSE	559.72	51,928.00	52,903.00	4,104.32	48,798.68	975.00	47,823.68	7.76
Total Dept 5132	HIGHWAY GARAGE	7,533.72	65,928.00	79,007.00	17,660.98	61,346.02	3,360.00	57,986.02	22.35
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	2,727.93	71,450.00	71,450.00	5,198.27	66,251.73	0.00	66,251.73	7.28
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	5,500.31	44,704.00	49,704.00	5,537.13	44,166.87	0.00	44,166.87	11.14
Total Dept 6410	PUBLICITY	8,228.24	116,654.00	121,654.00	10,735.40	110,918.60	0.00	110,918.60	8.82
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	2,664.79	173,032.00	173,032.00	5,708.45	167,323.55	0.00	167,323.55	3.30
0004	CONTRACTUAL & MISC. EXPENSE	681.06	93,790.00	93,790.00	2,894.01	90,895.99	0.00	90,895.99	3.09
Total Dept 6772	PROGRAMS FOR AGING	3,345.85	266,822.00	266,822.00	8,602.46	258,219.54	0.00	258,219.54	3.22
Dept 7020	RECREATION ADMINISTRATION								
0001	PERSONAL SERVICES	17,407.37	743,741.00	743,741.00	34,504.87	709,236.13	0.00	709,236.13	4.64
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.	11,920.04	371,090.00	372,588.00	20,023.04	352,564.96	1,465.34	351,099.62	5.37

TOWN OF PITTSFORD

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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 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	241,050.78	11,344,575.00	11,528,601.83	700,024.16	10,828,577.67	217,968.05	10,610,609.62	6.07

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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 0002	PART TOWN FUND								
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	0.00	21,300.00	21,300.00	16,289.84	5,010.16	0.00	5,010.16	76.48
Total Dept 9040	WORKERS COMPENSATION	0.00	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	0.00	350.00	350.00	40.91	309.09	0.00	309.09	11.69
Total Dept 9045	LIFE INSURANCE	0.00	350.00	350.00	40.91	309.09	0.00	309.09	11.69
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	0.00	1,234.00	1,234.00	121.92	1,112.08	0.00	1,112.08	9.88
Total Dept 9055	DISABILITY INSURANCE	0.00	1,234.00	1,234.00	121.92	1,112.08	0.00	1,112.08	9.88
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	(210.06)	162,198.00	162,198.00	22,360.65	139,837.35	0.00	139,837.35	13.79
Total Dept 9060	HOSPITALIZATION	(210.06)	162,198.00	162,198.00	22,360.65	139,837.35	0.00	139,837.35	13.79
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	20,238.51	1,386,805.00	1,394,712.00	81,113.80	1,313,598.20	57,963.00	1,255,635.20	5.82

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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 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	28,787.22	942,429.00	942,429.00	57,059.07	885,369.93	0.00	885,369.93	6.05
0002	EQUIPMENT & CAPITAL OUTLAY	422.53	2,910.00	8,944.80	422.53	8,522.27	5,612.27	2,910.00	4.72
0004	CONTRACTUAL & MISC. EXPENSE	7,781.86	240,222.00	245,662.39	9,873.54	235,788.85	54,420.85	181,368.00	4.02
Total Dept 7410	LIBRARY	36,991.61	1,185,561.00	1,197,036.19	67,355.14	1,129,681.05	60,033.12	1,069,647.93	5.63
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	2,152.56	72,461.00	72,461.00	4,265.67	68,195.33	0.00	68,195.33	5.89
Total Dept 9030	SOCIAL SECURITY	2,152.56	72,461.00	72,461.00	4,265.67	68,195.33	0.00	68,195.33	5.89
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	0.00	9,725.00	9,725.00	6,892.12	2,832.88	0.00	2,832.88	70.87
Total Dept 9040	WORKERS COMPENSATION	0.00	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	0.00	350.00	350.00	46.72	303.28	0.00	303.28	13.35
Total Dept 9045	LIFE INSURANCE	0.00	350.00	350.00	46.72	303.28	0.00	303.28	13.35
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	0.00	1,500.00	1,500.00	101.60	1,398.40	0.00	1,398.40	6.77
Total Dept 9055	DISABILITY INSURANCE	0.00	1,500.00	1,500.00	101.60	1,398.40	0.00	1,398.40	6.77
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	626.17	189,303.00	189,303.00	26,187.87	163,115.13	0.00	163,115.13	13.83
Total Dept 9060	HOSPITALIZATION	626.17	189,303.00	189,303.00	26,187.87	163,115.13	0.00	163,115.13	13.83
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	14.00	300.00	300.00	14.00	286.00	0.00	286.00	4.67
Total Dept 9089	MISC. EMPLOYEE BENEFITS	14.00	300.00	300.00	14.00	286.00	0.00	286.00	4.67
Total Fund 0003	LIBRARY FUND	39,784.34	1,580,779.00	1,598,029.19	104,863.12	1,493,166.07	65,808.12	1,427,357.95	6.56

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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 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	384,596.00	150,760.00	0.00
Total Dept 1989	UNCLASSIFIED	0.00	320,729.00	535,356.00	0.00	535,356.00	384,596.00	150,760.00	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	3,844.82	104,563.00	104,563.00	7,880.05	96,682.95	0.00	96,682.95	7.54
0002	EQUIPMENT & CAPITAL OUTLAY	599.00	24,800.00	24,800.00	998.00	23,802.00	8,750.00	15,052.00	4.02
0004	CONTRACTUAL & MISC. EXPENSE	4,185.18	169,400.00	176,234.00	16,847.61	159,386.39	14,189.00	145,197.39	9.56
Total Dept 5130	MACHINERY	8,629.00	298,763.00	305,597.00	25,725.66	279,871.34	22,939.00	256,932.34	8.42
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	74,360.68	901,616.00	901,616.00	148,515.07	753,100.93	0.00	753,100.93	16.47
0004	CONTRACTUAL & MISC. EXPENSE	64,092.47	491,330.00	501,140.58	132,320.80	368,819.78	103,837.06	264,982.72	26.40
Total Dept 5142	SNOW REMOVAL	138,453.15	1,392,946.00	1,402,756.58	280,835.87	1,121,920.71	103,837.06	1,018,083.65	20.02
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	5,801.06	78,839.00	78,839.00	11,630.13	67,208.87	0.00	67,208.87	14.75
Total Dept 9030	SOCIAL SECURITY	5,801.06	78,839.00	78,839.00	11,630.13	67,208.87	0.00	67,208.87	14.75
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	0.00	78,230.00	78,230.00	53,109.52	25,120.48	0.00	25,120.48	67.89
Total Dept 9040	WORKERS COMPENSATION	0.00	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	0.00	895.00	895.00	97.20	797.80	0.00	797.80	10.86
Total Dept 9045	LIFE INSURANCE	0.00	895.00	895.00	97.20	797.80	0.00	797.80	10.86
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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		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
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	0.00	2,545.00	2,545.00	206.54	2,338.46	0.00	2,338.46	8.12
Total Dept 9055	DISABILITY INSURANCE	0.00	2,545.00	2,545.00	206.54	2,338.46	0.00	2,338.46	8.12
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	130.73	425,380.00	425,380.00	64,465.71	360,914.29	0.00	360,914.29	15.15
Total Dept 9060	HOSPITALIZATION	130.73	425,380.00	425,380.00	64,465.71	360,914.29	0.00	360,914.29	15.15
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	14.00	225.00	225.00	14.00	211.00	0.00	211.00	6.22
Total Dept 9089	MISC. EMPLOYEE BENEFITS	14.00	225.00	225.00	14.00	211.00	0.00	211.00	6.22
Total Fund 0004	HIGHWAY WHOLE TOWN FUND	153,027.94	2,786,074.00	3,017,345.58	436,084.63	2,581,260.95	511,372.06	2,069,888.89	14.45

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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	3,941.08	1,560,717.00	1,560,717.00	9,305.47	1,551,411.53	0.00	1,551,411.53	0.60
0004	CONTRACTUAL & MISC. EXPENSE	5,211.66	1,148,098.00	1,166,486.30	8,476.86	1,158,009.44	24,981.70	1,133,027.74	0.73
Total Dept 5110	GENERAL REPAIRS	9,152.74	2,708,815.00	2,727,203.30	17,782.33	2,709,420.97	24,981.70	2,684,439.27	0.65
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	297.23	119,792.00	119,792.00	722.47	119,069.53	0.00	119,069.53	0.60
Total Dept 9030	SOCIAL SECURITY	297.23	119,792.00	119,792.00	722.47	119,069.53	0.00	119,069.53	0.60
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	0.00	184,901.00	184,901.00	131,231.25	53,669.75	0.00	53,669.75	70.97
Total Dept 9040	WORKERS COMPENSATION	0.00	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	0.00	800.00	800.00	91.80	708.20	0.00	708.20	11.48
Total Dept 9045	LIFE INSURANCE	0.00	800.00	800.00	91.80	708.20	0.00	708.20	11.48
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	0.00	2,400.00	2,400.00	196.52	2,203.48	0.00	2,203.48	8.19
Total Dept 9055	DISABILITY INSURANCE	0.00	2,400.00	2,400.00	196.52	2,203.48	0.00	2,203.48	8.19
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	744.34	484,678.00	484,678.00	70,390.68	414,287.32	0.00	414,287.32	14.52
Total Dept 9060	HOSPITALIZATION	744.34	484,678.00	484,678.00	70,390.68	414,287.32	0.00	414,287.32	14.52
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	14.00	325.00	325.00	14.00	311.00	0.00	311.00	4.31

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Fund 0005	HIGHWAY PART TOWN FUND								
Dept 9089	MISC. EMPLOYEE BENEFITS								
Total Dept 9089	MISC. EMPLOYEE BENEFITS	14.00	325.00	325.00	14.00	311.00	0.00	311.00	4.31
Total Fund 0005	HIGHWAY PART TOWN FUND	10,208.31	3,910,301.00	3,930,889.30	220,429.05	3,710,460.25	27,181.70	3,683,278.55	5.61
Grand Total		464,309.88	21,008,534.00	21,469,577.90	1,542,514.76	19,927,063.14	880,292.93	19,046,770.21	7.18

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

**PREPAID ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
FEBRUARY 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
CONSTELLATION NEW ENERGY, INC.	BWL	150065	19116393401	STREET LIGHTING STONETOWN - DECEMBER	41.64
					VENDOR TOTAL
EXCELLUS	BWL	150121	000027233687	00055086-0005	13.41
	BWL	150121	000027232438	00055086-0001	53.64
	BWL	150121	000027232890	00055086-0002	67.05
	BWL	150121	000027232047	00055086-0003	44.70
	BWL	150121	000027233511	00055086-0004	17.88
	BWL	150121	000027233951	00055086-0007	58.11
	BWL	150121	000027233584	00055086-0008	49.17
	BWL	150121	000027233691	00055086-0009	4.47
	BWL	150121	000027233699	00055086-0010	58.11
	BWL	150121	000027233520	00055086-0011	13.41
	BWL	150121	000027233441	00055086-0012	281.61
	BWL	150121	000027233262	00055086-0006	44.70
	BWL	150121	000027232469	00055086-0013	75.99
	BWL	150121	000027232146	00055086-0014	8.94
					VENDOR TOTAL
FIDELITY SECURITY LIFE COMPANY OF NY	BWL	150062	164665021	EYE MED VISION COVERAGE FEB 2021	374.67
					VENDOR TOTAL
FRONTIER COMMUNICATIONS	BWL	150066	01/22/6431-052517-6	IT DEPT EMERGENCY PHONE SERVICE 1/22/21	34.88
					VENDOR TOTAL
MUTUAL OF OMAHA	BWL	150073	001163135589	LIFE & DISABILITY INS. PREMIUM-FEBRUARY	2,977.00
					VENDOR TOTAL
MVP HEALTH CARE	BWL	150067	14581978	FEBRUARY HEALTH CARE BILL	152,697.04
	BWL	150069	14584013	MVP GOLD PREMIUM-FEBRUARY	25,596.40
	BWL	150070	14592318	MVP CARVE-OUT PREMIUM FOR FEBRUARY	6,800.52

**PREPAID ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
FEBRUARY 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	185,093.96
ROCHESTER GAS & ELECTRIC	BWL	150064	17900202774	DECEMBER 2020 STREET LIGHTING PYMT	6,519.83
	BWL	150068	17900202849	ELECT & GAS - TOWN WIDE	11,359.11
	BWL	150071	12809154359	ELECT & GAS - 631 MARSH ROAD PARK	163.92
				VENDOR TOTAL	18,042.86
STARBUCKS CORPORATION	BWL	150082	TAX151.18-3-34.1/L	REFUND FOR TAXES RECEIVED IN ERROR	10,264.89
				VENDOR TOTAL	10,264.89
TIME WARNER COMMUNICATION	BWL	150051	129319401012321	FIBER INTERNET 50MBPS & 5 STATIC IPS - 1	499.00
	BWL	150052	138786301011821	BUSINESS CLASS DIGITAL ADAPTERS 1/17/21-	33.81
				VENDOR TOTAL	532.81
VERIZON WIRELESS	BWL	150124	9870949799	MONTHLY CELL PHONE CHARGES	456.86
				VENDOR TOTAL	456.86
REPORT TOTAL					218,610.76

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	4,268,761.00	(4,268,761.00)	6,468,761.00	6,468,761.00	6,468,761.00	0.00	100.00
Item 1081	OTHER PYMT IN LIEU OF TAXES	6,728.16	(6,728.16)	12,286.00	12,286.00	10,543.93	1,742.07	85.82
Item 1090	INTEREST & PENALTY ON PROP TAX	0.00	0.00	135,000.00	135,000.00	0.00	135,000.00	0.00
Item 1170	FRANCHISES	0.00	0.00	415,000.00	415,000.00	0.00	415,000.00	0.00
Item 1232	TAX COLLECTOR FEES	0.00	0.00	2,800.00	2,800.00	0.00	2,800.00	0.00
Item 1255	CLERK FEES	110.00	(110.00)	3,500.00	3,500.00	110.00	3,390.00	3.14
Item 1550	DOG WARDEN FEES	0.00	0.00	900.00	900.00	0.00	900.00	0.00
Item 2001	CULTURE & RECREATION FEES	(1,450.00)	1,450.00	801,200.00	801,200.00	(5,463.27)	806,663.27	(0.68)
Item 2210	GENERAL SERVICES - OTHER GOV'T	0.00	0.00	41,958.00	41,958.00	0.00	41,958.00	0.00
Item 2228	GIS CHARGES, OTHER GOV'T	0.00	0.00	13,841.00	13,841.00	0.00	13,841.00	0.00
Item 2350	YOUTH SER/OTHER GOV'T.	0.00	0.00	6,500.00	6,500.00	0.00	6,500.00	0.00
Item 2351	PROGRAMS FOR AGING - OTHER GOV'T	0.00	0.00	36,800.00	36,800.00	0.00	36,800.00	0.00
Item 2401	INTEREST & EARNINGS	0.46	(0.46)	30,000.00	30,000.00	1.73	29,998.27	0.01
Item 2410	RENTAL OF LAND	0.00	0.00	127,695.00	127,695.00	5,720.42	121,974.58	4.48
Item 2411	FIELD USE FEES	0.00	0.00	7,200.00	7,200.00	0.00	7,200.00	0.00
Item 2450	COMMISSIONS	18.35	(18.35)	500.00	500.00	31.23	468.77	6.25
Item 2544	DOG LICENSES	1,662.00	(1,662.00)	17,000.00	17,000.00	1,662.00	15,338.00	9.78
Item 2560	STREET OPENING PERMITS	0.00	0.00	2,400.00	2,400.00	1,600.00	800.00	66.67
Item 2590	PERMITS	60.00	(60.00)	8,000.00	8,000.00	60.00	7,940.00	0.75
Item 2610	FINES & FORFEITED BAIL	0.00	0.00	55,000.00	55,000.00	0.00	55,000.00	0.00
Item 2701	REFUND OF PRIOR YEAR EXP.	0.00	0.00	0.00	0.00	739.14	(739.14)	100.00
Item 2705	GIFTS & DONATIONS	0.00	0.00	23,100.00	23,100.00	250.00	22,850.00	1.08
Item 2750	AIM - RELATED PAYMENTS	0.00	0.00	108,081.00	108,081.00	0.00	108,081.00	0.00
Item 2770	OTHER UNCLASSIFIED REVENUES	281.45	(281.45)	21,617.00	21,617.00	1,047.45	20,569.55	4.85
Item 2801	INTERFUND REVENUES	0.00	0.00	24,000.00	24,000.00	0.00	24,000.00	0.00
Item 3005	MORTGAGE TAX	0.00	0.00	975,000.00	975,000.00	0.00	975,000.00	0.00
Item 5031	INTERFUND TRANSFERS	450,000.00	(450,000.00)	450,000.00	450,000.00	450,000.00	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	1,556,436.00	1,556,436.00	0.00	1,556,436.00	0.00
Total Fund 0001	GENERAL FUND	4,726,171.42	(4,726,171.42)	11,344,575.00	11,344,575.00	6,935,063.63	4,409,511.37	61.13

Date Prepared: 02/12/2021 09:18 AM

Report Date: 02/12/2021

Account Table: FUND 1-5

Alt. Sort Table:

TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2021 Period From: 1 To: 12

GLR0116 1.0

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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 0002	PART TOWN FUND							
Item 1120	SALES TAX	0.00	0.00	941,807.00	941,807.00	0.00	941,807.00	0.00
Item 1560	SAFETY INSPECTION FEES	0.00	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00
Item 1570	DEMOLITION PERMITS	240.00	(240.00)	750.00	750.00	240.00	510.00	32.00
Item 2110	ZONING FEES	276.00	(276.00)	2,500.00	2,500.00	276.00	2,224.00	11.04
Item 2115	PLANNING BOARD FEES	990.00	(990.00)	10,000.00	10,000.00	990.00	9,010.00	9.90
Item 2401	INTEREST & EARNINGS	0.47	(0.47)	5,000.00	5,000.00	0.47	4,999.53	0.01
Item 2545	LICENSES, OTHER	1,200.00	(1,200.00)	3,000.00	3,000.00	1,200.00	1,800.00	40.00
Item 2550	PERMITS - CERT. OF OCCUPANCY	120.00	(120.00)	3,000.00	3,000.00	120.00	2,880.00	4.00
Item 2555	BUILDING & ALTERATION PERMITS	4,673.80	(4,673.80)	90,500.00	90,500.00	4,673.80	85,826.20	5.16
Item 2590	PERMITS	0.00	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00
Item 2591	FIRE ALARM PERMITS	20.00	(20.00)	1,200.00	1,200.00	20.00	1,180.00	1.67
Item 5999	APPROP FD BALANCE	0.00	0.00	321,048.00	321,048.00	0.00	321,048.00	0.00
Total Fund 0002	PART TOWN FUND	7,520.27	(7,520.27)	1,386,805.00	1,386,805.00	7,520.27	1,379,284.73	0.54

Date Prepared: 02/12/2021 09:18 AM

Report Date: 02/12/2021

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TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2021 Period From: 1 To: 12

GLR0116 1.0

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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	1,394,379.00	(1,394,379.00)	1,394,379.00	1,394,379.00	1,394,379.00	0.00	100.00
Item 2081	COLLECTION FEES	0.00	0.00	900.00	900.00	151.04	748.96	16.78
Item 2082	LIBRARY FINES	466.90	(466.90)	50,000.00	50,000.00	2,010.88	47,989.12	4.02
Item 2083	PRINTING REVENUE	193.69	(193.69)	6,500.00	6,500.00	193.69	6,306.31	2.98
Item 2401	INTEREST & EARNINGS	0.00	0.00	9,000.00	9,000.00	0.00	9,000.00	0.00
Item 5999	APPROP FD BALANCE	0.00	0.00	120,000.00	120,000.00	0.00	120,000.00	0.00
Total Fund 0003	LIBRARY FUND	1,395,039.59	(1,395,039.59)	1,580,779.00	1,580,779.00	1,396,734.61	184,044.39	88.36

Date Prepared: 02/12/2021 09:18 AM

Report Date: 02/12/2021

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TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2021 Period From: 1 To: 12

GLR0116 1.0

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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	1,835,269.00	(1,835,269.00)	1,835,269.00	1,835,269.00	1,835,269.00	0.00	100.00
Item 2300	SERVICE - OTHER GOV'T.	0.00	0.00	507,805.00	507,805.00	190,595.45	317,209.55	37.53
Item 2401	INTEREST & EARNINGS	0.00	0.00	16,500.00	16,500.00	0.00	16,500.00	0.00
Item 2650	SALE OF SCRAP & EXCESS	0.00	0.00	1,500.00	1,500.00	4,098.40	(2,598.40)	273.23
Item 5999	APPROP FD BALANCE	0.00	0.00	425,000.00	425,000.00	0.00	425,000.00	0.00
Total Fund 0004	HIGHWAY WHOLE TOWN FUND	1,835,269.00	(1,835,269.00)	2,786,074.00	2,786,074.00	2,029,962.85	756,111.15	72.86

Date Prepared: 02/12/2021 09:18 AM

Report Date: 02/12/2021

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Revenue Control Report

Fiscal Year: 2021 Period From: 1 To: 12

GLR0116 1.0

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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	514,477.00	(514,477.00)	514,477.00	514,477.00	514,477.00	0.00	100.00
Item 1120	SALES TAX	0.00	0.00	2,458,000.00	2,458,000.00	0.00	2,458,000.00	0.00
Item 2300	SERVICE - OTHER GOV'T.	0.00	0.00	4,000.00	4,000.00	0.00	4,000.00	0.00
Item 2401	INTEREST & EARNINGS	0.00	0.00	12,500.00	12,500.00	0.00	12,500.00	0.00
Item 3501	CHIPS PROGRAM	0.00	0.00	171,324.00	171,324.00	0.00	171,324.00	0.00
Item 5031	INTERFUND TRANSFERS	175,000.00	(175,000.00)	175,000.00	175,000.00	175,000.00	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	575,000.00	575,000.00	0.00	575,000.00	0.00
Total Fund 0005	HIGHWAY PART TOWN FUND	689,477.00	(689,477.00)	3,910,301.00	3,910,301.00	689,477.00	3,220,824.00	17.63
Grand Total		8,653,477.28	(8,653,477.28)	21,008,534.00	21,008,534.00	11,058,758.36	9,949,775.64	52.64

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

MEMORANDUM

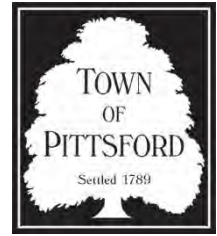
To: Pittsford Town Board

From: Brian Luke, Director of Finance

Date: February 12, 2021

Regarding: Surplus Inventory

For Meeting On: February 16, 2021



Attached is a list of surplus inventory for the Town Board to declare surplus in order for it to be removed from the Town's inventory.

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

<u>Asset #</u>	<u>Year</u>	<u>Description</u>	<u>Department</u>	<u>Cost</u>	<u>Disposition</u>
13788	1999	Pressure washer	Sewer	\$2,799.00	Auction
15986	2009	Scout locator	Sewer	\$1,161.69	Auction
15987	2009	See snake w/monitor	Sewer	\$8,845.00	Auction
14056	2003	Pipe Locator	Sewer	\$2,205.00	Auction
17253	2013	12" Chain saw	Sewer	\$286.59	Auction
13593	1994	FLYGT pump	Sewer	\$299.00	Auction
13729	1998	4" Multiquip pump	Sewer	\$2,665.00	Auction
13821	2000	10" Contractor saw	Sewer	\$862.00	Trf to Maint.
14220	2005	Grease gun	Sewer	\$199.00	Auction
15941	2007	Backpack blower	Parks	\$344.00	Junk
14217	2005	Field marker	Parks	\$4,435.00	Junk
17261	2013	Push mower	Parks	\$499.00	Junk
12892	2002	Chair	Parks	\$194.00	Junk
12897	2002	Chair	Parks	\$194.00	Junk
12904	2002	Chair	Parks	\$194.00	Junk
12902	2002	Chair	Parks	\$194.00	Junk
12893	2002	Chair	Parks	\$194.00	Junk
12901	2002	Chair	Parks	\$194.00	Junk
12903	2002	Chair	Parks	\$194.00	Junk

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
FEBRUARY 2021

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
AIRGAS USA, LLC	PJS	150374	9109532677	GAS FOR WELDING AND WIRE	575.88
				VENDOR TOTAL	575.88
AIRQUIP HEATING AND AIR CONDITIONING	PJS	150359	87839	MERV 13 FILTERS FOR SCC	1,795.00
				VENDOR TOTAL	1,795.00
AMERICAN ROCK SALT CO.	PJS	150354	0663783	74.45 TON	4,066.47
	PJS	150354	0662937	115.58 TON	6,312.98
	PJS	150354	0663580	619.53 TON	33,838.74
	PJS	150358	0665081	865.7 TON	47,284.51
				VENDOR TOTAL	91,502.70
CCP INDUSTRIES INC	BWL	150373	IN02665722	PARKS UNIFORMS	37.29
				VENDOR TOTAL	37.29
CDW GOVERNMENT INC.	JB	150274	7701596	VERBATIM WIRELESS OPTICAL NOTEBOOK MOUSE	75.12
				VENDOR TOTAL	75.12
CHASE CARD SERVICES	PJS	150365	2772167-054301	FIREPLACE INGITOR MODULE	69.99
	JB	150346	121334	SIGNUPGENIUS PRO SILVER (ANNUAL)	107.89
				VENDOR TOTAL	177.88
CINTAS CORPORATION #411	PJS	150368	4075600900	RUG & MOP SERVICE	228.58
				VENDOR TOTAL	228.58
COOLEY GROUP, INC.	BWL	150345	113531-03	FY 2020 1099 FORMS & ENVELOPES	170.54

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

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	170.54
DAY AUTOMATION SYSTEMS	PJS	150366	98957	DIAGNOSE HVAC BLOWER	230.00
				VENDOR TOTAL	230.00
DEBBIE SUPPLY INC	PJS	150353	649914	SHOVELS	70.16
				VENDOR TOTAL	70.16
DEMOCRAT & CHRONICLE	BWL	150362	DC1187406	MARCH PAPER SUBSCRIPTION	45.00
				VENDOR TOTAL	45.00
GRASSLAND EQUIPMENT AND IRRIGATION CORPORATION	PJS	150363	1277033	PULLEY FOR TORO Z	35.95
	PJS	150350	1277032	WHEEL BEARING AND TIRE	274.55
				VENDOR TOTAL	310.50
KOVALSKY-CARR ELECTRIC SUPPLY CO., INC.	PJS	150360	S1951104.001	BULBS FOR SCC GYM	304.00
				VENDOR TOTAL	304.00
LANDPRO EQUIPMENT, LLC	PJS	150364	1815367	AIR FILTERS	64.87
				VENDOR TOTAL	64.87
LOWES CREDIT SERVICES	PJS	150348	2062600	SHELVING SUPPLIES	32.77
	PJS	150349	02822	TOOL PACKS	222.10
				VENDOR TOTAL	254.87

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

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
MCVEAN	JRH	150369	022021/MCVEAN	DEB MCVEANS INSTRUCTOR PAYMENT	24.71
				VENDOR TOTAL	24.71
NOCO ENERGY CORP.	PJS	150355	SP12013618	354.9 GALLON ULSD SUPREME	636.44
				VENDOR TOTAL	636.44
PAYCHEX, INC.	BWL	150343	9625833	ESR SERVICES	284.00
	BWL	150343	10962284	PBA SERVICES	75.00
	BWL	150344	1065197	TIME & ATTENDANCE FEBRUARY	100.00
				VENDOR TOTAL	459.00
PITTSFORD AUTO SERVICE, INC.	PJS	150352	17384	FUEL SMALL EQUIPMENT	48.01
				VENDOR TOTAL	48.01
SEYREK SEALERS LLC	BWL	150361	2021JAN	REFUSE DISTRICTS NEIGHBORHOODS 2021	13,812.80
	PJS	150370	PITTSTOWNJAN	DISPOSAL SERVICE	1,718.55
				VENDOR TOTAL	15,531.35
TED COLLINS ASSOC LTD	PJS	150371	2004134-0001	TREE JOBS IN JANES WOODLOT	1,100.00
				VENDOR TOTAL	1,100.00
TOSHIBA BUSINESS SOLUTIONS	PJS	150356	5457744	HIGHWAY COPIES	46.21
				VENDOR TOTAL	46.21
ULINE INC.	PJS	150367	129460705	CLEANING SUPPLIES	183.34

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

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	183.34
VICTOR POWER EQUIPMENT	PJS	150372	287575	SCREWS	18.94
	PJS	150357	287749	POLESAW CHAINS	73.88
				VENDOR TOTAL	92.82
WARD	PJS	150351	JAN 29 2021		14.78
	PJS	150351	FEB 12 2021		16.30
				VENDOR TOTAL	31.08
WEST GROUP	BWL	150347	843757973	WEST LAW JANUARY SUBSCRIPTION	281.40
				VENDOR TOTAL	281.40
				REPORT TOTAL	114,276.75

END OF REPORT

MEMORANDUM

From: Bill Smith

To: Town Board

Date: February 11, 2021

Re: Amendment of Resolution Creating Equity Advisory Committee

It appears there was some miscommunication and misunderstanding on several levels in connection with the Town Board resolution to create an Equity Advisory Committee. At least one Town Board member understood the process to be different than what was stated in the resolution included in the minutes of the January 19, 2021 Town Board meeting, that the Town Board approved.

Following individual discussion with some Board members, I believe that together with me there is a consensus for amending the January 19 resolution. Therefore I propose the following resolution:

RESOLVED, that the resolution of the Town Board to create an Equity Advisory Committee, as memorialized in the approved minutes for the meeting of January 19, 2021, be and hereby is amended to read in its entirety as follows:

RESOLVED, that there is hereby created an Equity Advisory Committee. The Committee will be comprised of nine (9) members, each of whom will be approved by a majority vote of the Town Board. Applications will be publicly solicited. Applicants will be interviewed in the manner of candidates for Town volunteer boards. 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.

**ATTACHMENT 1: Excerpt from Minutes of January 19, 2021 Town Board Meeting,
approved by Board at meeting of February 2, 2021**

EQUITY ADVISORY COMMITTEE AUTHORIZED

At the Supervisor's request, Councilmember Townsend discussed the proposal for an Equity Advisory Committee, noting she had worked with Town Attorney Koegel in preparing the proposed resolution.

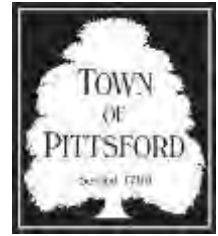
Discussion followed among Board members. Members agreed that persons nominated should then be interviewed in the manner of applicants for the Town volunteer boards. The Town Attorney will add that provision to the text of the resolution. The Supervisor noted that applicants for nomination will be publicly solicited. Thereafter, a Resolution to approve the Resolution, as amended, for the creation of an Equity Advisory Committee was offered by Councilmember Beckford, 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 the Supervisor be authorized to appoint an Equity Advisory Committee. The Committee will be comprised on nine (9) members, each of whom will be nominated by the Supervisor and approved by a majority vote of the Town Board. Applications for nominations will be publicly solicited. Once nominated for Board approval, nominees will be interviewed in the manner of candidates for Town volunteer boards. 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: February 10, 2021

Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: February 16, 2021

1. The following employee(s) are recommended as a new hire based on the recommendation of the Functional Coordinator(s) for these areas:

Name	Dept	Position	Rate	Date of Hire
Sierra Welker	Rec	Rec Assistant III – PT	\$14.15/hr	02/22/2021

All the proper reviews and background checks have been completed for these candidate(s) and have received appropriate sign off by the Town Board representative.

Name	Dept	Position	Rate	Date of Hire
Sierra Welker	Rec	Rec Assistant III – PT	\$14.15/hr	02/22/2021

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.