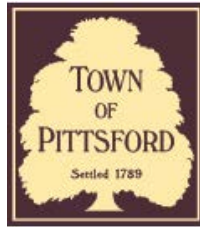


SUPERVISOR
William A. Smith, Jr.



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

TOWN BOARD AGENDA

Tuesday, May 26, 2020 – 6:00 pm
Meeting by Online Video with Public Access
Page 1 of 2

Call to Order
Pledge of Allegiance

Public Hearing

Local Law #3 of 2020 – Amending RRAA Zoning District and pertinent Subdivision Regulations
Hearing will remain open.

Minutes

Public Comment
Approval of Minutes of Meeting of May 5, 2020

Legal Matters

Public Comment
Board Discussion – proposed Local Law #3 –Amending RRAA Zoning District and pertinent Subdivision Regulations

Financial Matters

Public Comment
Vouchers
Surplus

Operational Matters

Public Comment
Discontinuance of onsite NYS DECALS Service
Award Bid for Digester Tank Removal
Board Discussion – CCA Program

Personnel Matters

Public Comment
Amendments to Deferred Compensation Plan
Hiring Resolution

Other Business

Public Comment
Adjournment

**Instructions for viewing meeting 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/81170981304?pwd=a3hIS2dDczhUamhad0hvMOFLWks1QT09>

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 and password when prompted. The Meeting ID is 811 7098 1304. No password is necessary.

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

3. Comments

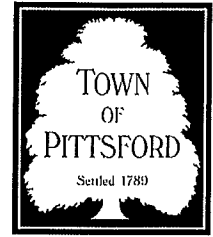
a. By E-Mail

- Any Pittsford resident 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 from residents 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, June 2. The Clerk will read such comments from residents aloud at that meeting.

b. Using Zoom

- Any Pittsford resident can submit a comment during the meeting. Comments must begin with your name and street address.
- At the points where the Supervisor asks if there are public comments, if you 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.

MEMORANDUM



To: Town Board Members

From: Robert B. Koegel

Date: April 21, 2020

Regarding: Local Law #3 of 2020 - Amending RRAA Zoning District and pertinent Subdivision Regulations

For Meeting On: April 21, 2020

Ladies and Gentlemen:

As you know, the Comprehensive Plan Update recently adopted by the Town Board recommends that the Town Board consider and adopt appropriate zoning amendments which will promote cluster-style residential development, protect open space, and accommodate desirable housing density, particularly in the RRAA Rural Residential District, which is scattered across parts of southern Pittsford north of the Thruway.

Submitted herewith are proposed amendments to the Town's RRAA zoning district provisions and its subdivision regulations, including the Town's site capacity calculation worksheet, which are designed to achieve these goals. In a nutshell, the proposed revisions will increase the amount of open space and decrease the number of houses in any given residential subdivision project within the RRAA district, so as to protect the overall character of the Town.

Should the Town Board wish to set a public hearing on this proposed local law, it may use the following resolution:

RESOLUTION

I move that a public hearing be set for May 26, 2020 at 6:00 pm, local time, at the Pittsford Town Hall, or by electronic conference or meeting as permitted by law, to consider Proposed Local Law #3 of 2020; Amending Article VIII, entitled "RRAA Rural Residential Zoning", of Chapter 185 of the Town Code, and Chapter 175, entitled "Subdivision of Land," of the Town Code, in accordance with the terms of the formal resolution submitted herewith.

**BE IT ENACTED BY THE
TOWN BOARD OF THE
TOWN OF PITTSFORD
NEW YORK**

AS FOLLOWS:

**LOCAL LAW NO. 3 OF 2020:
THE ADOPTION OF PROPOSED LOCAL LAW NO. 3 of 2020:
AMENDING THE TOWN OF PITTSFORD MUNICIPAL CODE, BY
AMENDING CHAPTER 185 “ZONING,” ARTICLE VIII, THE “RRAA
RURAL RESIDENTIAL DISTRICT”; AND AMENDING CHAPTER 175
“SUBDIVISION OF LAND,” INCLUDING THE REVISING AND
ADOPTING OF THE “SITE CAPACITY CALCULATION WORKSHEET”
TO BE APPENDED THERETO**

Sec. 1 _____ Title

This Local Law shall be known as “Local Law No. 3 of 2020: Amending the Town of Pittsford Municipal Code, by amending the Town of Pittsford Municipal Code, by amending Chapter 185 ‘Zoning,’ Article VIII, the ‘RRAA Rural Residential District,’; and amending Chapter 175 ‘Subdivision of Land,’ including the revising and adopting of the ‘Site Capacity Calculation Worksheet’ to be appended thereto.”

Sec. 2 _____ Amendment #1 to Existing Law

The Pittsford Town Code, Chapter 185 “Zoning,” Article VIII, “RRAA Rural Residential District,” shall be amended to revise §§ 185-28 through 185-33 to read, as follows:

§ 185-28 Permitted uses.

The following uses are permitted:

- A. Single-family dwelling.
- B. Agriculture.
- C. Open space.
- D. Accessory structures and uses, subject to §185-113.

- E. Accessory structures and/or facilities, owned and maintained by a Homeowners Association, and located on Homeowner Association lands. Such amenities are subject review and approval by the Planning Board as part of a Subdivision application process or Site Plan application.

§185-28.1 Special permit uses.

The following uses may be permitted pursuant to a special permit issued by the Planning Board:

- A. Place of worship, subject to §185-124.
- B. Golf course.
- C. School, subject to §185-133.

§ 185-29 Definitions.

For purposes of this article, the following term shall have the meaning indicated:

PARCEL -- Any tax parcel, contiguous tax parcels under single ownership or contiguous tax parcels proposed to be developed as a unit. For the purpose of this section, each tax parcel shall be identified by the Tax Map of the Town of Pittsford dated January 13, 1986, and single ownership shall be determined by deed filed as of January 13, 1986. It is the express intent of this article that no parcel as defined herein may be changed or reconfigured after January 13, 1986, for the purposes of applying or avoiding the restrictions of this article.

§ 185-30 Development of less than 10 acres.

A parcel, as defined herein, consisting of less than 10 acres may be developed at a density of 1.0 residential dwelling units per acre. The following lot and bulk requirements shall apply:

- A. Each lot shall have a minimum area of 32,000 square feet, except that a parcel, as defined herein, which is less than 32,000 but larger than 16,000 may be developed with one dwelling unit.
- B. Each lot shall have a lot width of 125 feet.
- C. Front setbacks shall be 70 feet.
- D. Side setbacks shall be 20 feet.
- E. Rear setbacks shall be 10 feet.
- F. Minimum floor space shall be 1,800 square feet.
- G. Lot coverage. All structures and all impervious surfaces shall not occupy in the aggregate more than 33% of the area of the parcel or parcels on which such building, structures and impervious surfaces are to be located.

§ 185-31 Development of 10 acres or more.

A parcel consisting of 10 acres or more may be developed at a density of one residential dwelling unit per 10 acres. In lieu of development at said density, such parcel may be developed at a density of 1.0 residential dwelling units per acre, provided that the following conditions and limitations are met:

- A. Application of Town Law § 278. All development applications shall be processed by the Planning Board pursuant to the provisions of § 278 of the Town Law. As part of that process,

the Planning Board shall, at a minimum, apply the limitations and conditions of this article. [Amended 10-3-1995 by L.L. No. 10-1995]

- B. Development site. Residential dwelling units shall be developed on a maximum of 35% of the Base Site Area, as defined in § 175-5, within the parcel.
- C. Site capacity. The maximum allowable dwelling units that may be built on said development site shall be determined by the site capacity calculation worksheet, as required by the Town's Subdivision Regulations.
- D. Permanent rural conservation site. A minimum of 65% of the Base Site Area within the parcel shall be permanently designated as rural conservation and shall be so designated on the Official Zoning Map.
 - (1) The selection of land within a parcel to be designated as rural conservation shall be made by the applicant and subject to the approval of the Planning Board based on the following criteria:
 - (a) Preservation of existing farms or the "Greenprint for Pittsford's Future," mapped in 1996.
 - (b) Appropriateness of land for agricultural use.
 - (c) Appropriateness of land for recreational use.
 - (d) Preservation of environmentally sensitive lands.
 - (e) Inappropriateness of land for development.
 - (f) Location and availability of roads, utilities and other services.
 - (g) Location of other rural conservation land.
 - (h) Location of historic or significant properties and/or other developments.
 - (i) Establishment of Corridor Buffer(s).
 - (2) Rural conservation lands may be held in private ownership or, if proposed for public ownership, shall be dedicated to the Town of Pittsford.
 - (3) Land designated as rural conservation shall be limited to the following uses:
 - (a) Agriculture, to include the growing of crops and accessory agricultural uses. No livestock farming shall be permitted, but nothing contained herein shall prevent the keeping of horses in privately owned rural conservation land in accordance with § 185-116 of this chapter, including pasturage, but no structures other than fences as permitted by this chapter may be erected thereon.
 - (b) Dedicated park and recreation area.
 - (c) Open space.

§ 185-32 Rural conservation sites in private ownership.

- A. Where rural conservation sites result from the application of RRAA zoning requirements, or are otherwise existing, and which are not dedicated to the Town, they shall be described in a Conservation Easement executed by the owner and delivered to the Town. The Department of Public Works may not grant final approval to any development plans until the Conservation Easement is received by the Town.
- B. The Conservation Easement shall describe the rural conservation site in metes and bounds and shall include the statement: "This tract or parcel of land is a rural conservation site subject to the provisions of the Town of Pittsford Zoning Law substantially restricting its use."

§185-33 Maximum height restrictions.

The maximum permitted height of any structure is 40 feet, except that chimneys attached to such structure may extend five feet above the highest point of the structure.

Sec. 3 Amendment #2 to Existing Law

The Pittsford Town Code, Chapter 175 "Subdivision of Land," shall be amended to revise §§ 175-1 through 175-33 to read, as follows:

ARTICLE I
General Provisions

§ 175-1. Authority.

These Regulations, which shall be known as, and which may be cited as, the "Town of Pittsford Subdivision Regulations" have been adopted by the Town Board, pursuant to §271 of the Town Law.

§ 175-2. Purpose.

- A. These Regulations for the subdivision of land are promulgated to provide for the orderly growth and coordinated development of the Town and to assure the comfort, convenience, safety, health and welfare of its citizens.
- B. The review and approval procedures contained herein are designed to safeguard the community and assure that the requirements and standards for land subdivision contained herein are fulfilled and that the public's health, safety and welfare are protected.
- C. To achieve these purposes the approval of such subdivisions shall be based on the following considerations:
 - (1) Conformance with the various parts of the Town's Comprehensive Plan and Zoning Law;
 - (2) Recognition of a desirable relationship to the general land form, its topographic and geologic character, to natural drainage, to the recharge of groundwater and to floodplain, environmental and ecological concerns;
 - (3) Recognition of desirable standards of subdivision design for pedestrian and vehicular traffic, surface water runoff, utility services and building sites for the land use contemplated;
 - (4) Encouragement of flexible subdivision design to promote the planning objectives of the Town's Comprehensive Plan, to realize economies of development and maintenance and to provide for a variety of housing types;
 - (5) Provision for such facilities as are desirable adjuncts to the contemplated use, such as parks, recreation areas, school sites, fire stations, public accesses, sidewalks and off-street parking; and
 - (6) Preservation and protection of such natural resources and assets as lakes, ponds, streams, steep slopes, prime agricultural soils, flora, fauna, general scenic beauty and historic resources of the Town.

§ 175-3. Applicability.

- A. These Regulations shall govern the subdivision of land within the Town and no person shall subdivide land in the Town without first complying with these Regulations and obtaining approval of the Final Plat for the proposed subdivision as evidenced by the endorsement of such plat and recording of the endorsed Final Plat in the Office of the Monroe County Clerk.
- B. Whenever any subdivision of land is proposed, before any permit for the erection of a permanent building in such proposed subdivision shall be granted, and before any subdivision plat may be filed in the office of the Monroe County Clerk, the subdivider shall apply for and secure approval of such proposed subdivision in accordance with the provisions of these Regulations and other applicable provisions of law.

**ARTICLE II
Terminology**

§ 175-4. Language Construction.

- A. For the purpose of these Regulations, the following construction of language shall apply:
 - (1) Words used in the present tense include the future tense;
 - (2) Words used in the singular include the plural, and words used in the plural include the singular;
 - (3) The word "shall" is always mandatory;
 - (4) The words "used" or "occupied" as applied to any land or building shall be construed to include the works "intended, arranged or designed to be used or occupied";
 - (5) Any reference to a residence or residential district shall be interpreted to mean any zoning district with the word "residential" in its title and to a Cluster Development; and
 - (6) A "building" or "structure" includes any part thereof.

§ 175-5. Definitions.

For the purposes, of these Regulations the following words or terms are defined as follows:

APPLICANT -- A person who submits an application to the Planning Board for the approval of a plat or site plan for a proposed development of land under these Regulations, including a person duly authorized to represent the applicant.

APPLICATION -- A duly submitted application to the Planning Board of a Plan or Plat of a proposed subdivision, containing, at a minimum, the application form, maps, drawing or drawings, documentation, fees required herein for such plat or site plan.

BASE SITE AREA -- The total acreage of any given gross site subject to an Application, minus the total acreage of all right-of-way(s) within the gross site.

BENCH MARK -- A mark made in a durable object of known position and elevation and used as a reference point. Elevations shall be based on Town Datum (United States Geological Survey).

BIKEWAY -- A way designed to be used principally or exclusively by a bicycle or similar un-motorized vehicle.

CERTIFIED BY -- Bearing a certification of endorsement signed by a majority of the members of the Planning Board or a duly authorized Officer of the Planning Board.

COMPREHENSIVE PLAN -- The Comprehensive Plan latest edition adopted by the Town Board for the future growth, protection and development of the Town affording adequate facilities for housing, transportation, convenience, public health, safety and general welfare of its population.

CONCEPT PLAN -- Plan of a proposed Major Subdivision containing all the maps, drawings, documentation and information required by these Regulations for a Conventional Concept Plan or a Cluster Development Concept Plan, prepared and submitted as a basis for discussion and review, and which, when approved or conditionally approved by the Planning Board shall become the basis for the submission of a Preliminary Plat.

CONDITIONAL APPROVAL OF A SITE PLAN OR PLAT -- The approval of the plan or plat subject to the conditions set forth by the Planning Board in a resolution which becomes a part of the Plan or Plat.

CORRIDOR IMPACTS - The impacts to the linear strips of land of the site adjoining the highway, as measured from the right-of-way of the highway perpendictorily a distance of 100 feet on to the site.

COUNTY ENVIRONMENTAL PLAN -- A plan for the future management of air, water and land resources in Monroe County prepared by the Monroe County Environmental Management Council pursuant to Article 47-0107 of the New York State Environmental Conservation Law, as it may be adopted in part or in its entirety by the Monroe County Legislature.

CUL-DE-SAC -- A short dead-end street terminating in a vehicular turnaround area.

DESIGNER -- A professional Civil Engineer or Land Surveyor duly licensed to practice in New York or a person working under the direct supervision of a licensed professional engineer or surveyor.

DEVELOP -- To construct a street, install utilities, erect a house or other structure, or in any way to improve a lot.

DEVELOPER -- A person who develops a subdivision under a Final Plat of a proposed subdivision approved pursuant to these Regulations.

FINAL PLAT -- A plat containing all of the maps, drawings, documents and information, required by these Regulations for a Final Plat Application to be recorded in the Office of the Monroe County Clerk when approved by the Planning Board.

FLOOD LIMITS -- The land-water boundary of a natural or man-made water course flowing at a frequency as shown in The Flood Insurance Study, Flood Insurance Rate Maps ("FIRMS") or the Town's Comprehensive Drainage Study.

FLOODPLAIN(S) -- Any portion of a Base Site Area within the "area of special flood hazard," as defined in Chapter 95 of this Code, commonly referred to as the "one-hundred-year floodplain." Floodplain(s) includes any watercourse associated with any floodplain(s).

FRONTAGE -- The continuous distance measured between the side lot lines at the street line or a right-of-way that provides vehicular access to such lot.

IMPROVEMENT SPECIFICATIONS OF THE TOWN OF PITTSFORD -- The Minimum Specification for development of land in the Town, which have been adopted by the Town Board.

LAND DEDICATION -- A dedication of land to the Town for any public or municipal use.

LOT -- An area of land in one (1) ownership with definite boundaries used, or available for use, as the site of one (1) or more buildings.

LOT, BUILDABLE -- A lot meeting the zoning requirements of the Town on either an accepted existing street or a street shown on an approved final plat of a subdivision and meeting all requirements of the Town for the issuance of a building permit.

MAXIMUM ALLOWABLE DENSITY UNITS -- The product of multiplying the Net Buildable Site Area by the Density Factor identified in the applicable Zoning District in the Town Code.

MONROE COUNTY MASTER PLAN -- A comprehensive plan for the development of Monroe County prepared by the Monroe County Department of Planning and adopted in part or in its entirety by the Monroe County Legislature.

MONUMENT -- A permanent marker to indicate a boundary point or other point for measurement purposes.

MUNICIPAL SERVICES -- See utilities, Public.

NATURAL FEATURES MAP -- A map completed and submitted by an Applicant, containing all of the information required by § 175-24(G) of these regulations.

NET BUILDABLE SITE AREA -- The difference in subtracting the Total Resource Protection Land from the Base Site Area, in acres. The Net Building Site Area is comprised of lots, including structures, driveways, and appurtenances within lots, streets, and private roads.

OWNER -- As applies to real estate, the person holding the ultimate fee simple title to a parcel, tract or lot of land as shown by the record in the Monroe County Clerk's office.

PARCEL -- Land identified by a legal description and tax account number which is filed or proposed to be filed in the Monroe County Clerk's office.

PERSON -- An individual, two (2) or more individuals, a partnership, trust or corporation, having common or undivided interests in a tract of land.

PLANNING BOARD AGENT -- Town employee or consultant authorized by the Planning Board to review subdivisions and/or administer the Regulations.

PRELIMINARY PLAT -- The plat of a proposed major subdivision evolving from an approved or conditionally approved Concept Plan and containing all of the maps, drawings, documents and information required by these Regulations for a Preliminary Plat and which will become the basis for the submission of a Final Plat application when approved or conditionally approved by the Planning Board.

PRIVATE ROAD -- A right-of-way, not dedicated to the Town, as defined in §185-122 of the Town Code.

PROJECT INSPECTOR -- An agent of the Town empowered to observe the progress of the

project and the compliance of the construction with the specifications and/or approved plans.

PUBLIC ACCESS -- A way, not necessarily parallel to a street, designed for use by pedestrians and any other non-motorized forms of transportation.

RECREATION TRUST FUND -- An account for money paid in lieu of park dedication to the Town for use in the acquisition or development of Town parks and/or recreation areas.

RESOURCE PROTECTION LAND -- The product of multiplying the acres of any given Resource by the Factor identified in the Site Capacity Calculation Worksheet.

RESOURCES -- Floodplain(s), Wetland(s), steep slopes over 15%, and Corridor Buffer(s), as identified in the Site Capacity Calculation Worksheet.

RESUBDIVISION -- A change in a map of an approved or filed subdivision plat if such change affects any street layout shown on such map or area reserved thereon for public use, or any change of lot line.

RIGHT-OF-WAY(S) -- A right-of-way is synonymous with the terms road, street, highway, and avenue and shall denote any such line or route for passage whether public or private or the width and length of the strip of land laid out, designated, acquired and/or dedicated for the use of such right-of-way. Such width includes the spaces for vehicular travel, sidewalks, edge stone and planting spaces, where required. A right-of-way also includes a utility transmission right-of-way.

SECRETARY -- Shall refer to the Secretary of the Planning Board and be synonymous with the Clerk of the Planning Board.

SERVICE ROAD -- A road paralleling a dedicated street providing access only to abutting properties and connected to such street at each end.

SIDEWALK -- A way normally parallel to a street, designed for the use by pedestrians and any other non-motorized forms of transportation.

SITE CAPACITY CALCULATION -- A method of determining the maximum number of allowable dwelling units the Planning Board may approve on any given site based on zoning requirements and natural environmental constraints on the land.

SITE CAPACITY CALCULATION WORKSHEET -- A form adopted by the Town Board for use in making a Site Capacity Calculation, completed and submitted by an Applicant in connection with an Application, to be approved by the Planning Board.

STREET -- A vehicular traffic way between right-of-way lines formally dedicated to the public use or accepted or maintained by the appropriate governmental or municipal body for public use, including highway, road, avenue and lane.

STREET, DEAD-END -- A street, portion of a street or a system of streets with only one (1) vehicular outlet. Any proposed street which intersects only with a dead-end street shall be deemed to be an extension of the dead-end street. For the purposes of these Regulations, the length of a dead-end street shall be deemed to be the total of all segments of said street or system of streets.

STREET, COLLECTOR -- A street that serves or is designed to serve a neighborhood or as a feeder to a major street.

STREET, MAJOR -- A street that serves or is designed to serve heavy flows of traffic and which is used primarily as a route for traffic between communities and/or other heavy traffic generating areas.

STREET, MINOR -- A street intended to serve primarily as an access to abutting properties.

STREET PAVEMENT -- The wearing or exposed surface of the roadway used by vehicular traffic.

STREET WIDTH -- The width of right-of-way, measured at right angles to the centerline of the street.

SUBDIVISION -- The division of any parcel of land into two (2) or more lots, blocks or sites, whether or not such division creates new streets or extends existing streets and includes resubdivision, which shall be classified as:

SUBDIVISION, MAJOR -- Any proposed subdivision of a parcel of land into six (6) or more lots, or any subdivision proposed as a Cluster Development Subdivision.

SUBDIVISION, CLUSTER DEVELOPMENT -- any proposed subdivision requiring approval under the provisions of §278 of New York State Town Law.

SUBDIVISION, CONVENTIONAL -- proposed major subdivision meeting all the requirements of the Zoning Law except where variances are granted by the Board of Appeals.

SUBDIVISION, MINOR -- Any proposed subdivision of a parcel into five (5) lots or fewer which meet the requirements of the Zoning Law.

TOTAL RESOURCE PROTECTION LAND -- The sum of adding all Resource Protection Lands, in acres.

TOWN -- Town of Pittsford, New York, to include improvement districts where the context requires.

TOWN ENGINEER -- The duly designated Engineer of the Town, or if there be no such designee, the Engineer assigned to the Planning Board.

TRAIL -- A path or track for the passage of persons and/or animals.

TURNAROUND -- Turning circle at the inner end of a dead end street.

UTILITIES, PRIVATE -- This term shall include telephones, cable television, electric light and power, and gas lines, wind and solar power systems, water and sewage systems not owned and operated by the Town, whether installed on, above or beneath the surface of the ground.

UTILITIES, PUBLIC -- This term shall include electric light and power distribution systems, sanitary and storm sewer pipes, surface water drains and water pipes, which are owned and operated by, or which may become the property or responsibility of, the Town or of a District of the Town.

WETLAND(S) -- Land which is characterized by the presence of water and defined as wetland(s) under federal, state, or Town law, including any buffer areas around such land as designated under federal, state, or Town law. Wetland(s) also includes water bodies, natural or man-made.

§ 175-6. Abbreviations.

For the purposes of these Regulations the following abbreviations shall be used in this text:

AASHTO -- American Association of State Highway Transportation Officials.

ANSI -- American Nation Standards Institute.

ASTM -- American Society of Testing Materials.

AWWA -- American Waterworks Association.

DRC -- Development Review Committee of the Town.

EIS -- Environmental Impact Statement as defined and required by SEQRA.

DEIS -- Draft Environmental Impact Statement

EAF -- Environmental Assessment Form

FEIS -- Final Environmental Impact Statement

NYS DOT - New York State Department of Transportation.

ARTICLE III

General Subdivision Requirements

§ 175-7. Approved plan required.

- A. No person shall make a subdivision within the meaning of these Regulations of any land within the Town, or proceed with the improvement for sale of lots in a subdivision, or the construction of ways, or preparation therefore or the installation of utilities and municipal services therein, unless and until a Final Plat application of such subdivision has been duly submitted to and approved by the Planning Board as hereinafter provided and the endorsement required has been placed upon said Plat, and said Plat has been recorded in the office of the Monroe County Clerk.
- B. A resubdivision to make a change in a lot to accommodate "as-built plans"; a lot line adjustment; or a similar type of accommodation and which does not create a new lot or make any lot concerned non-conforming shall not require Planning Board review and may be approved administratively.

§ 175-8. Source of information required.

In those cases in which the land shown on the plan or plat is abutted by land of an owner not the owner of the land as shown, the applicant shall include a statement from the person who prepared the plan as to the source or sources of the information about the location of boundaries.

§ 175-9. Compliance with regulations and waivers.

- A. All applications relating to subdivisions shall conform in all respects to the provisions, procedures and substance of these Regulations unless otherwise authorized by the Planning Board in writing when, in the judgment of the Planning Board, such action is in the public interest, is not inconsistent with the intent of these Regulations, and does not violate state or local laws or violate due process.
- B. A request for any such waiver shall be in writing and must be approved by the Planning Board as part of its conditions of approval of the subject plat or plan.

§ 175-10. Compliance with zoning law.

The Planning Board shall not approve, nor approve with modifications and/or conditions, any application for a proposed subdivision of land unless all buildings, structures and lots shown on said plat comply with the Zoning Law of the Town unless a variance from the terms thereof has been granted by the Board of Appeals.

§ 175-11. Establishment of standards and requirements for RRAA, SRAA and RRSP residential subdivisions.

The Planning Board is authorized, in its review and approval of residential subdivisions in the RRAA, SRAA and RRSP Districts, to establish, in its discretion, lot and bulk requirements that are consistent with the development concepts set forth in §185-17 of this chapter. The Planning Board is also authorized, in its review and approval of residential subdivisions in the RRAA, SRAA and RRSP Districts, to establish, in its discretion, subdivision context and lot requirements that are consistent with the development concepts set forth in §185-19 of this chapter. The foregoing sentence is not meant to allow the Planning Board to establish the appropriate number of allowable lots for residential subdivisions in the either the RRAA, SRAA or RRSP Districts.

§ 175-12. Referral to Design Review and Historic Preservation Board.

The Planning Board is authorized, in its discretion, to refer any subdivision application to the Design Review and Historic Preservation Board, for its review and advisory comments to the Planning Board.

§ 175-13. Filing fees.

The filing fee for an application for approval of a proposed subdivision plan or plat shall be paid at the time of submission of an application. The filing fee for submission of applications shall be as approved by the Town Board in accordance with the current fee schedule and is intended to cover the cost of advertising, publication of notices and mailing.

§ 175-14. Review and inspection fees.

Expenses incurred by the Town relative to a subdivision proposal shall be borne solely by the applicant for items such as engineering, and/or professional planning review, inspection of construction, certification of compliances, recording and filing of documents. All such costs shall be billed to the applicant and paid prior to endorsement of final approval or disapproval of a plan or plat.

§ 175-15. Recreation trust fund fees.

Should the Planning Board determine that cash is to be deposited in lieu of land dedications for the acquisition and/or development of park, playground and other recreational purposes, the Planning Board shall require a cash deposit in accordance with the provisions of §185-125 of this Code.

§ 175-16. Financial security.

- A. Prior to approval and/or endorsement of any application for approval of a Final Plat or Site Plan, the applicant must deliver to the Town financial security, in a form acceptable to the Commissioner of Public Works and in an amount not less than the Engineer's estimated cost of all improvements shown on the Final Plat or Site Plan, and as approved by the Commissioner of

Public Works.

- B. If the proposed subdivision or site improvements are to be developed in stages, the amount of the financial security shall be based upon the stage or stages to be approved, except that should the Planning Board deem that the Town would be damaged by failure of the applicant to proceed on schedule with the further stages, the required financial security may be increased by an amount equal to all or part of the construction costs for the remaining phases.

§ 175-17. Building permit.

- A. No building permit for any permanent building within the subdivision or lot to be developed shall be authorized until after the subdivision plat or site plan has received final approval by the Planning Board and the plat map has been filed in the office of the Monroe County Clerk and Liber and page numbers have been assigned by the County Clerk.
- B. No permits for building will be issued until all outstanding bills for public hearings, required tests and review services and other costs are paid in full.
- C. The Building Inspector shall not issue any permit for the erection of a building until he has first determined that:
 - (1) The lot and the right-of-way furnishing access to the lot as required by these Regulations is shown on an approved and recorded Final Plat;
 - (2) Any condition endorsed thereon limiting the right to erect or maintain buildings on such lot has been satisfied or waived by the Planning Board; and
 - (3) The construction and/or installation of the utilities and streets has progressed sufficiently to permit ingress and egress to said lot by the necessary construction equipment without damage to the required improvements and without impairment of public safety.

§ 175-18. Certificate of occupancy.

Where a Certificate of Occupancy is desired for a building in the subdivision prior to the completion of all of the improvements shown on the approved construction sheet of the subdivision plat, the street serving the building shall be completed to a degree satisfactory to the Commissioner of Public Works. In general, the degree of such street improvement shall be adequate for vehicular access by the prospective occupant and by police and fire equipment prior to the issuance of a Certificate of Occupancy. Where such permit has been issued, the street shall be maintained in suitable condition by the subdivider at his expense and liability until such time as it is accepted by the Town.

ARTICLE IV

Process and Procedure for Subdivision Submission

§ 175-19. General process and procedure.

Any person who wishes to receive approval from the Planning Board for subdivision shall proceed in the following manner:

- A. A Conventional Concept Plan shall be submitted for any proposed Major Subdivision. An applicant may elect to submit a Conventional Concept Plan for a Minor Subdivision.
- B. A Cluster Development Concept Plan shall be submitted, in addition to a Conventional Concept Plan, for any proposed subdivision requiring approval under §278 of New York State Town

Law.

- C. A Preliminary Plat shall be submitted for any proposed Major Subdivision that has been granted approval or approval with conditions of the required Concept Plan.
- D. A Final Plat shall be submitted for any proposed Major Subdivision that has been granted approval or approval with conditions of Preliminary Plan. It shall also be submitted for all Minor Subdivisions but is not required to have previous approval.

§ 175-20. Concept approval process and procedure.

- A. A Conventional Concept Plan application shall be submitted for all proposed Major Subdivisions or any Minor Subdivision which any applicant elects to submit, and shall comply with the requirements set forth in §175-24 of these Regulations.
- B. A Cluster Development Concept Plan application shall be submitted, in addition to the Conventional Concept Plan, for all proposed Major Subdivisions which require approval under §278 of New York State Town Law, and shall comply with the requirements set forth in §175-25 of these Regulations.
- C. The purpose of this step is to afford the applicant an opportunity to consult early and informally with the Planning Board in order to save time and money and to make the most of opportunities for desirable development.
- D. The applicant shall submit to the Secretary, in accordance with the Planning Board's approved submission schedule, the application, together with the applicable fees and any other supporting documentation.
- E. The Secretary shall review the application to ensure completeness prior to officially accepting said application.
 - (1) If the Secretary determines that the application is substantially complete, or has only minor deficiencies, such deficiencies shall be noted on the application forms, fees shall be processed and the application shall be placed on the next agenda for concept review as a public hearing item.
 - (2) If the Secretary determines that the application is not substantially complete, the application package shall be returned to the applicant with a list of the deficiencies noted.
- F. The Secretary shall review the application in relation to the thresholds set forth under SEQRA to determine the type of action the project is to be classified.
 - (1) If any project is determined to be a Type I action, the Secretary shall send notice to all involved agencies requesting the Planning Board be named Lead Agency.
- G. Subdividers of land adjoining State or County highways are advised to consult the District Engineer of the New York State Department of Transportation or the County Director of Public Works at the Concept Plan stage in order to resolve problems of street openings or storm water drainage at the earliest possible stage in the design process. However, subdividers should be aware that State and County standards are subject to modification at any time and submissions will be reviewed on the basis of the standards that are in effect at the time of review.
- H. The applicant is strongly advised to meet with representatives of the Town's Department of

Public Works to discuss and review the layout and availability of sanitary and storm sewers as well as the proposed method of complying with Chapter 127 of this Code.

- I. The design and construction of drainage systems shall be such that water courses traversing the development and natural water emanating from within the development will be carried through and off the development without injury to improvements, building sites or buildings existing or to be installed upstream, downstream or within the development.
- J. The design and construction of drainage systems shall employ natural drainage patterns in preference to re-channeling of streams and/or watercourses.
- K. Drainage requirements shall be based upon the projected ultimate urbanization identified by the latest zoning and master plans.
- L. The Planning Board may consult with the Town Supervisor or any other Town boards, commissions, departments, agencies, officials and districts they deem advisable or helpful, and/or engage professionals to aid in the review process.
- M. The Secretary shall submit a copy of the application to the Environmental Board whose review shall include recommendations and findings to the Planning Board as to determination of significance.
- N. The Planning Board shall hold a public hearing at which parties in interest shall have an opportunity to be heard, which hearing shall take place within the time specified by and upon the notice required by state law.
- O. The applicant shall attend the meeting of the Planning Board at which a Concept Plan application is to be first reviewed and shall be prepared to discuss compliance with the intent of these Regulations and the requirements for street improvements, drainage, sewerage, water supply, fire protection, natural features and resources protection and similar aspects, as well as the availability of existing services and other pertinent information.
- P. The Planning Board shall study the Concept Plan in relation to existing or potential development of the adjacent area, Town and County Comprehensive/Master Plans, Town Zoning Law, the Drainage Master Plan, the Sewer Districts Master Plans, and in the course of its review may consult with other interested public agencies.
- Q. The Planning Board shall study any Cluster Development Concept Plan in relationship to whether it meets the following criteria:
 - (1) Promotes the most appropriate use of the land.
 - (2) Facilitates the adequate and economic provision of streets and utilities.
 - (3) Preserves the natural and scenic qualities of open space.
 - (4) Does not exceed the density nor the use allowable in the applicable zoning district.
 - (5) Promotes a diversified development, which may include structures that are detached, semi-detached, attached or multi-story.
 - (6) Addresses land for parks, recreation, open space, or other municipal purposes. The Planning Board may establish such conditions on the ownership, use and maintenance of such lands as it deems necessary to assure the preservation of such lands and for their intended uses.
- R. At the time of a public hearing on a Concept Plan, the Planning Board shall by resolution

make a determination as to whether the project may have a significant impact on the environment for the purposes of SEQRA. In making such determination, the Planning Board shall consider any comments by the Environmental Board, the public and any involved agencies.

- S. Following the closing of the public hearing on the application, and within the time specified by state law, the Planning Board shall:
 - (1) Approve the application if the application is determined to meet all of the requirements of these Regulations;
 - (2) Conditionally approve the application if the application is determined not to meet all of the requirements of these Regulations but, with modification and/or conditions the application can be made to meet all of the requirements of these Regulations. The modifications and/or conditions to be met shall be set forth in the Resolution of Conditional Approval; or
 - (3) Disapprove the application if the Planning Board determines that the application does not meet all of the requirements of these Regulations to such a degree that the application cannot be made to meet these requirements by modifications and/or conditions. The resolution of disapproval shall specify the reasons for disapproval.
- T. The Planning Board shall so endorse four (4) copies of the plan and return to the applicant, one (1) copy of the plan or plat together with a copy of the resolution, shall retain one (1) copy, and shall forward two (2) copies to the Commissioner of Public Works.
- U. Approval and/or conditional approval of an application for approval of a Concept Plan shall not be construed to permit the filing of the plat or plan in the Office of the Monroe County Clerk nor the applicant to proceed with any improvements on the land nor shall it prejudice any further action by the Planning Board regarding required subsequent applications for approval, if submitted, of said subdivision.
- V. In the event that an applicant does not submit a Preliminary Plan within six (6) months of the approval or conditional approval of a Concept Plan, such Concept Plan approval may be revoked by the Planning Board.

§ 175-21. Preliminary plat approval process and procedure.

- A. A Preliminary Plan shall be submitted to the Planning Board for all proposed Major Subdivisions. If the applicant wishes to develop the subdivision in stages, the applicant may prepare and submit a Preliminary Plat for a portion of the area encompassed by the Concept Plan, provided that the proposed development phases were indicated on the Concept Plan approved by the Planning Board. The Preliminary application shall:
 - (1) Comply with any conditions or modifications made by the Planning Board in its approval of the Concept Plan.
 - (2) Satisfy the requirements for Preliminary Plat applications, as described in §175-26 of these Regulations.
- B. The applicant shall submit to the Secretary, in accordance with the Planning Board's approved submission schedule, the application, together with the applicable fees, and any other supporting documentation.
- C. The Secretary shall review the application to ensure completeness prior to officially accepting

said application.

- (1) If the Secretary determines that the application is substantially complete, or has only minor deficiencies, such deficiencies shall be noted on the application forms, fees shall be processed and the application shall be placed on the next agenda for Preliminary Approval as a public hearing item.
 - (2) If the Secretary determines that the application is not substantially complete, the application package shall be returned to the applicant with a list of the deficiencies noted.
- D. The Planning Board may consult with the Town Supervisor or any other Town boards, commissions, departments, agencies, officials and districts they deem advisable or helpful, and/or engage professionals to aid in the review process.
- E. The Secretary shall submit a copy of the application to the Monroe County Department of Planning for their review and report, if required.
- F. The Planning Board shall review the application to determine:
- (1) That the application meets all of the requirements of these Regulations, the Zoning Code, other applicable Town Codes, official Town Maps, the intent of the Comprehensive Plan, Town Master Plans and Design Guidelines of the Town Board, commissions, agencies, departments and districts, and all Town requirements and policies regarding streets, street frontage, reservation of land, drainage and erosion control and slope stabilization measures, storm water drainage, sewage disposal, water supply, fire protection, preservation of significant historical, geological or scenic sites, preservation of wetlands, and other improvements.
 - (2) That the physical characteristics of the land to be subdivided are such that it can be used for building purposes without danger to health or peril from fire, flood or other menace.
 - (3) That all existing features of the landscape, such as large trees, rock outcroppings, water courses, historic resources, and other irreplaceable assets are considered and preserved insofar as practical.
 - (4) That where any land of a proposed subdivision adjoins State or County highways, that the requirements of the District Engineer of the New York State Department of Transportation and/or the Monroe County Director of Public Works can be satisfied.
 - (5) That where any public utilities are involved, the requirements of the respective agencies having jurisdiction can be met.
 - (6) That where there are any reservations for highway purposes, the frontage line of all lots in the proposed subdivision effected by said reservations are shown with the adjusted lot lines.
 - (7) The classification of any streets within the proposed subdivision as Major, Collector, or Minor.
 - (8) The adequacy of proposed sites for active or passive parkland, open spaces or other community facilities.
 - (9) What, if any, additional variances, exceptions, waivers, easements and/or covenants are necessary on the basis of the further review of the application by the Planning Board, the reports submitted, and the public hearing, if any.

- (10) What, if any, additional modifications or conditions are required for approval of the subject application.
- G. The Planning Board shall hold a public hearing at which parties in interest shall have an opportunity to be heard, which hearing shall take place within the time specified by and upon the notice required by state law.
- H. The applicant shall attend the meeting of the Planning Board at which a Preliminary Plat application is to be first reviewed and shall be prepared to discuss how the proposal satisfies the intent of these Regulations, the requirements for street improvements, drainage, sewerage, water supply, fire protection and similar aspects, as well as the availability of existing services and other pertinent information.
- I. Following the closing of the public hearing on the application and within the time specified by state law, the Planning Board shall:
- (1) Approve the application if the application is determined to meet all of the requirements of these Regulations;
 - (2) Conditionally approve the application if the application is determined not to meet all of the requirements of these Regulations but, with modifications and/or conditions, the application can be made to meet all of the requirements of these Regulations, the modifications and/or conditions to be met to be contained in the resolution of conditional approval and to become a part of the application; or
 - (3) Disapprove the application if the Planning Board determines that the application does not meet the requirements of these Regulations to such a degree that the application cannot be made to meet these requirements by modifications and/or conditions, the resolution of disapproval to contain the reasons therefore.
- J. The Planning Board shall so endorse four (4) copies of the plan and return to the applicant, one (1) copy of the plan or plat together with a copy of the resolution; shall retain one (1) copy; and shall forward two (2) copies to the Commissioner of Public Works.
- K. Approval and/or conditional approval of an application for approval of a Preliminary Plan shall not be construed to permit the filing of the plat or plan in the Office of the Monroe County Clerk nor shall the applicant proceed with any improvements on the land nor shall it prejudice any further action by the Planning Board regarding required subsequent applications for approval, if submitted, of such subdivision.
- L. In the event that an applicant does not submit a Final Plan within six (6) months of the approval or conditional approval of a Preliminary Plan, such Preliminary Plan approval may be revoked by the Planning Board.

§ 175-22. Final plat approval process and procedure.

- A. An application for Final Plat approval shall:
- (1) Conform substantially to the Preliminary or Concept Plan that has received approval from the Planning Board. It should incorporate any revisions or other features that may have been recommended by the Planning Board at the Preliminary Plat or Concept Plan stage, and all such compliances shall be clearly indicated by the subdivider on the appropriate submission.

- (2) Shall have secured the necessary approvals for any required variances or for any required district extensions.
 - (3) Satisfy the requirements for Final Plat layouts as described in §175-27 of these Regulations.
- B. The applicant shall submit the application, together with the applicable fees and other supporting documentation as follows:
 - (1) All major Subdivision Final Plat applications shall be submitted in accordance with the Planning Board's approved Submission Schedule, along with the Final Plat and Plans.
 - (2) All Minor Subdivision Final Plat applications shall be submitted in accordance with the Planning Board's approved Submission Schedule, along with the Final Plat and Plans.
 - C. The Secretary shall review the application to ensure completeness prior to officially accepting said application.
 - (1) If the Secretary determines that the application is substantially complete, or has only minor deficiencies, such deficiencies be so noted on the application form, fees shall be processed and the application shall be placed on the next agenda for final approval as a discussion item, unless it is determined that a public hearing would be required.
 - (2) If the Secretary determines that the application is not substantially complete, the application package shall be returned to the applicant with a list of the deficiencies noted.
 - D. The Secretary shall submit a copy or copies of any application for final approval of a Minor Subdivision to the Monroe County Department of Planning for their review and report, if required.
 - E. The Secretary shall submit a copy of any application for approval of a Minor Subdivision Final Plat that has not previously received Concept approval to the Environmental Board whose review shall include recommendation and findings to the Planning Board as to determination of significance.
 - F. The Planning Board shall hold a public hearing at which parties in interest shall have an opportunity to be heard, which hearing shall take place within the time specified by and upon the notice required by state law.
 - (1) The Secretary may waive the requirement for a public hearing for any Major Subdivision Final Plat that substantially agrees with the Preliminary Plat previously submitted and any conditions of approval placed on said Preliminary plans by the Planning Board.
 - G. At the time of the public hearing, the Planning Board shall have considered the Minor Subdivision Plat in connection with the topography of the area, existing requirement of the Zoning Code, the Comprehensive Plan and the Town Official Map. Sewer District Master Plans, the Drainage Plan, the general requirements of the Town and shall insure that the applicant has secured the necessary approvals and/or permits for the provisions of utility services, septic systems and road cuts.
 - H. At the time of a public hearing on any Minor Subdivision which has not been previously submitted for review and approval of a Concept Plan, the Planning Board shall make a determination as to whether the project may have a significant impact on the environment for the purposes of SEQRA. In making such determination, the Planning Board shall consider any

comments by the Environmental Board, the public and any involved agencies.

- I. Subsequent to the filing of the Final Plat, and after the closing of a public hearing, if required, the Planning Board shall, within the time specified by New York State Law:
 - (1) Conditionally approve said application if the application is determined to meet all of these Regulations, but requires other necessary approvals before final approval can be granted.
 - (2) Disapprove said application if the Planning Board determines that the application does not meet all of the requirements of these Regulations, the resolution of disapproval to contain the reasons therefore.
- J. The Secretary may grant unconditional final approval to any Final Plat that complies with a conditional approval previously granted by the Planning Board. In order to be granted such unconditional final approval, the applicant shall submit the mylars and one (1) copy of the Final Plat and Plans that shall bear all necessary signatures of approval.
- K. Approval of an application: Conditional approval of a Final Plat shall expire one hundred eighty (180) days from the date of the Planning Board endorsement of Conditional approval thereon unless said Final Plat is filed in the Office of the Monroe County Clerk. The Planning Board may extend the foregoing expiration time for periods of ninety (90) days each, if, in the Planning Board's opinion, such extension is warranted by the particular circumstances.

ARTICLE V

Format and Contents of Applications

§ 175-23. General format and contents of applications.

All applications shall be prepared in the following format:

- A. A letter of intent describing the nature and scope of the subdivision and including information required but not shown on the Plans, as well as any unique circumstances and status of conditions specific to the application. The letter should also include any intent to propose any Special Districts, such as Park Districts, Lighting Districts, etc.
- B. The applicant shall submit completed application forms, as required and approved by the Planning Board.
- C. The maps, plans and/or drawings contained in an application for approval of a proposed subdivision shall be accurately and legibly drawn in accordance with accepted engineering practice, fine black line on mylar or other reproducible substance at a suitable scale, and shall be clearly designated as to the type of application (Minor, Conventional Concept Plan, Cluster Development Concept Plan, Preliminary, or Final).
- D. Sheet sizes shall be a minimum size of eight and one-half inches by eleven inches (8 1/2" X 11") and shall not exceed a maximum size of thirty-four inches by forty-four inches (34" x 44"). The preferred sheet size is twenty-two inches by thirty-four inches (22" x 34").
- E. The scale for plats and/or plans shall be fifty feet (50') to one inch (1") or greater except Concept Plans which may be submitted at one hundred feet (100') to one inch (1").
- F. If the application contains more than one (1) page, each page must contain, in the lower right hand corner, the subdivision name, the page number and, when applicable, provisions for

recording any and all revision dates and space for Planning Board action. In addition, the first page shall contain an index located in the upper left-hand corner of the page.

- G. The names and addresses of the record owner of the land and the applicant and the name, seal and address of the designer, engineer and/or surveyor who made the plan, shall appear in the lower right-hand corner of the plan.
- H. The north arrow shall be oriented either towards the top of the page or the right of the page, preferably towards the top.
- I. Any necessary signature or approval lines and/or boxes.
- J. The number of copies of all application materials shall be as required and approved by the Planning Board

§ 175-24. Format and contents of conventional concept plan applications.

An application for approval of a Conventional Concept Plan shall be prepared in accordance with the requirements of §175-23 of these Regulations, clearly marked as a Conventional Concept Plan and shall contain, at a minimum, the following:

- A. Application Cover Sheet.
- B. A statement that the applicant has read and understands the intent of the requirements of these Regulations and the application for approval of the Conventional Concept Plan of the proposed Subdivision is complete, meets both the intent and the requirements of these Regulations and that every lot in the subdivision meets the requirements of the Zoning Code for the zoning district in which it is located, unless otherwise noted.
- C. A statement that the applicant is the owner, or contract vendee with owner authorization, of all of the land comprising the subdivision.
- D. An Environmental Assessment Form, Part I, containing sufficient information in order to meet the requirements of SEQRA.
- E. A completed Site Capacity Calculation Worksheet in the form adopted by the Town Board and approved by the Planning Board.
- F. Boundaries of the tract to be subdivided, plotted to scale. If the applicant intends to develop the tract in stages, the entire tract shall nevertheless be included in the Conventional Concept Plan with the stages identified.
- G. Natural Features Map, providing sufficient data to describe the site in its existing condition which shall include, at a minimum, the following:
 - (1) A topographic survey showing ground contours adjacent to and within the tract to be subdivided at intervals of no more than two (2) feet of elevation, based on Town datum (United States Coast and Geodetic Survey).
 - (2) All pertinent topographic and planimetric features within and adjoining the tract, including existing streets, existing buildings, walls, fences, individual or small groups of large trees, trails, monuments, rock ridges and outcroppings, historic monuments, distinctive geographic features.
 - (3) Any portion of the site that includes slopes of fifteen (15) to twenty-five (25) percent, slopes greater than twenty-five (25) percent, wetlands, wood lots, water courses and their one

hundred year flood limits, and water bodies together with their elevations and date of measurement, all shown with the acreage of each portion.

H. Soils Map, showing type by series name and/or map symbol based on the latest soil survey of Monroe County, New York, prepared by the United States Department of Agriculture Natural Resources which shall be accompanied by:

- (1) A columnar report based on the table within the aforementioned soil survey entitled Estimated Degree and Kind of Limitations for Selected Non-Farm Uses of all soil types by series' name and map symbol and their estimated degree and kind of limitation for underground public utilities, disposal of septic tank effluent, home sites, and street and parking lots.
- (2) Except in the case of applications for a Minor Subdivision, two (2) copies of a transparent overlay with differentiating symbols showing any soils with a severe limitation, drawn at the same scale and sheet size as the natural features map.

I. Conventional Concept Plan, providing sufficient data to determine the intended design and layout of a proposed Major Subdivision drawn to the same scale and sheet size as the Natural Features Map which shall include, as a minimum, the following:

- (1) Identification of the plan by name of the owner of record and location of the land in question including the Assessor's tax map number and lot number, north point and date.
- (2) The names of all abutting property owners, as determined from the most recent local tax list, unless the applicant shall have more recent knowledge of such abutters.
- (3) The locus of the land shown on the plan, preferably at a scale of one thousand feet (1,000') to the inch, with sufficient information to accurately locate the plan, and showing the boundaries of the abutting properties.
- (4) Location of any zoning district boundaries that may lie within the locus of the plan.
- (5) All the remaining contiguous land and water areas and frontage of the land in ownership of the applicant together with a feasible future street access for any such abutting lands that may require access to a public right-of-way through lands shown on the Conventional Concept Plan.
- (6) General note indicating the existing zoning district, the applicable area requirements and any decisions that will be required by the Zoning Board of Appeals, including, but not limited to, variances regarding the lots and/or any buildings thereon.
- (7) General note indicating the project statistics to include total acres of the site, total number of lots.
- (8) The boundary lines of the proposed lots, with lot numbers, approximate areas and dimensions.
- (9) The names, location and widths of adjacent streets, and of streets approaching or within reasonable proximity to the subdivision.
- (10) The existing and proposed lines of streets, right-of-ways, easements, reservations and any public or common areas within the subdivision, in a general manner.
- (11) Letter designation in lieu of names of any proposed streets.

- (12) Schematic indication of proposed system for storm water drainage including site drainage patterns, adjacent to existing natural waterways intended to receive drainage effluent, and indication as to the need for detention.
- (13) Schematic indication of proposed source of water supply, method of sewage disposal, and any other utilities.
- (14) Two (2) copies of a transparent overlay of the Conventional Concept Plan.

J. Additional Requirements:

- (1) To facilitate review of the Plans by the appropriate authorities, at the time of filing of the application, the applicant shall stake the streets at sufficient interval to allow orientation of board members for a field walk.
- (2) The applicant shall provide a written statement and plan, if determined appropriate by the Town Engineer, indicating how the applicant intends to comply with the Stormwater Management and Erosion & Sediment Control requirements outlined in Chapter 127 of this Code.
- (3) If, in the opinion of the Planning Board, additional information, such as aerial photographs, would aid in the approval process, the applicant shall be notified in writing as to what additional information is required and shall furnish same to the Planning Board.

§ 175-25. Format and contents of cluster development concept plan applications.

An application for approval of a Cluster Development Concept Plan shall be clearly marked as a Cluster Development Concept Plan, and shall contain, at a minimum, the following:

- A. All items identified for a Conventional Concept Plan under §175-24 of these Regulations.
- B. A complete application for permission to subdivide such parcel under the provisions of §278 of the Town Law which shall include a detailed statement describing the premise of the Cluster Development Concept Plan and shall include a statement as to how the following benefits shall accrue to the Town as a result of approval to subdivide under the provision of §278:
 - (1) As compared to the Conventional Concept Plan submitted, and in general, how the proposed Average Density Concept Plan will promote the best use of the land;
 - (2) As compared to the Conventional Concept Plan submitted, how the proposed Cluster Development Plan will facilitate the adequate and economic provision of streets and utilities;
 - (3) How the proposed Cluster Development Concept Plan will preserve the natural and scenic qualities of open space and/or historic resources;
 - (4) That the proposed density does not exceed the density allowed in the applicable zoning district;
 - (5) How the proposal addresses lands for parks, recreation, open space, or other municipal purposes;
 - (6) That no part of the proposal is a change of use allowed in the applicable zoning district.
- C. The Cluster Development Concept Plan Layout, providing sufficient data to determine the intended design and layout of a proposed Major Subdivision drawn to the same scale and sheet

size as the Natural Features Map and Conventional Concept Plan, which shall include, as a minimum, the following:

- (1) General note indicating the area requirements that would apply including, but not limited to, lot area, average lot width, front, side and rear setbacks.
 - (2) Two (2) copies of a transparent overlay of the Cluster Development Concept Plan.
- D. Unless waived by the Planning Board, the applicant shall also submit a Conventional Concept Plan, containing the items set forth in §175-24(I) of these Regulations, so as to demonstrate that the proposed Cluster Development would not result in an increase in density over the density allowed by a Conventional Concept Plan.

§ 175-26. Format and contents of preliminary plat applications.

An application for approval of a Preliminary Plat shall prepared in accordance with the requirements of §175-23 of these Regulations, include all maps, drawings, plans and documents of the Concept Plan upon which it is based, shall comply with the conditions and/or modifications required in the approval for said Concept Plan, shall comply with the design requirements of these Regulations, shall be clearly designated as a Preliminary Plat, and in addition shall contain, at a minimum, the following:

- A. Application Cover Sheet.
- B. A Subdivision Plat Record Sheet, providing sufficient data to determine the location, direction and length of every street and right-of-way, line, lot line, and boundary line, and to establish these lines on the ground, which shall include:
 - (1) All information required for a Conventional and/or Cluster Development Concept Plan.
 - (2) The lengths and bearings of the subdivision plat boundary lines.
 - (3) Each lot shall be delineated with lot number, approximate boundary lines to scale, area in square feet, frontage on public right-of-ways, and setback lines.
 - (4) The lines of existing and proposed rights-of-way within the subdivision and adjoining properties which shall include the width, point of curvature, point of tangency, minimum radii and minimum tangent distances.
 - (5) The lines of existing and proposed streets within the subdivision and adjoining properties which shall include pavement lines, gutter lines, radius of cul-de-sacs, and centerline stationing.
 - (6) The names of existing and proposed streets and/or private drives.
 - (7) The lines of existing and proposed sidewalks within the subdivision and adjoining properties.
 - (8) The lines, widths and purposes of existing and proposed easements and/or reservations immediately adjoining and within the subdivision.
 - (9) The lines and approximate dimensions and acreage of all property which is offered, or to be offered, for dedication for public use, with the purpose indicated thereon, and of all property that is proposed to be reserved by deed covenant for the common use of the property owners of the subdivision.

- (10) Location of all permanent monuments properly identified as to whether existing or proposed.
 - (11) Sealed by a licensed professional engineer and/or a licensed land surveyor as evidence of professional responsibility for the preparation of the record sheet.
 - (12) Delineation of one-hundred year flood limits of any watercourse whose said limits extend to the land to be subdivided. Such line of demarcation shall have a unique indication and shall be clearly labeled "one-hundred year flood limits of (name of watercourse)".
- C. A utility plan sealed by a licensed professional engineer and/or a licensed land surveyor as evidence of professional responsibility for the preparation of the utility plan and which shall include:
- (1) All items required for the Subdivision Plat Record Sheet;
 - (2) Typical cross sections of proposed streets;
 - (3) Profiles of proposed streets at suitable vertical scale showing finished grades in relation to existing ground elevation where it is required by the Commissioner of Public Works;
 - (4) The location, size and material of any existing and proposed storm water or sanitary sewers and any storm water or sanitary sewer into which any connection is proposed along with distance between manholes, minimum grade, invert elevation, manhole designation and center line stationing;
 - (5) Profiles of proposed storm water or sanitary sewers at suitable vertical scale showing finished grades in relationship to existing ground elevations where it is required by the appropriate sewer district;
 - (6) Location and size of any water supply and sewage disposal systems, and evidence that such provisions meet the standards for approval of the Monroe County Department of Health, and the Monroe County Water Authority;
 - (7) Plan and typical cross section of proposed sidewalks or public accesses as required;
 - (8) Typical lot layout showing curb cuts, lateral connection to all utilities, drainage inlets in gutter area, driveways, any other lot improvements;
 - (9) A general note indicating brief specifications and/or reference to Town or any other standards for all facilities to be constructed or installed within the subdivision;
 - (10) Standard details and any special detail or cross sections.
- D. A Grading/Drainage Plan, which shall include:
- (1) A subdivision grading plan referenced to USGS datum showing proposed topography at a maximum of one foot (1') contour intervals with grading details to indicate proposed street grades, and elevations, building site grades and elevations and drainage patterns throughout the subdivision and extended approximately two hundred feet (200') beyond property boundaries;
 - (2) Grading calculations sufficient to determine the approximate balance between cut and fill;
 - (3) A general note indicating the disposition of topsoil on the site. Such note shall include how topsoil will be handled in areas of cut and fill; how topsoil will be stockpiled, if applicable;

the minimum amount of topsoil to be redistributed to the site; and that no topsoil may leave the site without prior permission from the Commissioner of Public Works;

- (4) Symbols, showing the highest known high water mark of the one hundred (100) year Flood Zone, based on Flood Zone Rate Maps or the Town's Comprehensive Drainage Plan, with all benchmarks to be noted and to be based on USGS datum;
 - (5) Plan, profiles, typical and special cross sections of proposed detention/retention ponds, streams, creeks, and swales;
 - (6) A statement concerning the status of the proposed project in relationship to the removal, fill or dredge of any bank, meadow or swamp bordering on any inland water;
 - (7) The location and species of all existing trees outside of any identified woodlot area with trunks over twelve inches (12") in diameter measured four feet (4') above the finished ground level and shall clearly indicate which of these shall be preserved; and
 - (8) A clear indication of any other site features that are to be retained.
- E. A Stormwater Pollution Prevention Plan, in compliance with the provisions of Chapter 127 of this Code.
- F. A subdivision development plan shall be submitted for any proposed subdivisions to show any other improvements, including Special Districts, such as Park, Lighting or other districts, which the Planning Board may require as part of their approval or which the applicant intends to accomplish as part of the development of the overall subdivision. For example, this may include landscaping details, street trees, entrance signs, walls and planters, street lighting, etc.
- G. If, in the opinion of the Planning Board, additional information, such as aerial photographs, would aid in the approval process, the applicant shall be notified in writing as to what additional information is required and shall furnish same to the Planning Board.

§ 175-27. Format and contents of final plat applications.

An Application for Approval of a Final Plat shall include all maps, drawings, plans and documents of the Preliminary Plat and Plans upon which it is based, shall comply with the conditions and/or modifications of the resolution of approval of said Preliminary Plat, shall be clearly designated as a Final Plat, and in addition shall contain, at a minimum, the following:

- A. Application Cover Sheet.
- B. All necessary data to determine the precise metes and bounds of:
 - (1) every proposed subdivision lot line including precise area in square feet;
 - (2) any proposed street and/or private drive;
 - (3) any proposed easement and/or reservation; and
 - (4) any property which is offered, or to be offered, for dedication for public use or for any property that is proposed to be reserved by deed covenant for the common use of the property owners of the subdivision.
- C. Final profiles, cross sections and details of any proposed street and/or private drive, utilities, drainage facilities and any other items which may be required.
- D. Certification of all plans by a licensed professional engineer and/or licensed land surveyor as

evidence of professional responsibility for the preparation.

- E. Stormwater Pollution Prevention Plan, as required by Chapter 127 of this Code.
- F. Compliance with Monroe County Monumentation Law.
- G. Location of all survey monuments. Before acceptance of the dedication of the proposed streets, a certificate by a licensed survey or professional engineer must be placed on the Final Plat.
- H. An affidavit from the applicant/developer that the specifications contained herein and of the Town for highways, sanitary and storm sewers will be complied with and that a record map of construction (as-built map) will be submitted to the Town upon completion of the construction at no cost to the Town.
- I. Approved copies of all variances, exception, special district extensions, waivers, permits and/or covenants required by the Planning Board and these Regulations, in a form acceptable to the Town Attorney.
- J. Proof from the Rochester Gas and Electric Corporation that gas and electric service is available for the proposed subdivision.
- K. Payment of all required fees and/or review costs.
- L. Permit(s) from the agency having jurisdiction over road cuts and/or driveway cuts.
- M. Signature of approval on plat and plans from the Town Engineer, Superintendent of Sewers, Superintendent of Highways, Monroe County Water Authority, Monroe County Pure Waters and Monroe County Health Department.
- N. The declaration of intent by the owner that the fee in and to the proposed streets and of the proposed street widenings shall be dedicated by deed of conveyance.
- O. The declaration by the owner that no part of the land proposed to be subdivided for human habitation lies under water or is subject to flood.
- P. The declaration by the owner that, at the owner's expense, the required improvements in accordance with applicable state law will be installed.
- Q. Verification of the creation and/or extension of any applicable Special Districts.
- R. Duly executed easements.
- S. Duly executed offer of dedication of any proposed public streets.
- T. Duly executed offer of dedication of any lands proposed to be conveyed to the Town.
- U. Warranty Deed and related recording documents for any lands to be conveyed to the Town, including Highway Rights of Way.
- V. Letter of Credit or alternative financial guarantee, in an amount equal to one hundred percent (100%) of the total cost of the proposed construction furnished by the developer to the Town to be kept in effect until such time as the project is accepted by the Town.
- W. An affidavit that the developer will furnish any required financial security.
- X. Three (3) completed applications for approval of plat.

ARTICLE VI

Inspection and Construction Requirements

§ 175-28. Pre-construction meeting required.

- A. No work shall commence with regard to any portion of the improvement of a subdivision until after the subdivision plat has received final approval and until such time as a pre-construction meeting has taken place.
- B. It shall be the responsibility of the developer to schedule the pre-construction meeting at a time and place convenient to all parties that will be involved in the construction, inspection and approval of the improvements within the subdivisions.

§ 175-29. Inspections.

- A. Inspections shall be arranged by the developer with the Department of Public Works or their agents for that purpose prior to the construction of street and the installation of utilities and during construction at each significant construction stage.
- B. Inspection shall be requested of the Department of Public Works or its agent at least forty-eight (48) hours in advance of any stage of the construction and as indicated below:
 - (1) All required improvements shall be inspected by the Commissioner of Public Works or his agent to ensure satisfactory completion.
 - (2) The developer shall supply the Commissioner of Public Works with a schedule of construction indicating the anticipated beginning and completion dates of each of the following phases or work:
 - (a) Grading.
 - (b) Installation of erosion/sedimentation control.
 - (c) Installation of utilities.
 - (d) Installation of drainage improvements.
 - (e) Grading of road sub-base.
 - (f) Installation of gutters and stone in road base.
 - (g) Installation of any roadway pavement.
 - (h) Other improvements as shown on the final plans.
 - (3) The Commissioner of Public Works may establish the order of the required inspections and may require satisfactory completion of one (1) step before the developer proceeds to the next. It may require tests to be done by the developer, at the developer's expense, as a condition for approval when, in the opinion of the Commissioner of Public Works, it is advisable.
 - (4) The developer shall notify the Commissioner of Public Works at least five (5) days prior to the completion of each of the above phases of construction.
 - (5) Construction testing of roadway pavement materials shall be performed in accordance with the requirements of the road and drainage standards for the Town.
 - (6) A final inspection of all improvements shall be made by the Commissioner of Public Works, or an agent on behalf of the Commissioner, to determine whether the work is satisfactory and

in substantial agreement with the approved final plat drawings, design standards of these Regulations and the improvement specifications. The general condition of the site shall also be considered. If erosion conditions exist or it appears likely that a hazardous condition may arise, the Commissioner of Public Works may require special measures be taken by the subdivider.

- C. It shall be the responsibility of the developer to see that all the required forms are properly filled out, properly signed and returned to the Commissioner of Public Works subsequent to each inspection.
- D. Failure to comply with the inspection procedure may necessitate removal of improvements at the expense of the developer.

§ 175-30. Record Drawings.

- A. As built record drawings for storm and sanitary sewer facilities shall be provided to the Commissioner of Public Works by the design engineer, no later than 90 days after the completion of the facilities and shall be included in the applicant's financial guarantee. Said record drawings shall include utility plans; indicating storm and sanitary sewer locations, rim elevations, inverts, pipe lengths, associated pipe slopes, and lateral locations, as well as grading plans; that demonstrate control structures, critical elevations and general topography within proposed Stormwater Management Facilities that are sufficient to verify the project's design intent.

§ 175-31. Monumentation.

- A. Monuments are required for the acceptance of dedicated highways and for dedicated land. Monument record maps shall be submitted to the Commissioner of Public Works and shall be included in the applicant's financial guarantee.

**ARTICLE VII
Enforcement**

§ 175-32. Violations and penalties.

- A. Where a violation of these Regulations has been committed or shall exist, the owner of the real property where such violation has been committed or shall exist, any contract vendee of such owner who shall knowingly participate in such violation, any grantee of such owner who shall knowingly participate in such violation and any agent who shall have executed a subdivision application on behalf of such owner or such contract vendee with respect to such real property and who shall knowingly participate in such violation shall be guilty of a violation of these Regulations.
- B. Where a violation of any provision or condition of any resolution or approval of the Planning Board relating to a subdivision has been committed or shall exist, the owner of the real property where such violation has been committed or shall exist, any contract vendee of such owner who shall knowingly participate in such violation, any grantee of such owner who shall knowingly participate in such violation and any agent who shall have executed an application on behalf of such owner or such contract vendee with respect to such real property and who shall knowingly participate in such violation shall be guilty of a violation of these Regulations.
- C. Any person who shall perform physical work on real property, including but not limited to

clearing of land, other site preparation, and/or construction of improvements in violation of these Regulations or in violation of any provision or condition of approval of the Planning Board, shall be guilty of a violation of these Regulations.

- D. A violation of these Regulations shall be punishable by a fine not exceeding three hundred fifty dollars (\$350.00). Each violation shall constitute a separate offense. Each week's continued violation shall constitute a separate additional violation.

§ 175-33. Methods of enforcement.

The provisions of these Regulations may be enforced by any method or remedy provided by law. In addition to other remedies provided by law, any appropriate action or proceeding may be instituted to prevent, restrain, correct or abate any violation of these Regulations.

Sec. 4 Exemption

The provisions of this Local Law shall not apply to any residential development project which has received concept or preliminary approval by the Planning Board as of the date of adoption by the Town Board.

Sec. 5 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. 6 Effective Date

This Local Law shall take effect on its adoption and filing with the Secretary of State.

SITE CAPACITY CALCULATION WORKSHEET

A. Base Site Area

	1.	Total gross site	_____	acres
Subtract:	2.	Total acreage within right-of-way(s)	_____	acres
Equals:	3.	Base site area	_____	acres

B. Resource Protection Land

Open Space Resources	Factor	X	Acres in Resource	=	Required Resource Protection Land
Floodplain(s)	1.0	X	_____	=	_____ acres
Wetland(s)	1.0	X	_____	=	_____ acres
Steep slopes over 15%	1.0	X	_____	=	_____ acres
Corridor Impacts	1.0	X	_____	=	_____ acres

(Overlapping areas of Resource Protection Land and ROWs are only removed once.)

Total Resource Protection Land _____ acres

C. Net Buildable Site Area

	1.	Base Site Area	_____	acres
Subtract:	2.	Total Resource Protection Land	_____	acres
Equals:	3.	Net Buildable Site Area	_____	acres

D. Maximum Allowable Dwelling Units

	1.	Net Buildable Site Area	_____	acres
Multiply:	2.	Density Factor per zoning district*	X _____	
Equals:	3.	Maximum Allowable Dwelling Units	_____	Total units

INSTRUCTIONS

In accordance with Section 175-24 of the Town of Pittsford Land Subdivision Regulations.

* Density factors per zoning district for the completion of Section D (2) are as follows:

RRAA = 1.0 SRAA = 1.7 MATZ = .97 RRSP = sliding scale B = 2.7 for one and two family

Minutes of the Town Board for May 5, 2020

**DRAFT
TOWN OF PITTSFORD
TOWN BOARD
MAY 5, 2020**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, May 5, 2020 at 6:00 P.M. local time. The meeting took place with Board members participating remotely using Zoom.

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

ABSENT: None.

ALSO PRESENT: Staff Members: Paul J. Schenkel, Commissioner of Public Works; Cheryl Fleming, Personnel Director; Greg Duane, Finance Director; Robert Koegel, Town Attorney; and Linda M. Dillon, Town Clerk.

ATTENDANCE: Also in attendance was a sign language interpreter. There were approximately 15-20 members of staff and public who viewed the meeting via Zoom.

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

SUPERVISOR'S ANNOUNCEMENTS

UPDATE ON CONFERENCES WITH COUNTY SUPERVISORS RE: COVID-19

Supervisor Smith reported that at his twice weekly conference calls with Supervisors since the pandemic began, they were joined by County Executive Bello and Dr. Mendoza, Head of the Monroe County Health Department. Among the topics discussed was seeking a common approach to summer recreation programs, as well as testing employees coming into work every day. The county is making available surgical masks to residents of Monroe County, through distribution by the towns, if the towns are interested in doing so. Pittsford plans to do distributions on two dates at Pittsford Mendon High School on a drive-up/pick-up basis. The Town will announce dates and times tomorrow.

ZOOM MEETING PROCEDURES

The Supervisor reminded viewers of options for submitting comments to the Town Board both before and during this meeting, as detailed in the public announcements of the meeting,

PUBLIC COMMENT

No public comments were offered regarding the Minutes of the April 21 Town Board meeting minutes.

AMENDMENT TO MINUTES OF APRIL 21, 2020

Councilmember Townsend offered an amendment be made to the April 21, 2020 minutes as follows:

- Page 6, Procedures for Remote Meetings, middle of second paragraph
- Add the underlined words:
 - "She noted, however, that according to New York State law the Supervisor is the chair of the board meetings"

Thereafter, Supervisor Smith made a motion to amend the Minutes of the April 21, 2020 minutes as proposed, seconded by Deputy Supervisor Munzinger, and members voted as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The amendment to the Minutes of the April 21, 2020 meeting was thereby approved as written above.

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MINUTES OF THE APRIL 21, 2020 MEETING APPROVED AS AMENDED

A Resolution to approve the Minutes of the April 21, 2020 meeting as amended 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 Meeting Minutes of the April 21, 2020 are approved as amended.

PUBLIC COMMENT

No public comments were offered regarding the Legal Matters.

PUBLIC HEARING FOR LOCAL LAW NO. 4 OF 2020: AMENDING TOWN’S COMPUTER BREACH NOTIFICATION POLICY APPROVED

Town Attorney Koegel explained the proposed Local Law No. 4 of 2020, as it was previously introduced as Local Law No. 3 of 2020 and wherein a public hearing was set. However, due to the pandemic, the public hearing was postponed to a later date. The Town is now prepared to move forward with this public hearing.

Thereafter, Councilmember Townsend moved to set the public hearing for Local Law No. 4 of 2020 – Amending the Town’s Computer Breach Notification Policy, seconded by Councilmember Beckford, 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. 4 of 2020: Amending Chapter 8 of The Town of Pittsford Municipal Code Entitled “Computer System Security Breach Notification Policy”, 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. 4 of 2020, 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 16th day of June, 2020, at 6:00 p.m. at the Town Hall, 11 South Main Street, Pittsford, New York, to consider the adoption of said proposed Local Law No. 4 of 2020;

NOW, on motion duly made and seconded, it was

RESOLVED, that a public hearing be held on the 16th day of June, 2020, at 6:00 P.M., Local Time, at the Town Hall, 11 South Main Street, Pittsford, New York, or by electronic conference or meeting as permitted by law, on the question of the adoption of said proposed Local Law No. 4 of 2020; and be it further

RESOLVED, that a Notice of Hearing and a copy of said proposed Local Law 4 of 2020, 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. 4 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.

Proposed Local Law No. 4 of 2020:

**BE IT ENACTED BY THE
TOWN BOARD OF THE
TOWN OF PITTSFORD**

**NEW YORK
AS FOLLOWS:**

**LOCAL LAW NO. 4 OF 2020:
THE ADOPTION OF PROPOSED LOCAL LAW
NO. 4 OF 2020: AMENDING CHAPTER 8
OF THE TOWN OF PITTSFORD MUNICIPAL CODE
ENTITLED “COMPUTER SYSTEM SECURITY
BREACH NOTIFICATION POLICY”**

Sec. 1 Title

This Local Law shall be known as “Local Law No.4 of 2020: Amending Chapter 8 of The Town of Pittsford Municipal Code Entitled “Computer System Security Breach Notification Policy.”

Sec. 2 Amendment to Existing Law

The Pittsford Town Code, Chapter 8, shall be amended to revise §§ 8-3, 8-4, and 8-8 to read, as follows:

§ 8-3. Authority.

This chapter is enacted pursuant to the New York State Constitution, New York Municipal Home Rule Law § 10, General Business Law §§ 899-aa and 899-bb, and New York State Technology Law § 208, and may be amended from time to time by Town Board resolution or local law.

§ 8-4. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

BREACH OF SECURITY OF THE SYSTEM — unauthorized access to or acquisition of, or access to or acquisition without valid authorization, of computerized data that compromises the security, confidentiality, or integrity of private information maintained by the Town. Good faith access to, or acquisition of, private information by an employee or agent of the Town for the purposes of the employee or agent is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

In determining whether information has been accessed, or is reasonably believed to have been accessed, by an unauthorized person or a person without valid authorization, the Town may consider, among other factors, indications that the information was viewed, communicated with, used, or altered by a person without valid authorization or by an unauthorized person.

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the Town may consider the following factors, among others:

- A. Indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
- B. Indications that the information has been downloaded or copied; or
- C. Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.

CONSUMER REPORTING AGENCY — Any person or entity which, for monetary fees, dues or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or

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evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties, and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing consumer reports. A list of consumer reporting agencies may be obtained upon request to the State Attorney General.

DEPARTMENT — Any board, division, committee, commission, council, department, public authority, public benefit corporation, office or other governmental entity performing a governmental or proprietary function for the Town.

PERSONAL INFORMATION — Any information concerning a natural person which, because of name, number, personal mark, or other identifier, can be used to identify that person.

PRIVATE INFORMATION

A. Private Information means either:

(i.) Personal information consisting of any information in combination with any one or more of the following data elements, when either the data element or the combination of personal information plus the data element is not encrypted or encrypted with an encryption key that has also been accessed or acquired:

1. social security number;
2. driver's license number or non-driver identification card number;
3. account number, credit or debit card number, in combination with any required security code, access code, password or other information which would permit access to an individual's financial account;
4. account number, or credit or debit card number, if circumstances exist wherein such number could be used to access to an individual's financial account without additional identifying information, security code, access code, or password;
5. biometric information, meaning data generated by electronic measurements of an individual's unique physical characteristics, such as fingerprint, voice print, or retina or iris image, or other unique physical representation or digital representation which are used to authenticate or ascertain the individual's identity; or

(ii.) A user name or e-mail address in combination with a password or security question and answer that would permit access to an online account.

B. "Private information" does not include publicly available information that is lawfully made available to the general public from Town records.

TOWN — The Town of Pittsford, County of Monroe.

§ 8-8. Method of notification.

The required notice must be directly provided to the affected individuals by one of the following methods:

- A. Written notice;
- B. Electronic notice, provided that the person to whom notice is required to be provided has expressly consented to receiving notice in electronic form and a log of each electronic notification is kept by the Town; and provided further that no person or business may require a person to consent to accepting notice in electronic form as a condition of establishing any business relationship or engaging in any transaction;
- C. Telephone notification, provided that a log of each telephone notification is kept by the Town; or
- D. Substitute notice, if the Town demonstrates to the State Attorney General that the cost of providing notice would exceed \$250,000 or that the number of individuals to be notified exceeds

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500,000, or the Town does not have sufficient contact information. Substitute notice must include all of the following:

- (1) E-mail notice when the Town has an e-mail address for the subject persons, except if the breached information includes an e-mail address in combination with a password or security question and answer that would permit access to the online account, in which case the Town shall instead provide clear and conspicuous notice delivered to the consumer online when the consumer is connected to the online account from an internet protocol address or from an online location which the Town knows the consumer customarily uses to access the online account;
- (2) Conspicuous posting of the notice on the Town's website page, if the Town maintains one; and
- (3) Notification to major state-wide media.

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

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

OPERATIONAL MATTERS PUBLIC COMMENTS

The following public comments were offered regarding Operational Matters:

Michael Slade, of Trailwood Circle, said public comments should come after Board discussion of agenda items, not before.

Kendra Evans, of Meadow Cove Road, stated that this is National Composting week and asked about Town composting initiatives, including for events such as Paddle-and-Pour and the Food Truck Fest. The Supervisor noted that the terms of the bid award to be voted on are fully consistent with present and future composting plans. He noted that the Town has had a composting program in full operation for more than a year at the Community Center, the principal generator of compostables among Town facilities. He referred to the Town's "zero-waste" procedures already in place for the Town events.

BID AWARDED FOR REFUSE AND RECYCLING SERVICES AT TOWN FACILITIES

Commissioner Schenkel reviewed the bids received for the Refuse and Recycling Services at Town Facilities, recommending that the Board award the bid to Seyrek Sealers and Maintenance. Thereafter, Councilmember Townsend moved to award the bid for refuse and recycling services at Town facilities to Seyrek Sealers and Maintenance, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

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RESOLVED, that based on the recommendation of the Commissioner of Public Works, Town Board awards the Refuse and Recycling Services for Town Facilities bid to Seyrek Sealers and Maintenance as the lowest responsible bid for a period of two (2) years for an amount of \$21,677.00 per year; and be it further

RESOLVED, that the Town Supervisor is authorized to sign the contract.

BID DATE SET FOR REMOVAL OF DIGESTER TANKS APPROVED

Commissioner Schenkel reviewed and explained the Digester Tanks and their past use and need now for their removal from the Parks Department Facility. After some discussion and clarification regarding the bid date opening and the awarding of the bid, Supervisor Smith moved to set a bid date for the removal of the digester tanks, seconded by Deputy Supervisor Munzinger, and voted on by member as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board sets a bid opening date for 11:00 A.M. on May 21, 2020, for Digester Tank Removal Project.

BID AWARDED FOR BUNDLED AND CONTAINERIZED YARD DEBRIS COLLECTION

Following a brief explanation of this bid award, a Resolution to award the bid for bundled and containerized yard debris collection to Seyrek Sealers and Maintenance was offered by Councilmember Townsend, 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 Town Board award the 2020-2021 Pick-up of Bundled and Containerized Yard Debris bid to Seyrek Sealers and Maintenance, at a per ton rate of \$140.95 for a two (2) year contract from the time of execution through December 10, 2021; and be it further

RESOLVED, that Town Board authorizes the Supervisor to sign the contract.

RECREATION MATTERS

PUBLIC COMMENT

No public comments were offered regarding any Agenda item under Recreational Matters.

SUMMER 2020 RECREATION PROGRAMS APPROVED

Supervisor Smith introduced the Summer 2020 Recreation Programs for approval, with the caveat that these are the programs proposed, only if, indeed, we go forward with, and are permitted to go forward with, as summer recreation programs. Supervisor Smith offered additional information from his meeting with the Supervisors, County Executive and County Health Commissioner Dr. Mendoza, noting that a special task force is being put together with nominated recreation directors to work with Dr. Mendoza's advice on the common protocol to be used if the programs do open and to be done on a countywide basis, and that all the towns agree they will be working in tandem with each other and following the recommendations of this task force.

Councilmember Townsend recommended that whatever the Town does in moving forward with programs, she strongly encourages the Town to focus their attention first on the summer fun camp and adventure camps, in an effort to accommodate families who rely on these camps in the summer, to provide child care to enable them to actively return to work while their children attend the camp, as a quality affordable child care. Supervisor Smith agreed that this is high on our priority list.

Following discussion regarding virtual programs, a Resolution was offered to approve the Summer 2020 programs by Deputy Supervisor Munzinger, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

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The Resolution was declared carried as follows:

RESOLVED, that the Town Board approves the Recreation Department's 2020 summer programs and authorize the Town Supervisor to sign instructor contracts as required.

PERSONNEL MATTERS

PUBLIC COMMENT

Michael Slade, of Trailwood Circle, said the Town should have published the Hiring Resolution for public comment. Councilmember Beckford, Councilmember Townsend and Supervisor Smith advised Mr. Slade that the Town did publish the resolution.

The Supervisor noted that all resolutions for items on the Agenda for each Town Board meeting normally are published on the Town website on the fifth day prior to each meeting, as was this hiring resolution.

HIRING RECOMMENDATIONS APPROVED

A Resolution to approve the hiring recommendations was offered by Deputy Supervisor Munzinger, seconded by Supervisor Smith, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The following Resolutions were declared carried as follows:

RESOLVED, that the Town Board approves the recommended new hires for the following employees:

Name	Dept	Position	Rate	Date of Hire
Cole Wallman	Parks	Seasonal Laborer	\$13.00/hr	05/05/2020
Koby Wallman	Sewer	Seasonal Laborer (Rehire)	\$13.00/hr	05/11/2020
Andrew Diekmann	Parks	Seasonal Laborer	\$13.00/hr	05/13/2020
Kyle Wallman	Sewer	Seasonal Laborer (Rehire)	\$13.00/hr	05/18/2020

OTHER BUSINESS

INTERMUNICIPAL AGREEMENT WITH TOWN OF BRIGHTON APPROVED

Commissioner Schenkel explained that the Pittsford School District's fueling station, that the Town uses by agreement with the District, will be closed for approximately two to three weeks for maintenance. The Town has arranged to use Brighton's fueling station in the interim and presented to the Board a form of intermunicipal agreement with the Town of Brighton for this purpose.

PUBLIC COMMENT

No members of the public offered any comment. o

Following brief discussion, a Resolution to approve the Agreement with the Town of Brighton for use of their fuel dispensary was offered by Councilmember Townsend, 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 Town Board authorizes the Town Supervisor to execute an Intermunicipal Agreement with the Town of Brighton for the temporary use of their fueling facilities.

ECONOMIC RE-OPENING OF PITTSFORD BUSINESSES/NATIONAL SURVEY INFORMATION

Councilmember Townsend referred to the re-opening of businesses in Pittsford and referred to a survey published by the National Main Street Center, a subsidiary of the National Trust for Historic Preservation focused on small business. She suggested some of the information could be helpful to businesses here in Pittsford and to the

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Town, as business reopens, noting the survey identified some of the impacts, risks and assistance that may be available; the report offers suggestions on how to re-open and support these businesses. She will provide the survey report to other Board members for their review and thoughts about appropriate action, possibly including a task force to work with the village and businesses on reopening.

Supervisor Smith noted that he would raise the matter of the survey and potential actions regarding reopening with the Board of Directors of the Chamber of Commerce at its meeting next week.

OTHER BUSINESS

Councilmember Koshykar thanked the Supervisor for arranging for contemporaneous comments from off-site viewers during the Zoom meetings and asked how the staff is doing during this pandemic. Supervisor Smith indicated that no one from the Town has contracted the virus. The Supervisor has asked each member of senior staff to propose a plan for reopening their department, stating that when we do start to re-open, most likely it will be done in phases.

Councilmember Beckford also expressed appreciation for contemporaneous comments from off-site viewers during Zoom meetings. He asked that the Finance Director weigh-in on the financial situation created by the pandemic. Finance Director Duane responded that he is watching this closely, and, as he has previously noted, we have lost revenues normally generated by the Recreation Department, but that expenses on that end are down also. He needs more information from the Governor's office regarding the state budget and sales tax collection to evaluate the situation more closely.

Supervisor Smith reminded residents to please observe the sensible COVID-19 guidelines –social distancing of 6 feet and wearing the mask when you can't maintain distance – for the safety of everyone.

PUBLIC COMMENTS

General comments opened with Michael Slade, of Trailwood Circle, stating that the Town had said that comments submitted by e-mail would be read aloud at this general public comment portion of the meeting and that no comments had been read. The Town Clerk noted that we are not finished with this section of the meeting and her plan is to read e-mail comments after all live comments are made.

Mr. Slade asked about public interaction with Town offices and where voting will take place in June.

Supervisor Smith noted that the Town has continued operating with our day-to-day business – working with the public by answering comments, inquiries and requests, that Town Hall hears from members of the public every day and responds and works on issues raised by communications from residents every day; he noted that only a tiny fraction of residents wait until Town Board meetings to communicate a need or request to the Town, when they can do it at any hour of every day, which is why the Supervisor's Office and the other Departments are in communication with our residents every day and often at all hours. As to voting arrangements, the Supervisor noted that such decisions are made not by the Town but by the County Board of Elections; that the Town provides logistic support for voting places chosen by the Board of Elections.

Kit Briggs, of Greylock Ridge, also inquired about plans for voting in the coming primary election and about Absentee Ballots. Supervisor Smith noted that the Town will carry out the recommendations and requirements of the State and the Board of Elections regarding voting sites and absentee ballot availability. Councilmember Townsend noted that because the vote in June is for party primaries, the Town cannot get involved beyond the forms of support already discussed. Attorney Koegel agrees that we cannot get involved in partisan elections. Attorney Koegel defers to the Election Commissioner for any answers on procedure regarding elections.

John Sussman, of Sturbridge Lane, expressed appreciation that the Zoom meetings now accommodate contemporaneous public comments via Zoom. The Supervisor indicated that the Town intends, by one method or another, to provide for contemporaneous comments from residents viewing Board meetings remotely once live Board meetings resume and simultaneous broadcasting of the meetings begins.

Kendra Evans, of Meadow Cove Road, asked if residents would be notified of new polling sites and absentee balloting provisions. Supervisor Smith reiterated that such voter notification is always done by the Board of Elections.

Minutes of the Town Board for May 5, 2020

The following comments were submitted by email and read by the Town Clerk.

Michael Slade, of Trailwood Circle, disapproves of arrangements for submitting public comments for Town Board meetings, saying that people watching from off-site should be able to comment during the meetings, not just before.

Ron Bajorek, of Monroe Avenue, supports Supervisor Smith in making sure that public comments in Pittsford Town Board meetings are made by actual Pittsford residents; he called "ridiculous" the Board's discussion at its last meeting about the methods available for commenting, given that no public comments were submitted for that meeting. He criticized Councilmember Beckford for supporting the state Bail Reform Law and opposing reforms to it.

Alex Benoit, of South Main Street, commented that Councilmember Beckford misled people at the last meeting by criticizing Supervisor Smith for verifying that public comments come from Pittsford residents, noting that Councilmember Beckford filled Town Hall with non-residents in a meeting last year to influence a vote by the Board; he thanked Supervisor Smith for standing up for Pittsford residents.

Michael Slade, of Trailwood Circle, approves of the Town arranging for comments during Town Board meetings from off-site viewers and encouraged continuing the same once live meetings resume. He said that written public comments should be attached to the meeting agenda.

As there was no further business, the Supervisor adjourned the meeting at 7:12 P.M.

Respectfully submitted,

Linda M. Dillon
Town Clerk

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
84 LUMBER COMPANY	PJS	146991	0603594489	4X4X12 PRESSURE TREATED WOOD	88.80
				VENDOR TOTAL	88.80
ACTION TELEPHONE EXCHANGE	PJS	146824	198004282020	AFTER HOURS ANSWERING SERVICE	149.83
				VENDOR TOTAL	149.83
ADAMS LECLAIR LLP	GJD	146939	43105	ASSESSMENT ATTY SRVS: GIANNINY PROP.	120.00
	GJD	146939	43106	ASSESSMENT ATTY SRVS: GEN SERVS	120.00
	GJD	146939	43104	ASSESSMENT ATTY SRVS: CNB	180.00
				VENDOR TOTAL	420.00
ADOLPH KIEFER AND ASSOCIATES LLC	JRH	147038	INV981716	AQUATICS PROGRAM SUPPLIES	343.15
				VENDOR TOTAL	343.15
ALLIANCE DOOR & HARDWARE	PJS	146843	219980	REPAIR DOOR 5	209.00
				VENDOR TOTAL	209.00
AMERICAN EQUIPMENT LLC	PJS	146956	65938-01	EXCAVATOR RENTAL	3,780.00
	PJS	146989	67556	BELTS FOR EXCAVATOR	44.63
				VENDOR TOTAL	3,824.63
APPLIED MAINTENANCE SUPPLIES & SOLUTIONS	PJS	147021	7018881647	GLOVES,TOWELS	649.86
	PJS	146854	7018785442	REFILL LINERS	16.52
				VENDOR TOTAL	666.38
BAND PARTS PLUS	PJS	146966	757382	TUBING BENDER	27.58
	PJS	147017	757894	FREON TANK	105.00

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
BAND PARTS PLUS	PJS	147017	757900	FREON TANK	44.88
	PJS	147017	757902	CREDIT	-9.84
	PJS	146998	756386	DIESEL ADDITIVE	10.99
	PJS	146842	750413	OIL/AIR FILTERS	26.45
	PJS	146847	756698	BRAKES 418	561.97
					VENDOR TOTAL
BENEFIT RESOURCE INC	GJD	146918	467386	MONTHLY FSA ADMIN FEES	141.75
					VENDOR TOTAL
BONADIO & CO., LLP	GJD	146873	BN234949	FY19 AUDIT SERVICES	2,000.00
					VENDOR TOTAL
CASELLA WASTE MANAGEMENT OF N.Y., INC.	PJS	146959	355446	PSD 4 YD DUMPSTER MONTHLY SERVICE	146.06
	PJS	146947	354433	HIGHWAY DISPOSAL	260.96
	PJS	146947	354434	HIGHWAY DISPOSAL	95.50
	PJS	146947	354435	SCC DISPOSAL	227.10
	PJS	146947	354436	KINGS BEND DISPOSAL	178.13
	PJS	146947	354437	LIBRARY DISPOSAL	716.40
	PJS	146947	354432	PARKS DISPOSAL	352.39
					VENDOR TOTAL
CASTLE BRANCH INC	GJD	146793	0741166-IN	EMPLOYEE SCREENING	105.00
					VENDOR TOTAL
CCP INDUSTRIES INC	PJS	146902	IN02524048	SAFETY SUPPLIES BUILDING MAINTENANCE	182.04
					VENDOR TOTAL
CHASE CARD SERVICES	GJD	146978	1000027978	KEYPAD PROTECTIVE COVERS	621.35

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	621.35
CLINE	GJD	146920	2020-5	EXPENSE REIMBURSEMENT	29.02
				VENDOR TOTAL	29.02
COLONY HARDWARE CORP.	PJS	146907	530596-2005	HOSES	84.66
				VENDOR TOTAL	84.66
COMPUTER SYSTEMS ASSET DISPOSAL, LLC	JB	146899	042120JB-1	HP ELITEBOOK 755 G3 AMD 8/128 NO OS	992.00
				VENDOR TOTAL	992.00
COOK BROTHERS TRUCK PARTS.	PJS	147005	1122304	GLAD HAND #464/SOCKETS	31.89
				VENDOR TOTAL	31.89
COOLEY GROUP, INC.	JRH	147037	634993	LASER REFUND CHECKS REC	304.18
				VENDOR TOTAL	304.18
CROSMAN SEED CORP	PJS	146960	8992	SEED AND PENMULCH	262.50
	PJS	146879	8976	GRASS SEED	219.00
				VENDOR TOTAL	481.50
CROSSROADS HIGHWAY SUPPLY	PJS	146982	20201	THERMOPLASTIC MANHOLE COVER	210.00
				VENDOR TOTAL	210.00
CROWN CASTLE INTERNATIONAL CORP.	JB	146954	597558	FIBER SERVICE #S120274	871.79

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	871.79
CYNCON EQUIPMENT INC.	PJS	146986	83230	SWEEPER PARTS	356.00
	PJS	146969	83288	AIR VALVE	614.00
	PJS	146851	83205	SWEEPER PARTS	668.30
				VENDOR TOTAL	1,638.30
D.J.M. EQUIPMENT, INC. BOBCAT OF THE FINGER LAKE	PJS	146887	01-123531	SCAG PARTS	11.03
				VENDOR TOTAL	11.03
DEBBIE SUPPLY INC	PJS	146963	643551	ROPE	34.15
	PJS	146968	643278	SIGN MATERIAL	17.44
	PJS	146819	643165	GASKET GOOP	14.38
				VENDOR TOTAL	65.97
DEL 3750 MONROE AVENUE ASSOCIATES LLC	GJD	146915	PITTS-COUR: 6/20	COURT RENT: JUNE 2020	8,952.45
				VENDOR TOTAL	8,952.45
DELL MARKETING L.P.	JB	146919	10389422090	DELL LATITUDE 5500 LAPTOP W/ACCESSORIES	18,201.82
				VENDOR TOTAL	18,201.82
DEMOCRAT & CHRONICLE	GJD	146917	DC1187406: 6/20	SUBSCRIPTION RENEWAL: 6/1-6/30/20	45.00
				VENDOR TOTAL	45.00
DOLOMITE PRODUCTS CO INC	PJS	146957	937079	CR-1	249.33
	PJS	147034	937843	CR-2 ARLINGTON	521.54
	PJS	147031	937734	#2 CRUSHER RUN HAULED	5,018.69

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
DOLOMITE PRODUCTS CO INC	PJS	147031	937715	#2 CRUSHER RUN HAULED	2,382.65
	PJS	147031	937847	#2 CRUSHER RUN HAULED	23,755.80
				VENDOR TOTAL	31,928.01
DUKE COMPANY	PJS	146970	001441262	CONCRETE DYE	106.00
	PJS	146995	001441928	CONCRETE BONDING AGENT	38.20
				VENDOR TOTAL	144.20
EDWARDS TREE & LANDSCAPE	PJS	147043	1803	TREE WORK	750.00
	PJS	147044	1804	TREE WORK	950.00
				VENDOR TOTAL	1,700.00
ENVISIONWARE, INC.	JB	146813	INV-US-47568	COPIER CABLE, OVERLAY, PROF SERVICES	150.00
				VENDOR TOTAL	150.00
EXODUS EXTERMINATING INC	PJS	146955	219570	EXTERMINATING - HIGHWAY	211.25
	PJS	146955	219013	EXTERMINATING- PSD	309.00
	PJS	146955	219565	EXTERMINATING - KINGS BEND	309.00
	PJS	146955	219022	EXTERMINATING -MILE POST	255.25
	PJS	146955	219572	EXTERMINATING - JEFFERSON ROAD BARN	245.00
	PJS	146955	219571	EXTERMINATING - THORNELL FARM PARK	175.00
	PJS	146832	219379	EXTERIOR EXTERMINATION SERVICES - SPRING	350.00
				VENDOR TOTAL	1,854.50
FAIRPORT CHILDREN'S THEATER	JRH	147029	052020/ROCHA	EDWARD ROCHA THEATER INSTRUCTOR PAYMENT	1,414.00
				VENDOR TOTAL	1,414.00
FLEET PRIDE	PJS	147011	50725913	CODE READER	329.00
	PJS	146990	511007081	AIR CHAMBER	61.24

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
					VENDOR TOTAL 390.24
FREEDOM FLAG CO.	PJS	146912	TPPK050720	FLAG	70.00
					VENDOR TOTAL 70.00
FREITAG	PJS	146951	ELASTIC 2	ELASTIC	18.88
	PJS	146951	CLIPS	CLIPS	12.50
	PJS	146951	ELASTIC 1	ELASTIC + SHIPPING	47.49
					VENDOR TOTAL 78.87
FSI SYSTEMS, INC.	PJS	146906	8857	PUMP STATION MONITORING	59.90
					VENDOR TOTAL 59.90
GENERAL WELDING AND FABRICATION	PJS	146952	29197	SNOW SHOVELS AND SUPPLIES	265.45
					VENDOR TOTAL 265.45
GRIFFITH ENERGY	PJS	147019	608749	315.1 BULK	267.58
	PJS	147019	608748	213.1 CHIP	180.96
	PJS	146985	608669	200 CHIP	344.68
	PJS	146985	608670	277.4 BULK	239.04
	PJS	146840	609310	363 CHIPPER	421.70
	PJS	146840	609311	290 BULK	336.89
	PJS	146840	599839	239.9 BULK	252.90
	PJS	146840	58610	CREDIT	-106.64
					VENDOR TOTAL 1,937.11
HANSON AGGREGATES NEW YORK LLC	PJS	146820	601655	CONCRETE	386.00

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	386.00
HARRIS BEACH PLLC	GJD	147032	2366305	OUTSIDE ATTORNEY SERVICES	425.00
	GJD	147032	2372923	OUTSIDE ATTORNEY SERVICES	2,076.00
				VENDOR TOTAL	2,501.00
HAUN WELDING SUPPLY, INC.	PJS	147028	6953029	TIPS FOR WELDER	133.42
	PJS	146984	6928587	WELDER AND HELMETS	209.00
	PJS	146992	6928587	WELDER AND HELMETS	2,708.00
	PJS	147000	6928577	2 WELDING CARTS	978.00
				VENDOR TOTAL	4,028.42
HD SUPPLY CONSTRUCTION SUPPLY, LTD	PJS	146865	50012833965	GEO GRID	2,950.00
				VENDOR TOTAL	2,950.00
HERZOG	JRH	146925	87	SENIORS LINE DANCE MARCH 2020 HERZOG	140.00
				VENDOR TOTAL	140.00
HICKEY FREEMAN TAILORED CLOTHING	PJS	147051	04361	CLOTH MASKS	1,250.00
				VENDOR TOTAL	1,250.00
HILLYARD, INC.	PJS	146922	603873807	AIR FRESHENER DISPENSERS	85.61
	PJS	146924	603873805	HAND SANITIZER	227.24
	PJS	146949	603875349	WHITE PAPER TOWELS	80.22
	PJS	146805	603846519	CLEANING SUPPLIES / ALL BUILDINGS	3,109.25
	PJS	146805	800472947	REFUND FOR RETURNED FLOOR CLEANING SUPPL	-776.83
	PJS	146863	603810405	CLEANING AND PAPER SUPPLIES ALL BUILDING	3,705.88
	PJS	146806	603850086	CLEANING SUPPLIES	138.72
	PJS	146806	603853507	CLEANING SUPPLIES	113.62

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020**

VENDOR NAME	APPV BY	VOUCHER		DESCRIPTION	AMOUNT
		NO	INV #		
HILLYARD, INC.	PJS	146807	603834864	CLEANING AND PAPER SUPPLIES ALL BUILDING	127.30
	PJS	146808	603810406	CLEANING SUPPLIES - HAND SANITIZER	151.83
	PJS	146812	603846520	HAND SANITIZER	113.62
	PJS	146885	603855387	HAND SANITIZER	113.62
	PJS	146886	603849674	HAND SANITIZER	243.84
	PJS	146889	603862045	SANITIZER DISPENSERS	61.15
	PJS	146901	6038866800	FOAMING SANITIZER FOR STANDS - COVID19	487.68
			VENDOR TOTAL	7,982.75	
HOME DEPOT	PJS	146910	9092607	WIRE	6.78
	PJS	146961	1625868	TOOLS AND BITS	124.51
	PJS	146965	7073842	CLAMPING DEVICES	147.76
	PJS	147022	0900467	MAIL BOX	70.95
	PJS	147015	8020411	HOSE NOZZLE	9.98
	PJS	146797	5080574	FLAG STAKES	31.92
	PJS	146796	6622674	WATER AND DRAIN CLEANER	19.96
	PJS	146853	0520016	RAKES	270.71
	PJS	146856	5080573	NAILS, STRINGLINE	40.50
	PJS	146830	9091655	HARDWARE	19.92
	PJS	146884	6623959	HARDWARE FOR GUIDERAIL	282.22
	PJS	146895	0071792	DECKING AND LED LIGHT	197.33
	PJS	146894	4623137	MISC HARDWARE AND CLEANING	15.15
				VENDOR TOTAL	1,237.69
INTERNATIONAL CODE COUNCIL	PJS	146799	1001173814	ICC UPDATED CODE BOOKS	2,774.72
			VENDOR TOTAL	2,774.72	
INTERSTATE BATTERY SYSTEM	PJS	146950	326168	TORO BATTERY	39.95
			VENDOR TOTAL	39.95	
INTIVITY, INC.	PJS	146817	1652796-1	OFFICE SUPPLIES	8.38
	PJS	146802	16527960-0	OFFICE SUPPLIES	69.74

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	78.12
IRON MOUNTAIN, INC	LMD	146936	CNYV355	RECORD RETENTION 5/1/20-5/31/20	641.92
				VENDOR TOTAL	641.92
J. C. SMITH, INC.	PJS	146975	1466575	2-PALLETS CONCRETE	423.36
	PJS	146983	1464099	CONCRETE	423.36
				VENDOR TOTAL	846.72
JOHN CLIFFORD SALES	PJS	146841	795	INSPECTION #400	21.00
				VENDOR TOTAL	21.00
JOHNSON CONTROLS FIRE PROTECTION LP	PJS	146994	86745672	INSPECT BACKFLOW DEVICE KINGS BEND PARK	373.60
	PJS	146883	86718199	BACKFLOW REPAIR SCC	373.60
				VENDOR TOTAL	747.20
KLEIN STEEL SERVICE, INC	PJS	147006	1787858	STEEL FOR #453	192.01
				VENDOR TOTAL	192.01
KOVALSKY-CARR ELECTRIC SUPPLY CO., INC.	PJS	146903	S1919817.001	LED LIGHTS 2 X 2	208.00
	PJS	146881	S1923264.001	OVERLOAD CONTACTS	153.62
				VENDOR TOTAL	361.62
LAKESIDE ROLLOFF SERVICES, LLC	PJS	147041	00014115-001	DEBRIS PICK UP	814.13

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	814.13
LANDPRO EQUIPMENT, LLC	PJS	146911	1528179	PULLEY AND ARM	93.10
	PJS	146999	1543013	PULLEY	27.80
	PJS	146999	1543018	BELT	27.87
	PJS	146888	1524012	PULLEY AND ARM	49.25
				VENDOR TOTAL	198.02
LOWES CREDIT SERVICES	PJS	146798	02356	LED LIGHT FIXTURES	430.16
	PJS	146890	02483	MISC HARDWARE	92.95
				VENDOR TOTAL	523.11
M R B GROUP	PJS	147050	0033511	DUNN WOOD SEWER CONNECTION REVIEW	400.00
	PJS	147049	0034069	5611PALMYRA RD REVIEW	350.00
				VENDOR TOTAL	750.00
M&T BANK CORPORATION	LMD	146882	01012020	2020 TOWN & COUNTY RECEIPTS	2,547.10
				VENDOR TOTAL	2,547.10
M.E. SERVICES COMMUNICATION, INC.	PHD	147036	22527	SPANISH INTERPRETER FOR 3/5/2020	65.00
				VENDOR TOTAL	65.00
MACEDON EXCAVATING & PAVING INC	PJS	146971	18988	TOPSOIL	259.00
	PJS	147018	19005	TOPSOIL	129.50
				VENDOR TOTAL	388.50
MAD SCIENCE OF WESTERN NEW YORK	JRH	147030	052020/PARIKH	MAD SCIENCE INSTRUCTOR PAYMENT (ONLINE C	81.20

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	81.20
MARKERTEK	JB	146905	1510883	JVC GY-HM250U 4KCAM CAMCORDER W/STREAMIN	1,841.90
				VENDOR TOTAL	1,841.90
MAZIUK & COMPANY	PJS	146809	15691800	PADLOCKS	224.07
				VENDOR TOTAL	224.07
MCCARTHY TIRE SERVICE COMPANY OF NEW YORK, INC.	PJS	147004	47-81937	TIRES FOR SWEEPER	728.00
				VENDOR TOTAL	728.00
MESSENGER POST NEWSPAPERS	LMD	146891	87106	LEGAL NOTICE - 2020 TENTATIVE ASSESSMENT	134.71
	GJD	146996	87448	LEGAL NOTICE - PUBLIC HEARING	65.41
	LMD	146816	86622	LEGAL NOTICE - ASSESSMENTS	77.17
	LMD	146818	86617	LEGAL NOTICE- DEMO	52.81
				VENDOR TOTAL	330.10
MITCHELL	PJS	147045	04242020	EXPENSE REIMBURSEMENT	5.75
				VENDOR TOTAL	5.75
MOFFETT TURF EQUIPMENT, INC.	PJS	146913	01-269682	VENTRAC DECK PARTS	117.26
	PJS	146913	01-269703	VENTRAC DECK PARTS	33.42
	PJS	147001	01-270135	SPINDLE, PULLEY	193.94
	PJS	146880	01-269442	VENTRAC BLADES	73.77
	PJS	146880	01-269440	VENTRAC BLADES	74.60
	PJS	146880	01-269451	VENTRAC BLADES	18.90

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	511.89
MONROE COUNTY WATER	PJS	146948	3020	THORNELL FARM PARK	109.66
	PJS	146948	8687	PORT OF PITTSFORD	40.00
	PJS	146948	5346	COPPER BEACH PARK	23.00
	PJS	146948	2228	PSD	324.70
	PJS	146948	1239	REITZ PARKWAY	23.00
	PJS	146948	0574	HIGHWAY	371.93
	PJS	146948	9838	TOWN HALL	0.00
	PJS	146948	5750	SCC	223.30
	PJS	146948	8589	LIBRARY	371.93
	PJS	146948	5428	PARKS	36.06
	PJS	146948	7424	MILE POST	29.76
	PJS	146948	6106	KINGS BEND	113.23
	PJS	146948	1820	CALKINS RD / WILLARD PARK	136.70
	PJS	146948	3837	631 MARSH ROAD / GEP PARK	64.35
	PJS	146948	3048	5 BARKER ROAD / HOPKINS PARK	102.90
				VENDOR TOTAL	1,970.52
MORGAN SERVICES INC.	PJS	146977	1065714	HIGHWAY	15.54
	PJS	146977	1065715	PSD	10.80
	PJS	146977	1065713	PARKS	14.40
	PJS	146993	1066275	RUG & MOP SERVICE	107.04
	PJS	146795	1061545	PARKS RUGS	15.54
	PJS	146795	1061546	PARKS RUGS	10.80
	PJS	146795	1061544	PARKS RUGS	14.40
	PJS	146904	1062907	PARKS	14.40
	PJS	146904	1064331	PARKS	14.40
	PJS	146904	1062908	HIGHWAY	15.54
	PJS	146904	1064332	HIGHWAY	15.54
	PJS	146904	1062909	PSD	10.80
	PJS	146904	1064333	PSD	10.80
	PJS	146904	1060706	TOWN HALL	107.04
				VENDOR TOTAL	377.04

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
MORRISON EXCAVATING, INC.	PJS	147008	42042	TOPSOIL	1,025.00
	PJS	146862	42004	TOPSOIL	800.00
VENDOR TOTAL					1,825.00
MUTUAL OF OMAHA	GJD	147027	001087722990	LIFE & DISABILITY INSURANCE PREMIUM: JUN	3,078.53
VENDOR TOTAL					3,078.53
MVP HEALTH CARE	GJD	146979	000013544105	MVP GOLD PREMIUM- JUNE 2020	23,705.70
	GJD	146981	000013544122	MONTHLY HEALTH CARE BILL: JUNE 2020	148,618.33
	GJD	146980	000013553652	MVP CARVE-OUT PREMIUM FOR JUNE 2020	5,452.70
VENDOR TOTAL					177,776.73
NORTHERN SUPPLY INC	PJS	146987	083096	LOADER BLADES	690.00
	PJS	146859	082769	BLADES FOR JOHN DEERE	625.00
	PJS	146860	082764	BLADES FOR JOHN DEERE LOADER	625.00
VENDOR TOTAL					1,940.00
NYS UNEMPLOYMENT INSURANCE	GJD	146804	04-60591 7: 4/1/20	1ST QTR UNEMPLOYMENT	3,505.74
VENDOR TOTAL					3,505.74
O'DELL	PJS	146914	050820	PESTICIDE TECHNICIAN LICENSING FEE	461.21
VENDOR TOTAL					461.21
OCCUPATIONAL & ENVIRONMENTAL MEDICINE	GJD	146867	00022285-00	CDL TESTING	50.00
VENDOR TOTAL					50.00
OIL FILTER SERVICE, INC.	PJS	146967	31005	FILTERS #422	135.38

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	135.38
PAINT MASTERS	PJS	146849	200322502	PAINT FOR 439 HOOD	104.44
				VENDOR TOTAL	104.44
PAYCHEX, INC.	GJD	146871	2020043000	PAYROLL PROCESSING: APRIL	4,381.85
	GJD	146941	21763088	MONTHLY CLOCK SERVICES	100.00
	GJD	146941	21763087	MONTHLY ESR SERVICES	306.49
	GJD	146941	21763089	MONTHLY PBA / HSA SERVICES	75.00
	GJD	146872	558039	MONTHLY ONBOARDING SERVICE: MAY	100.00
				VENDOR TOTAL	4,963.34
PERINTON RV RENTALS INC.	PJS	146958	21883	SOLENOID FOR VEHICLE #224	56.15
	PJS	146846	21714-1	JACK FOR MASON TRAILER	11.29
				VENDOR TOTAL	67.44
PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC	JRH	146926	3311105819	POSTAL METER LEASE 02/28/2020-05/27/2020	104.49
				VENDOR TOTAL	104.49
PITNEY BOWES INC	LMD	146935	1015556106	POSTAGE METER SUPPLIES	26.99
	LMD	146937	1015556105	POSTAGE METER SUPPLIES	38.40
	LMD	146864	1015523114	SERVICE AGREEMENT/METER RENTAL 2/19/20-5	135.00
				VENDOR TOTAL	200.39
PITTSFORD AUTO SERVICE, INC.	PJS	146964	18749	FUEL	86.78
	PJS	146964	19004	FUEL	62.00
	PJS	146964	19057	FUEL	66.45
	PJS	147016	19256	FUEL	36.00
	PJS	146794	77668	VEHICLE INSPECTION	21.00

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
PITTSFORD AUTO SERVICE, INC.	PJS	146794	77670	VEHICLE INSPECTION	21.00
	PJS	146794	77654	VEHICLE INSPECTION	21.00
	PJS	146794	77653	VEHICLE INSPECTION	21.00
	PJS	146794	77659	VEHICLE INSPECTION	21.00
	PJS	146844	18859	FUEL	67.71
	PJS	146844	18862	FUEL	76.53
	PJS	146855	18897	FUEL FOR VEHICLES	51.89
	PJS	146855	18820	FUEL FOR VEHICLES	57.28
	PJS	146855	18817	FUEL FOR VEHICLES	67.90
	PJS	146810	18770	UNLEADED	47.35
	PJS	146831	18841	UNLEADED GAS	60.90
	PJS	146831	18880	UNLEADED GAS	67.94
	PJS	146893	18920	UNLEADED	20.36
	PJS	146893	18918	UNLEADED	62.63
	PJS	146893	19011	UNLEADED	59.71
	PJS	146893	19008	UNLEADED	45.79
	PJS	146893	19009	UNLEADED	23.28
	PJS	146893	18899	UNLEADED	70.97
	PJS	146893	18892	UNLEADED	63.35
	PJS	146897	19084	GAS / PSD	64.29
VENDOR TOTAL					1,264.11
PITTSFORD CENTRAL SCHOOLS	PJS	146946	4143-20A	DPW MONTHLY FUEL CHARGES - APRIL 2020	283.52
	PJS	146962	4142-20A	PSD DIESEL AND UNLEAD FUEL	1,259.57
	PJS	146972	4139-20A	HIGHWAY FUEL	5,178.43
	PJS	146997	4140-20A	MONTHLY PARKS FUEL USAGE	881.66
	JRH	147035	4141-20A	RECREATION GASOLINE APRIL 2020	51.04
VENDOR TOTAL					7,654.22
PITTSFORD YOUTH SERVICES INCORPORATED	GJD	146870	2979	MAY CONTRACT PAYMENT	4,805.92
VENDOR TOTAL					4,805.92
PLUG & PAY TECHNOLOGIES	JRH	146921	2020050200222836943	PITTSCHILD	15.00
	JRH	146921	2020050200222836944	PITTSREC	15.00
	JRH	146921	2020050200222836945	PITTSWEB	15.00

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020**

VENDOR NAME	APPV BY	VOUCHER		DESCRIPTION	AMOUNT
		NO	INV #		
				VENDOR TOTAL	45.00
RAVI ENGINEERING & LAND SURVEYING, P.C.	PJS	147052	25-20-029 A-02	CONSTRUCTION SURVEYING SERVICES	5,805.34
				VENDOR TOTAL	5,805.34
RAY KERHAERT'S TOWING, INC	PJS	147020	0004093	TOWING #456	285.00
				VENDOR TOTAL	285.00
RECOGNITION EXPERTS INC	PJS	146896	74258	UNIFORMS	911.55
				VENDOR TOTAL	911.55
REGIONAL INTERNATIONAL CORPORATION	PJS	147023	011143634P	MIRROR #437	98.62
	PJS	147025	011149395P	462 AIR CHAMBER	7.05
	PJS	147025	011149321P	462 AIR CHAMBER	59.36
				VENDOR TOTAL	165.03
RELIABLE ONSITE SERVICES	PJS	147014	181681883-001	PORTA POTTY FOR PSD	126.00
	PJS	146811	180113813-002	PORTA POTTY FOR PSD	111.00
				VENDOR TOTAL	237.00
ROCHESTER ASPHALT MATERIAL, INC.	PJS	146974	936730	TOWN HALL PATCH	195.60
	PJS	147007	935894	CR-1 CROSSOVERS	1,161.06
	PJS	147012	935301	CR-1 CROSSOVERS	134.11
	PJS	147033	937738	CR-1/ WASHED STONE ARLINGTON	3,711.61
				VENDOR TOTAL	5,202.38
ROCHESTER GAS & ELECTRIC	GJD	147047	17900192595	MONTHLY STREET LIGHTING PYMT	6,170.42

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
ROCHESTER GAS & ELECTRIC	GJD	147046	17900192595	PURCHASE UNEXPIRED LIFE OF NON-LED LIGHT	8,801.11
				VENDOR TOTAL	14,971.53
ROCHESTER MEDICINE, PLLC	GJD	146803	556990	EMPLOYEE SCREENINGS	943.00
				VENDOR TOTAL	943.00
ROTOLITE-ELLIOTT CORP.	PJS	146945	153938	COVID SIGNAGE	70.00
	GJD	147040	153839	COVID SOCIAL DISTANCING SIGNS	750.00
				VENDOR TOTAL	820.00
SITEONE LANDSCAPE SUPPLY , LLC	PJS	146829	99017855-001	SWING JOINT	3.78
				VENDOR TOTAL	3.78
SKYWORKS LLC	PJS	146892	1042462-0001	INSPECT LIFT	185.00
				VENDOR TOTAL	185.00
STATE COMPROLLER	GJD	146868	2636690-2020-02-01	2/20 COURT FINES & FORT.	9,881.75
				VENDOR TOTAL	9,881.75
STRONG EAP	GJD	146916	TOP0520	EAP ADMIN FEE: MAY 2020	171.86
				VENDOR TOTAL	171.86
SYNERGY GLOBAL SOLUTIONS	JB	146900	AD308503	ARCSERVE BACKUP GUEST BASED VM AGENT BUN	340.00
				VENDOR TOTAL	340.00

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
TALLMADGE TIRE SERVICE	PJS	147024	1-158128	TUBES FOR CAT	150.00
	PJS	146858	1-GS157475	TIRES	979.44
VENDOR TOTAL					1,129.44
TIME WARNER COMMUNICATION	JB	147048	138786301051820	BUSINESS CLASS DIGITAL ADAPTERS 5/17/20-	33.81
VENDOR TOTAL					33.81
TOSHIBA BUSINESS SOLUTIONS	PHD	146976	5255027	MAY COPIER BILL	2.75
	PJS	147003	5255026	TOSHIBA COPIER MAINT - PSD APRIL	9.67
	PHD	146942	5238767	MARCH & APRIL 2020 COPIER BILL	22.94
	GJD	146792	2774722	TOSHIBA COPIER FOR LIBRARY	4,638.36
VENDOR TOTAL					4,673.72
TRACEY ROAD EQUIPMENT	PJS	146845	X105049376:01	BRUSH TRUCK REPAIR	1,997.56
VENDOR TOTAL					1,997.56
ULINE INC.	PJS	146931	118945519	NITRILE GLOVES - COVID 19	523.12
	PJS	146933	117843148	GLOVES AND PAPER PRODUCTS - COVID 19	4,304.41
	PJS	146932	119358795	PAPER TOWELS	180.62
	PJS	146988	119291157	BOWLS, PLATES GLOVES, UTENSILS	692.41
	PJS	147002	119385572	DOMES LIDS FOR TRASH CANS	949.35
VENDOR TOTAL					6,649.91
UNITED RENTALS N.A., INC.	PJS	146848	180113813-002	PORTO-POTTY RENTAL	111.00
VENDOR TOTAL					111.00
VERIZON WIRELESS	PJS	147039	9854307800	MONTHLY CELL PHONE CHARGES	626.81

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	626.81
VICTOR POWER EQUIPMENT	PJS	146973	277410	SCREWS	4.90
	PJS	147026	278742	CABLE FOR LAWN MOVER	22.04
	PJS	146857	278604	FUEL CAP	31.88
				VENDOR TOTAL	58.82
VILLAGE OF PITTSFORD	GJD	146869	2636690-2020-02-01	2/20 COURT FINES & FORT.	2,360.00
				VENDOR TOTAL	2,360.00
VIOLA STORAGE	PJS	146908	31511	40' STORAGE UNIT	120.00
	PJS	146825	30618	OFFICE TRAILER FOR BLDG MAINTENANCE	290.00
				VENDOR TOTAL	410.00
W. B. MASON CO., LLC	LMD	146934	210161274	GENERAL OFFICE SUPPLIES	156.98
	LMD	146815	209827117	GENERAL OFFICE SUPPLIES	257.99
				VENDOR TOTAL	414.97
W. W. GRAINGER, INC.	PJS	146909	9522658351	DRAFTING TABLE	186.00
	PJS	146953	9520238388	HEADGEAR AND FACE SHIELDS	117.20
	PJS	147009	9515280783	FLANGES FOR SIGNS	18.72
	PJS	147009	9515280791	FLANGES FOR SIGNS	102.18
	PJS	147013	9508608362	SANDBLASTER/GLOVES	27.31
	PJS	147010	9512990491	RATCHET STRAP	71.06
	PJS	146861	9498519751	COFFEE CREAMER, COFFEE	860.50
				VENDOR TOTAL	1,382.97
WARD	GJD	147042	05212020	TIME STAMP INK CARTRIDGES	15.10

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020**

VENDOR NAME	APPV BY	VOUCHER		DESCRIPTION	AMOUNT
		NO	INV #		
				VENDOR TOTAL	15.10
WEST GROUP	GJD	146866	0842239325	WEST LAW SERVICE	268.00
				VENDOR TOTAL	268.00
WRIGHT	JRH	146923	0320	MARCH CLASSES	270.00
	JRH	146923	0120	JANUARY CLASSES	150.00
				VENDOR TOTAL	420.00
				REPORT TOTAL	389,400.11

END OF REPORT

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
ALLIED SPRING & SUSPENSION	PJS	147065	03S3876	SPRINGS	986.02
	PJS	147070	03W2441	BOLTS/PINS/ SHOP SUPPLIES	815.98
				VENDOR TOTAL	1,802.00
APPLIED MAINTENANCE SUPPLIES & SOLUTIONS	PJS	147072	7018920093	CAR BRUSHES, CUT OFF WHEELS	652.15
				VENDOR TOTAL	652.15
C & A PAVEMENT MARKING INC	PJS	147059	7935	LIBRARY PAVEMENT MARKINGS	1,475.16
	PJS	147059	7934	TOWN HALL PAVEMENT MARKINGS	952.22
				VENDOR TOTAL	2,427.38
CROSSROADS HIGHWAY SUPPLY	PJS	147078	19893	STOP SIGNS	358.00
				VENDOR TOTAL	358.00
FIDELITY SECURITY LIFE COMPANY OF NY	GJD	147057	164359145	EYE MED PREMIUM: JUNE 2020	396.73
				VENDOR TOTAL	396.73
FRONTIER COMMUNICATIONS	JB	147056	05/22/6431-052517-6	IT DEPT EMERGENCY PHONE SERVICE 5/22/20	30.37
				VENDOR TOTAL	30.37
GENERAL WELDING AND FABRICATION	PJS	147069	29547	HITCH 400	288.84
	PJS	147071	29532	LED LIGHTING	249.13
				VENDOR TOTAL	537.97
GRIFFITH ENERGY	PJS	147077	609553	136.6 CHIP	124.20
	PJS	147077	609554	223 BULK	202.75

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	326.95
HOME DEPOT	PJS	147064	89.34	WATER, SUPPLIES	89.34
				VENDOR TOTAL	89.34
KLEIN STEEL SERVICE, INC	PJS	147060	1791693	STEEL FOR EAGER BEAVER	269.92
	PJS	147061	1791694	SHEET STEEL FOR STOCK	770.98
				VENDOR TOTAL	1,040.90
M R B GROUP	GJD	147054	000000034806	ENGINEERING REVIEW FEE: OAK HILL COTTAGE	875.00
				VENDOR TOTAL	875.00
MORRISON EXCAVATING, INC.	PJS	147067	42091	TOPSOIL	400.00
				VENDOR TOTAL	400.00
PITTSFORD AUTO SERVICE, INC.	PJS	147062	19268	FUEL	32.25
				VENDOR TOTAL	32.25
RAY KERHAERT'S TOWING, INC	PJS	147079	0004105	TOWING #456	250.00
				VENDOR TOTAL	250.00
REGIONAL DISTRIBUTORS INC	PJS	147063	S1768722.002	THERMOMETERS	958.00
	PJS	147063	S1768722.001	SANITIZER, WIPES	1,085.79
				VENDOR TOTAL	2,043.79

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
REGIONAL INTERNATIONAL CORPORATION	PJS	147075	164390	#455 REPAIR	859.97
	PJS	147074	164441	#455 REPAIR	715.50
				VENDOR TOTAL	1,575.47
ROCHESTER ASPHALT MATERIAL, INC.	PJS	147080	939589	ASPHALT MANHOLES/EVERGREEN	903.79
				VENDOR TOTAL	903.79
ROCHESTER GAS & ELECTRIC	GJD	147055	17900192674	ELECT & GAS - TOWN WIDE	8,525.91
				VENDOR TOTAL	8,525.91
SAFETY - KLEEN CORP.	PJS	147073	83158216	16G PARTS WASHER	226.50
				VENDOR TOTAL	226.50
TIME WARNER COMMUNICATION	JB	147058	129319401052320	FIBER INTERNET 50MBPS & 5 STATIC IPS - 5	499.00
				VENDOR TOTAL	499.00
UNITED STATES POSTAL SERV CMRS-PB	GJD	147053	5222020	REPLENISH POSTAGE METER - 1ST FLOOR	5,000.00
				VENDOR TOTAL	5,000.00
W. W. GRAINGER, INC.	PJS	147066	9528874200	BREAKAWAYS	77.76
	PJS	147068	9529486826	PENLIGHT	37.24
	PJS	147068	9528874218	RAIN JACKETS	43.44
	PJS	147076	9529489818	RAIN JACKETS	43.44
				VENDOR TOTAL	201.88
				REPORT TOTAL	28,195.38

END OF REPORT

RESOLUTION

To: Town Board

From: Greg Duane

Date: May 22, 2020

Regarding: Surplus Inventory

For Meeting On: May 26, 2020



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. Items, which can be sold, will be sent to auction and items that are broken will be disposed of in a proper manner.

Be it resolved, that the attached list of equipment 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>
11351	1985	Lateral File	PSD	244.20	Junk
11404	1985	Lateral File	PSD	146.40	Junk
11415	1985	Office Chair	PSD	130.20	Junk
11421	1985	Drafting Stool	PSD	124.20	Junk
13806	2000	Zip Drive	IT	133.00	Junk
				\$778.00	

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2020 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0001	GENERAL FUND								
Dept 1010	TOWN BOARD								
0001	PERSONAL SERVICES	7,853.84	102,100.00	102,100.00	39,269.20	62,830.80	0.00	62,830.80	38.46
0004	CONTRACTUAL & MISC. EXPENSE	0.00	4,850.00	4,925.00	738.34	4,186.66	0.00	4,186.66	14.99
Total Dept 1010	TOWN BOARD	7,853.84	106,950.00	107,025.00	40,007.54	67,017.46	0.00	67,017.46	37.38
Dept 1110	TOWN JUSTICES								
0001	PERSONAL SERVICES	15,657.06	273,640.00	273,640.00	77,959.26	195,680.74	0.00	195,680.74	28.49
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	9,050.13	142,523.00	142,657.00	56,268.79	86,388.21	0.00	86,388.21	39.44
Total Dept 1110	TOWN JUSTICES	24,707.19	416,663.00	416,797.00	134,228.05	282,568.95	0.00	282,568.95	32.20
Dept 1220	TOWN SUPERVISOR								
0001	PERSONAL SERVICES	14,306.84	185,989.00	185,989.00	70,203.41	115,785.59	0.00	115,785.59	37.75
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	4,150.00	4,172.99	522.82	3,650.17	0.00	3,650.17	12.53
Total Dept 1220	TOWN SUPERVISOR	14,306.84	190,639.00	190,661.99	70,726.23	119,935.76	0.00	119,935.76	37.10
Dept 1230	COMMUNITY SERVICE								
0001	PERSONAL SERVICES	7,307.70	95,000.00	95,000.00	33,980.85	61,019.15	0.00	61,019.15	35.77
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	815.28	26,338.00	36,338.00	998.80	35,339.20	10,000.00	25,339.20	2.75
Total Dept 1230	COMMUNITY SERVICE	8,122.98	121,838.00	131,838.00	34,979.65	96,858.35	10,000.00	86,858.35	26.53
Dept 1310	DIRECTOR OF FINANCE								
0001	PERSONAL SERVICES	8,103.18	109,650.00	109,650.00	37,703.40	71,946.60	0.00	71,946.60	34.39
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	2,296.00	2,296.00	435.07	1,860.93	0.00	1,860.93	18.95
Total Dept 1310	DIRECTOR OF FINANCE	8,103.18	112,446.00	112,446.00	38,138.47	74,307.53	0.00	74,307.53	33.92
Dept 1320	INDEPENDENT AUDIT								
0004	CONTRACTUAL & MISC. EXPENSE	2,000.00	31,200.00	36,200.00	22,400.00	13,800.00	3,000.00	10,800.00	61.88
Total Dept 1320	INDEPENDENT AUDIT	2,000.00	31,200.00	36,200.00	22,400.00	13,800.00	3,000.00	10,800.00	61.88
Dept 1330	TAX COLLECTION								
0001	PERSONAL SERVICES	3,373.54	43,856.00	43,856.00	15,687.01	28,168.99	0.00	28,168.99	35.77
0004	CONTRACTUAL & MISC. EXPENSE	2,547.10	8,350.00	8,350.00	2,618.15	5,731.85	0.00	5,731.85	31.36
Total Dept 1330	TAX COLLECTION	5,920.64	52,206.00	52,206.00	18,305.16	33,900.84	0.00	33,900.84	35.06

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2020 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 1355	ASSESSOR								
0001	PERSONAL SERVICES	11,146.97	190,235.00	190,235.00	52,618.72	137,616.28	0.00	137,616.28	27.66
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	23.67	8,539.00	11,039.00	3,664.28	7,374.72	1,350.00	6,024.72	33.19
Total Dept 1355	ASSESSOR	11,170.64	199,274.00	201,774.00	56,283.00	145,491.00	1,350.00	144,141.00	27.89
Dept 1375	CREDIT CARD FEES								
0004	CONTRACTUAL & MISC. EXPENSE	230.80	30,000.00	30,000.00	8,234.06	21,765.94	0.00	21,765.94	27.45
Total Dept 1375	CREDIT CARD FEES	230.80	30,000.00	30,000.00	8,234.06	21,765.94	0.00	21,765.94	27.45
Dept 1410	TOWN CLERK								
0001	PERSONAL SERVICES	13,394.02	188,322.00	188,322.00	64,010.58	124,311.42	0.00	124,311.42	33.99
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	300.00	300.00	0.00	300.00	0.00	300.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	200.12	8,250.00	8,250.00	1,394.77	6,855.23	0.00	6,855.23	16.91
Total Dept 1410	TOWN CLERK	13,594.14	196,872.00	196,872.00	65,405.35	131,466.65	0.00	131,466.65	33.22
Dept 1420	ATTORNEY								
0001	PERSONAL SERVICES	3,430.78	44,600.00	44,600.00	15,953.28	28,646.72	0.00	28,646.72	35.77
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	250.00	250.00	0.00	250.00	0.00	250.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	3,189.00	16,970.00	23,354.00	8,232.71	15,121.29	5,000.00	10,121.29	35.25
Total Dept 1420	ATTORNEY	6,619.78	61,820.00	68,204.00	24,185.99	44,018.01	5,000.00	39,018.01	35.46
Dept 1430	PERSONNEL								
0001	PERSONAL SERVICES	7,077.47	92,007.00	92,007.00	32,803.00	59,204.00	0.00	59,204.00	35.65
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	4,963.34	112,595.00	113,330.00	25,132.96	88,197.04	0.00	88,197.04	22.18
Total Dept 1430	PERSONNEL	12,040.81	205,102.00	205,837.00	57,935.96	147,901.04	0.00	147,901.04	28.15
Dept 1440	ENGINEERING								
0004	CONTRACTUAL & MISC. EXPENSE	750.00	25,000.00	28,600.00	4,865.00	23,735.00	12,500.00	11,235.00	17.01
Total Dept 1440	ENGINEERING	750.00	25,000.00	28,600.00	4,865.00	23,735.00	12,500.00	11,235.00	17.01
Dept 1450	ELECTIONS								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	64,576.00	64,805.00	0.00	64,805.00	229.00	64,576.00	0.00
Total Dept 1450	ELECTIONS	0.00	64,576.00	64,805.00	0.00	64,805.00	229.00	64,576.00	0.00
Dept 1460	RECORDS MANAGEMENT								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	1,000.00	1,000.00	110.04	889.96	0.00	889.96	11.00

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Fund 0001	GENERAL FUND								
Dept 1460	RECORDS MANAGEMENT EXPENSE								
Total Dept 1460	RECORDS MANAGEMENT	0.00	1,000.00	1,000.00	110.04	889.96	0.00	889.96	11.00
Dept 1490	PUBLIC WORKS								
0001	PERSONAL SERVICES	16,097.73	225,069.00	225,069.00	75,078.77	149,990.23	0.00	149,990.23	33.36
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	1,000.00	104,500.00	103,481.67	1,018.33	0.00	1,018.33	99.03
0004	CONTRACTUAL & MISC. EXPENSE	312.77	19,320.00	19,320.00	1,705.10	17,614.90	0.00	17,614.90	8.83
Total Dept 1490	PUBLIC WORKS	16,410.50	245,389.00	348,889.00	180,265.54	168,623.46	0.00	168,623.46	51.67
Dept 1620	BUILDING								
0001	PERSONAL SERVICES	81.00	4,652.00	4,652.00	1,245.38	3,406.62	0.00	3,406.62	26.77
0004	CONTRACTUAL & MISC. EXPENSE	6,015.37	268,829.00	268,904.30	82,084.07	186,820.23	10.02	186,810.21	30.53
Total Dept 1620	BUILDING	6,096.37	273,481.00	273,556.30	83,329.45	190,226.85	10.02	190,216.83	30.46
Dept 1670	CENTRAL MAILING								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	64,300.00	64,300.00	11,787.95	52,512.05	0.00	52,512.05	18.33
Total Dept 1670	CENTRAL MAILING	0.00	64,300.00	64,300.00	11,787.95	52,512.05	0.00	52,512.05	18.33
Dept 1680	DATA PROCESSING								
0001	PERSONAL SERVICES	11,659.50	175,864.00	175,864.00	56,966.81	118,897.19	0.00	118,897.19	32.39
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	2,500.00	2,500.00	1,656.82	843.18	0.00	843.18	66.27
0004	CONTRACTUAL & MISC. EXPENSE	1,935.07	132,520.00	135,928.00	26,349.37	109,578.63	0.00	109,578.63	19.38
Total Dept 1680	DATA PROCESSING	13,594.57	310,884.00	314,292.00	84,973.00	229,319.00	0.00	229,319.00	27.04
Dept 1910	UNALLOCATED INSURANCE								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	185,000.00	185,000.00	1,361.00	183,639.00	0.00	183,639.00	0.74
Total Dept 1910	UNALLOCATED INSURANCE	0.00	185,000.00	185,000.00	1,361.00	183,639.00	0.00	183,639.00	0.74
Dept 1920	MUNICIPAL ASSOCIATION DUES								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	1,750.00	1,750.00	250.00	1,500.00	0.00	1,500.00	14.29
Total Dept 1920	MUNICIPAL ASSOCIATION DUES	0.00	1,750.00	1,750.00	250.00	1,500.00	0.00	1,500.00	14.29
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	16,500.00	16,500.00	6,549.38	9,950.62	0.00	9,950.62	39.69

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Fund 0001	GENERAL FUND								
Dept 1950	PROPERTY TAX EXPENSE								
Total Dept 1950	PROPERTY TAX	0.00	16,500.00	16,500.00	6,549.38	9,950.62	0.00	9,950.62	39.69
Dept 1989	UNCLASSIFIED								
0002	EQUIPMENT & CAPITAL OUTLAY	21,035.72	168,609.00	285,847.99	111,894.47	173,953.52	33,219.00	140,734.52	39.14
Total Dept 1989	UNCLASSIFIED	21,035.72	168,609.00	285,847.99	111,894.47	173,953.52	33,219.00	140,734.52	39.14
Dept 1990	CONTINGENCY								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	184,612.00	183,112.00	0.00	183,112.00	0.00	183,112.00	0.00
Total Dept 1990	CONTINGENCY	0.00	184,612.00	183,112.00	0.00	183,112.00	0.00	183,112.00	0.00
Dept 2620	CUSTODIAL								
0001	PERSONAL SERVICES	26,613.14	391,081.00	391,081.00	132,124.33	258,956.67	0.00	258,956.67	33.78
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	3,300.00	68,580.00	40,219.59	28,360.41	300.00	28,060.41	58.65
0004	CONTRACTUAL & MISC. EXPENSE	14,083.20	163,859.00	167,349.95	78,840.09	88,509.86	28,415.65	60,094.21	47.11
Total Dept 2620	CUSTODIAL	40,696.34	558,240.00	627,010.95	251,184.01	375,826.94	28,715.65	347,111.29	40.06
Dept 3120	CROSSING GUARDS								
0001	PERSONAL SERVICES	10,538.90	139,213.00	139,213.00	50,008.12	89,204.88	0.00	89,204.88	35.92
0004	CONTRACTUAL & MISC. EXPENSE	0.00	1,450.00	1,450.00	42.95	1,407.05	0.00	1,407.05	2.96
Total Dept 3120	CROSSING GUARDS	10,538.90	140,663.00	140,663.00	50,051.07	90,611.93	0.00	90,611.93	35.58
Dept 3310	TRAFFIC								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	13,000.00	13,000.00	13,000.00	0.00	0.00	0.00	100.00
0004	CONTRACTUAL & MISC. EXPENSE	138.34	7,800.00	9,650.00	1,452.92	8,197.08	2,103.00	6,094.08	15.06
Total Dept 3310	TRAFFIC	138.34	20,800.00	22,650.00	14,452.92	8,197.08	2,103.00	6,094.08	63.81
Dept 3510	CONTROL OF ANIMALS								
0001	PERSONAL SERVICES	4,535.38	60,800.00	60,800.00	21,231.89	39,568.11	0.00	39,568.11	34.92
0004	CONTRACTUAL & MISC. EXPENSE	52.75	9,414.00	9,414.00	354.33	9,059.67	0.00	9,059.67	3.76
Total Dept 3510	CONTROL OF ANIMALS	4,588.13	70,214.00	70,214.00	21,586.22	48,627.78	0.00	48,627.78	30.74
Dept 4210	YOUTH SERVICES								
0004	CONTRACTUAL & MISC. EXPENSE	4,805.92	57,671.00	57,671.00	24,029.60	33,641.40	0.00	33,641.40	41.67
Total Dept 4210	YOUTH SERVICES	4,805.92	57,671.00	57,671.00	24,029.60	33,641.40	0.00	33,641.40	41.67
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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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	4,132.52	53,723.00	53,723.00	19,223.81	34,499.19	0.00	34,499.19	35.78
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	1,200.00	1,200.00	1,097.80	102.20	0.00	102.20	91.48
Total Dept 5010	SUPERINTENDENT OF HIGHWAYS	4,132.52	55,423.00	55,423.00	20,321.61	35,101.39	0.00	35,101.39	36.67
Dept 5132	HIGHWAY GARAGE								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	34,500.00	34,500.00	20,590.00	13,910.00	0.00	13,910.00	59.68
0004	CONTRACTUAL & MISC. EXPENSE	1,918.64	53,928.00	54,778.00	20,648.18	34,129.82	261.77	33,868.05	37.69
Total Dept 5132	HIGHWAY GARAGE	1,918.64	88,428.00	89,278.00	41,238.18	48,039.82	261.77	47,778.05	46.19
Dept 5182	STREET LIGHTING								
0004	CONTRACTUAL & MISC. EXPENSE	10,736.40	34,600.00	45,659.96	20,262.47	25,397.49	1,619.89	23,777.60	44.38
Total Dept 5182	STREET LIGHTING	10,736.40	34,600.00	45,659.96	20,262.47	25,397.49	1,619.89	23,777.60	44.38
Dept 6410	PUBLICITY								
0001	PERSONAL SERVICES	5,322.54	69,193.00	69,193.00	24,749.85	44,443.15	0.00	44,443.15	35.77
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	108.26	42,084.00	42,084.00	566.25	41,517.75	0.00	41,517.75	1.35
Total Dept 6410	PUBLICITY	5,430.80	111,777.00	111,777.00	25,316.10	86,460.90	0.00	86,460.90	22.65
Dept 6510	VETERANS SERVICE								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	300.00	300.00	300.00	0.00	0.00	0.00	100.00
Total Dept 6510	VETERANS SERVICE	0.00	300.00	300.00	300.00	0.00	0.00	0.00	100.00
Dept 6772	PROGRAMS FOR AGING								
0001	PERSONAL SERVICES	5,499.43	165,918.00	165,918.00	44,621.16	121,296.84	0.00	121,296.84	26.89
0004	CONTRACTUAL & MISC. EXPENSE	560.00	93,790.00	96,487.12	16,752.15	79,734.97	189.99	79,544.98	17.36
Total Dept 6772	PROGRAMS FOR AGING	6,059.43	259,708.00	262,405.12	61,373.31	201,031.81	189.99	200,841.82	23.39
Dept 7020	RECREATION ADMINISTRATION								
0001	PERSONAL SERVICES	25,947.84	707,467.00	707,467.00	169,579.13	537,887.87	0.00	537,887.87	23.97
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	5,000.00	5,000.00	3,016.58	1,983.42	1,930.79	52.63	60.33
0004	CONTRACTUAL & MISC.	2,343.06	371,090.00	371,381.97	79,114.94	292,267.03	291.97	291,975.06	21.30

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Fund 0001	GENERAL FUND								
Dept 9710	SERIAL BONDS								
Dept 9710	SERIAL BONDS	0.00	104,319.00	104,319.00	0.00	104,319.00	0.00	104,319.00	0.00
Dept 9901	INTERFUND TRANSFERS								
0009	INTERFUND TRANSFERS	0.00	2,102,893.00	2,102,893.00	283,537.50	1,819,355.50	0.00	1,819,355.50	13.48
Total Dept 9901	INTERFUND TRANSFERS	0.00	2,102,893.00	2,102,893.00	283,537.50	1,819,355.50	0.00	1,819,355.50	13.48
Dept 9950	TRANSFER TO CAPITAL PROJECTS								
0009	INTERFUND TRANSFERS	0.00	200,000.00	150,000.00	9,000.00	141,000.00	0.00	141,000.00	6.00
Total Dept 9950	TRANSFER TO CAPITAL PROJECTS	0.00	200,000.00	150,000.00	9,000.00	141,000.00	0.00	141,000.00	6.00
Total Fund 0001	GENERAL FUND	437,757.06	11,140,205.00	11,431,228.19	3,117,396.28	8,313,831.91	134,128.31	8,179,703.60	27.27

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Fund 0002	PART TOWN FUND								
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	0.00	18,917.00	18,917.00	18,134.24	782.76	0.00	782.76	95.86
Total Dept 9040	WORKERS COMPENSATION	0.00	18,917.00	18,917.00	18,134.24	782.76	0.00	782.76	95.86
Dept 9045	LIFE INSURANCE								
0008	EMPLOYEE BENEFITS	23.36	325.00	325.00	137.46	187.54	0.00	187.54	42.30
Total Dept 9045	LIFE INSURANCE	23.36	325.00	325.00	137.46	187.54	0.00	187.54	42.30
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	66.79	1,100.00	1,100.00	474.39	625.61	0.00	625.61	43.13
Total Dept 9055	DISABILITY INSURANCE	66.79	1,100.00	1,100.00	474.39	625.61	0.00	625.61	43.13
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	12,946.11	133,487.00	133,487.00	82,963.36	50,523.64	0.00	50,523.64	62.15
Total Dept 9060	HOSPITALIZATION	12,946.11	133,487.00	133,487.00	82,963.36	50,523.64	0.00	50,523.64	62.15
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	57,607.88	1,323,086.00	1,330,477.02	332,706.01	997,771.01	7,151.52	990,619.49	25.01

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Fund 0003	LIBRARY FUND								
Dept 4560	PHYSICIAN								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	600.00	600.00	0.00	600.00	0.00	600.00	0.00
Total Dept 4560	PHYSICIAN	0.00	600.00	600.00	0.00	600.00	0.00	600.00	0.00
Dept 7410	LIBRARY								
0001	PERSONAL SERVICES	36,621.75	913,526.00	913,526.00	264,730.27	648,795.73	0.00	648,795.73	28.98
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	23,910.00	27,910.00	18,929.20	8,980.80	2,986.00	5,994.80	67.82
0004	CONTRACTUAL & MISC. EXPENSE	896.66	235,551.00	246,889.82	37,719.89	209,169.93	22,299.10	186,870.83	15.28
Total Dept 7410	LIBRARY	37,518.41	1,172,987.00	1,188,325.82	321,379.36	866,946.46	25,285.10	841,661.36	27.04
Dept 9010	STATE RETIREMENT								
0008	EMPLOYEE BENEFITS	0.00	90,932.00	90,932.00	20,131.92	70,800.08	0.00	70,800.08	22.14
Total Dept 9010	STATE RETIREMENT	0.00	90,932.00	90,932.00	20,131.92	70,800.08	0.00	70,800.08	22.14
Dept 9030	SOCIAL SECURITY								
0008	EMPLOYEE BENEFITS	2,707.99	69,885.00	69,885.00	21,405.18	48,479.82	0.00	48,479.82	30.63
Total Dept 9030	SOCIAL SECURITY	2,707.99	69,885.00	69,885.00	21,405.18	48,479.82	0.00	48,479.82	30.63
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	0.00	11,000.00	11,000.00	7,369.12	3,630.88	0.00	3,630.88	66.99
Total Dept 9040	WORKERS COMPENSATION	0.00	11,000.00	11,000.00	7,369.12	3,630.88	0.00	3,630.88	66.99
Dept 9045	LIFE INSURANCE								
0008	EMPLOYEE BENEFITS	20.66	350.00	350.00	129.24	220.76	0.00	220.76	36.93
Total Dept 9045	LIFE INSURANCE	20.66	350.00	350.00	129.24	220.76	0.00	220.76	36.93
Dept 9050	UNEMPLOYMENT INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
Total Dept 9050	UNEMPLOYMENT INSURANCE	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
Dept 9055	DISABILITY INSURANCE								
0008	EMPLOYEE BENEFITS	46.37	1,500.00	1,500.00	402.48	1,097.52	0.00	1,097.52	26.83
Total Dept 9055	DISABILITY INSURANCE	46.37	1,500.00	1,500.00	402.48	1,097.52	0.00	1,097.52	26.83
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	11,758.66	156,665.00	156,665.00	72,589.96	84,075.04	0.00	84,075.04	46.33
Total Dept 9060	HOSPITALIZATION	11,758.66	156,665.00	156,665.00	72,589.96	84,075.04	0.00	84,075.04	46.33
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	15.75	300.00	300.00	63.00	237.00	126.00	111.00	21.00
Total Dept 9089	MISC. EMPLOYEE BENEFITS	15.75	300.00	300.00	63.00	237.00	126.00	111.00	21.00
Total Fund 0003	LIBRARY FUND	52,067.84	1,504,719.00	1,520,057.82	443,470.26	1,076,587.56	25,411.10	1,051,176.46	29.17

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Fund 0004	HIGHWAY WHOLE TOWN FUND								
Dept 1989	UNCLASSIFIED								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	317,553.00	417,221.00	0.00	417,221.00	375,795.00	41,426.00	0.00
Total Dept 1989	UNCLASSIFIED	0.00	317,553.00	417,221.00	0.00	417,221.00	375,795.00	41,426.00	0.00
Dept 4560	PHYSICIAN								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	2,000.00	2,000.00	220.00	1,780.00	0.00	1,780.00	11.00
Total Dept 4560	PHYSICIAN	0.00	2,000.00	2,000.00	220.00	1,780.00	0.00	1,780.00	11.00
Dept 5130	MACHINERY								
0001	PERSONAL SERVICES	5,093.80	90,299.00	90,299.00	14,989.39	75,309.61	0.00	75,309.61	16.60
0002	EQUIPMENT & CAPITAL OUTLAY	4,224.00	8,700.00	8,700.00	6,215.10	2,484.90	0.00	2,484.90	71.44
0004	CONTRACTUAL & MISC. EXPENSE	3,699.35	164,700.00	168,894.06	64,355.04	104,539.02	15,060.04	89,478.98	38.10
Total Dept 5130	MACHINERY	13,017.15	263,699.00	267,893.06	85,559.53	182,333.53	15,060.04	167,273.49	31.94
Dept 5140	BRUSH & WEEDS								
0001	PERSONAL SERVICES	0.00	20,000.00	20,000.00	0.00	20,000.00	0.00	20,000.00	0.00
Total Dept 5140	BRUSH & WEEDS	0.00	20,000.00	20,000.00	0.00	20,000.00	0.00	20,000.00	0.00
Dept 5142	SNOW REMOVAL								
0001	PERSONAL SERVICES	8,935.13	884,687.00	884,687.00	594,030.96	290,656.04	0.00	290,656.04	67.15
0004	CONTRACTUAL & MISC. EXPENSE	70.95	467,350.00	468,700.58	293,923.73	174,776.85	2,345.58	172,431.27	62.71
Total Dept 5142	SNOW REMOVAL	9,006.08	1,352,037.00	1,353,387.58	887,954.69	465,432.89	2,345.58	463,087.31	65.61
Dept 9010	STATE RETIREMENT								
0008	EMPLOYEE BENEFITS	0.00	150,867.00	150,867.00	34,914.98	115,952.02	0.00	115,952.02	23.14
Total Dept 9010	STATE RETIREMENT	0.00	150,867.00	150,867.00	34,914.98	115,952.02	0.00	115,952.02	23.14
Dept 9030	SOCIAL SECURITY								
0008	EMPLOYEE BENEFITS	1,044.21	76,346.00	76,346.00	49,106.37	27,239.63	0.00	27,239.63	64.32
Total Dept 9030	SOCIAL SECURITY	1,044.21	76,346.00	76,346.00	49,106.37	27,239.63	0.00	27,239.63	64.32
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	0.00	74,500.00	74,500.00	66,039.40	8,460.60	0.00	8,460.60	88.64
Total Dept 9040	WORKERS COMPENSATION	0.00	74,500.00	74,500.00	66,039.40	8,460.60	0.00	8,460.60	88.64
Dept 9045	LIFE INSURANCE								
0008	EMPLOYEE BENEFITS	54.00	875.00	875.00	324.00	551.00	0.00	551.00	37.03
Total Dept 9045	LIFE INSURANCE	54.00	875.00	875.00	324.00	551.00	0.00	551.00	37.03
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

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2020 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 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	112.22	2,461.00	2,461.00	876.81	1,584.19	0.00	1,584.19	35.63
Total Dept 9055	DISABILITY INSURANCE	112.22	2,461.00	2,461.00	876.81	1,584.19	0.00	1,584.19	35.63
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	30,907.10	405,017.00	405,017.00	186,111.90	218,905.10	0.00	218,905.10	45.95
Total Dept 9060	HOSPITALIZATION	30,907.10	405,017.00	405,017.00	186,111.90	218,905.10	0.00	218,905.10	45.95
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	0.00	200.00	200.00	48.50	151.50	146.96	4.54	24.25
Total Dept 9089	MISC. EMPLOYEE BENEFITS	0.00	200.00	200.00	48.50	151.50	146.96	4.54	24.25
Total Fund 0004	HIGHWAY WHOLE TOWN FUND	54,140.76	2,668,555.00	2,773,767.64	1,311,156.18	1,462,611.46	393,347.58	1,069,263.88	47.27

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2020 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0005	HIGHWAY PART TOWN FUND								
Dept 4560	PHYSICIAN								
0004	CONTRACTUAL & MISC. EXPENSE	50.00	2,600.00	2,600.00	275.00	2,325.00	0.00	2,325.00	10.58
Total Dept 4560	PHYSICIAN	50.00	2,600.00	2,600.00	275.00	2,325.00	0.00	2,325.00	10.58
Dept 5110	GENERAL REPAIRS								
0001	PERSONAL SERVICES	149,123.55	1,529,083.00	1,529,083.00	190,191.25	1,338,891.75	0.00	1,338,891.75	12.44
0004	CONTRACTUAL & MISC. EXPENSE	48,160.16	1,054,598.00	1,295,797.56	91,598.42	1,204,199.14	435,562.44	768,636.70	7.07
Total Dept 5110	GENERAL REPAIRS	197,283.71	2,583,681.00	2,824,880.56	281,789.67	2,543,090.89	435,562.44	2,107,528.45	9.98
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	180,914.00	180,914.00	38,803.90	142,110.10	0.00	142,110.10	21.45
Total Dept 9010	STATE RETIREMENT	0.00	180,914.00	180,914.00	38,803.90	142,110.10	0.00	142,110.10	21.45
Dept 9030	SOCIAL SECURITY								
0008	EMPLOYEE BENEFITS	11,021.27	117,281.00	117,281.00	14,433.83	102,847.17	0.00	102,847.17	12.31
Total Dept 9030	SOCIAL SECURITY	11,021.27	117,281.00	117,281.00	14,433.83	102,847.17	0.00	102,847.17	12.31
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	0.00	219,501.00	219,501.00	152,858.10	66,642.90	0.00	66,642.90	69.64
Total Dept 9040	WORKERS COMPENSATION	0.00	219,501.00	219,501.00	152,858.10	66,642.90	0.00	66,642.90	69.64
Dept 9045	LIFE INSURANCE								
0008	EMPLOYEE BENEFITS	51.30	800.00	800.00	305.08	494.92	0.00	494.92	38.14
Total Dept 9045	LIFE INSURANCE	51.30	800.00	800.00	305.08	494.92	0.00	494.92	38.14
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
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	107.22	2,400.00	2,400.00	835.99	1,564.01	0.00	1,564.01	34.83
Total Dept 9055	DISABILITY INSURANCE	107.22	2,400.00	2,400.00	835.99	1,564.01	0.00	1,564.01	34.83
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	36,305.71	460,850.00	460,850.00	223,841.24	237,008.76	0.00	237,008.76	48.57
Total Dept 9060	HOSPITALIZATION	36,305.71	460,850.00	460,850.00	223,841.24	237,008.76	0.00	237,008.76	48.57
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	36.75	300.00	300.00	85.25	214.75	147.04	67.71	28.42

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2020 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0005	HIGHWAY PART TOWN FUND								
Dept 9089	MISC. EMPLOYEE BENEFITS								
Total Dept 9089	MISC. EMPLOYEE BENEFITS	36.75	300.00	300.00	85.25	214.75	147.04	67.71	28.42
Total Fund 0005	HIGHWAY PART TOWN FUND	244,855.96	3,767,651.00	4,008,850.56	713,228.06	3,295,622.50	435,709.48	2,859,913.02	17.79
Grand Total		846,429.50	20,404,216.00	21,064,381.23	5,917,956.79	15,146,424.44	995,747.99	14,150,676.45	28.09

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

TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2020 Period From: 1 To: 12

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0001	GENERAL FUND							
Item 1001	REAL PROPERTY TAXES	0.00	0.00	6,501,743.00	6,501,743.00	6,501,743.00	0.00	100.00
Item 1081	OTHER PYMT IN LIEU OF TAXES	0.00	0.00	10,077.00	10,077.00	10,065.48	11.52	99.89
Item 1090	INTEREST & PENALTY ON PROP TAX	51,221.58	(51,221.58)	162,000.00	162,000.00	51,221.58	110,778.42	31.62
Item 1170	FRANCHISES	420,433.04	(420,433.04)	424,000.00	424,000.00	420,433.04	3,566.96	99.16
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	30.83	(30.83)	3,500.00	3,500.00	578.05	2,921.95	16.52
Item 1550	DOG WARDEN FEES	0.00	0.00	1,000.00	1,000.00	184.00	816.00	18.40
Item 2001	CULTURE & RECREATION FEES	(57,909.00)	57,909.00	803,200.00	803,200.00	235,392.63	567,807.37	29.31
Item 2228	GIS CHARGES, OTHER GOV'T	0.00	0.00	13,352.00	13,352.00	10,014.00	3,338.00	75.00
Item 2350	YOUTH SER/OTHER GOV'T.	0.00	0.00	7,000.00	7,000.00	0.00	7,000.00	0.00
Item 2351	PROGRAMS FOR AGING - OTHER GOV'T	893.00	(893.00)	38,372.00	38,372.00	893.00	37,479.00	2.33
Item 2401	INTEREST & EARNINGS	14,293.96	(14,293.96)	108,000.00	108,000.00	43,019.75	64,980.25	39.83
Item 2410	RENTAL OF LAND	5,693.10	(5,693.10)	127,103.00	127,103.00	57,420.50	69,682.50	45.18
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	0.00	0.00	500.00	500.00	160.56	339.44	32.11
Item 2544	DOG LICENSES	976.00	(976.00)	17,000.00	17,000.00	5,311.00	11,689.00	31.24
Item 2560	STREET OPENING PERMITS	0.00	0.00	2,550.00	2,550.00	1,600.00	950.00	62.75
Item 2590	PERMITS	310.00	(310.00)	8,000.00	8,000.00	2,600.00	5,400.00	32.50
Item 2610	FINES & FORFEITED BAIL	5,825.25	(5,825.25)	75,000.00	75,000.00	17,474.50	57,525.50	23.30
Item 2660	SALE OF LAND	0.00	0.00	0.00	0.00	416,235.00	(416,235.00)	100.00
Item 2665	SALE OF EQUIPMENT	0.00	0.00	0.00	0.00	150.00	(150.00)	100.00
Item 2680	INSURANCE RECOVERIES	0.00	0.00	500.00	500.00	0.00	500.00	0.00
Item 2701	REFUND OF PRIOR YEAR EXP.	0.00	0.00	1,500.00	1,500.00	8,397.62	(6,897.62)	559.84
Item 2705	GIFTS & DONATIONS	0.00	0.00	23,100.00	23,100.00	38.00	23,062.00	0.16
Item 2770	OTHER UNCLASSIFIED REVENUES	2.05	(2.05)	22,367.00	22,367.00	3,161.57	19,205.43	14.13
Item 2801	INTERFUND REVENUES	0.00	0.00	24,000.00	24,000.00	0.00	24,000.00	0.00
Item 3001	STATE AID PER CAPITA	0.00	0.00	108,081.00	108,081.00	0.00	108,081.00	0.00
Item 3005	MORTGAGE TAX	0.00	0.00	875,000.00	875,000.00	0.00	875,000.00	0.00
Item 3040	REAL PROPERTY TAX ADMIN	0.00	0.00	0.00	0.00	774.20	(774.20)	100.00
Item 5031	INTERFUND TRANSFERS	0.00	0.00	450,000.00	450,000.00	450,000.00	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	1,323,260.00	1,614,283.19	0.00	1,614,283.19	0.00
Total Fund 0001	GENERAL FUND	441,769.81	(441,769.81)	11,140,205.00	11,431,228.19	8,236,867.48	3,194,360.71	72.06

TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2020 Period From: 1 To: 12

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0002	PART TOWN FUND							
Item 1120	SALES TAX	700,000.00	(700,000.00)	900,000.00	900,000.00	700,000.00	200,000.00	77.78
Item 1560	SAFETY INSPECTION FEES	0.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
Item 1570	DEMOLITION PERMITS	0.00	0.00	750.00	750.00	200.00	550.00	26.67
Item 2110	ZONING FEES	0.00	0.00	2,500.00	2,500.00	538.00	1,962.00	21.52
Item 2115	PLANNING BOARD FEES	0.00	0.00	11,000.00	11,000.00	925.00	10,075.00	8.41
Item 2401	INTEREST & EARNINGS	19.75	(19.75)	14,000.00	14,000.00	3,988.45	10,011.55	28.49
Item 2545	LICENSES, OTHER	0.00	0.00	3,000.00	3,000.00	1,725.00	1,275.00	57.50
Item 2550	PERMITS - CERT. OF OCCUPANCY	0.00	0.00	3,000.00	3,000.00	1,005.75	1,994.25	33.53
Item 2555	BUILDING & ALTERATION PERMITS	1,803.80	(1,803.80)	90,500.00	90,500.00	23,037.50	67,462.50	25.46
Item 2590	PERMITS	0.00	0.00	3,000.00	3,000.00	260.00	2,740.00	8.67
Item 2591	FIRE ALARM PERMITS	140.00	(140.00)	1,000.00	1,000.00	4,160.00	(3,160.00)	416.00
Item 2701	REFUND OF PRIOR YEAR EXP.	0.00	0.00	0.00	0.00	555.14	(555.14)	100.00
Item 2770	OTHER UNCLASSIFIED REVENUES	0.00	0.00	0.00	0.00	0.29	(0.29)	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	284,336.00	291,727.02	0.00	291,727.02	0.00
Total Fund 0002	PART TOWN FUND	701,963.55	(701,963.55)	1,323,086.00	1,330,477.02	736,395.13	594,081.89	55.35

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Report Date: 05/21/2020

Account Table: FUND 1-5

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TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2020 Period From: 1 To: 12

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Prepared By: GREG

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0003	LIBRARY FUND							
Item 1001	REAL PROPERTY TAXES	0.00	0.00	1,353,119.00	1,353,119.00	1,353,119.00	0.00	100.00
Item 2080	COPIER FEES	0.00	0.00	1,600.00	1,600.00	236.14	1,363.86	14.76
Item 2081	COLLECTION FEES	0.00	0.00	1,000.00	1,000.00	135.90	864.10	13.59
Item 2082	LIBRARY FINES	0.00	0.00	55,000.00	55,000.00	9,767.75	45,232.25	17.76
Item 2083	PRINTING REVENUE	0.00	0.00	5,500.00	5,500.00	1,118.10	4,381.90	20.33
Item 2401	INTEREST & EARNINGS	3,277.64	(3,277.64)	13,500.00	13,500.00	5,570.64	7,929.36	41.26
Item 2701	REFUND OF PRIOR YEAR EXP.	0.00	0.00	0.00	0.00	128.86	(128.86)	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	75,000.00	90,338.82	0.00	90,338.82	0.00
Total Fund 0003	LIBRARY FUND	3,277.64	(3,277.64)	1,504,719.00	1,520,057.82	1,370,076.39	149,981.43	90.13

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Revenue Control Report

Fiscal Year: 2020 Period From: 1 To: 12

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		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0004	HIGHWAY WHOLE TOWN FUND							
Item 1001	REAL PROPERTY TAXES	0.00	0.00	1,714,055.00	1,714,055.00	1,714,055.00	0.00	100.00
Item 2300	SERVICE - OTHER GOV'T.	0.00	0.00	488,000.00	488,000.00	203,603.43	284,396.57	41.72
Item 2401	INTEREST & EARNINGS	2,418.73	(2,418.73)	40,000.00	40,000.00	10,498.36	29,501.64	26.25
Item 2650	SALE OF SCRAP & EXCESS	0.00	0.00	1,500.00	1,500.00	840.10	659.90	56.01
Item 2701	REFUND OF PRIOR YEAR EXP.	0.00	0.00	0.00	0.00	343.63	(343.63)	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	425,000.00	530,212.64	0.00	530,212.64	0.00
Total Fund 0004	HIGHWAY WHOLE TOWN FUND	2,418.73	(2,418.73)	2,668,555.00	2,773,767.64	1,929,340.52	844,427.12	69.56

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TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2020 Period From: 1 To: 12

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Prepared By: GREG

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0005	HIGHWAY PART TOWN FUND							
Item 1001	REAL PROPERTY TAXES	0.00	0.00	593,327.00	593,327.00	593,327.00	0.00	100.00
Item 1120	SALES TAX	253,044.07	(253,044.07)	2,408,000.00	2,408,000.00	253,044.07	2,154,955.93	10.51
Item 2300	SERVICE - OTHER GOV'T.	0.00	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00
Item 2401	INTEREST & EARNINGS	3,157.79	(3,157.79)	40,000.00	40,000.00	12,428.96	27,571.04	31.07
Item 2701	REFUND OF PRIOR YEAR EXP.	0.00	0.00	0.00	0.00	300.68	(300.68)	100.00
Item 3501	CHIPS PROGRAM	0.00	0.00	171,324.00	171,324.00	0.00	171,324.00	0.00
Item 5999	APPROP FD BALANCE	0.00	0.00	550,000.00	791,199.56	0.00	791,199.56	0.00
Total Fund 0005	HIGHWAY PART TOWN FUND	256,201.86	(256,201.86)	3,767,651.00	4,008,850.56	859,100.71	3,149,749.85	21.43
Grand Total		1,405,631.59	(1,405,631.59)	20,404,216.00	21,064,381.23	13,131,780.23	7,932,601.00	62.34

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

PREPAID ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT	
CHASE CARD SERVICES	GJD	146790	1667962124	GODADDY: STANDARD UCC SSL UP TO 10 RENEW	499.98	
	GJD	146791	1668553661	GODADDY: STANDARD SSL RENEWAL-2 YEARS-T	198.98	
	GJD	146898	INV18158274	ZOOM STANDARD BIZ & WEBINAR 100 MONTHLY	239.90	
					VENDOR TOTAL	938.86
CONSTELLATION NEW ENERGY, INC.	PJS	146875	17305751401	KINGS BEND PARK	110.05	
	PJS	146875	17308296001	PARKS	132.94	
	PJS	146875	17308294701	SCC	1,778.98	
	PJS	146875	17324529201	MILE POST	4.07	
	PJS	146875	17305750401	KINGS BEND PARK	7.04	
	PJS	146875	17283295201	631 MARSH RD	0.48	
	PJS	146875	17283294701	625 MARSH RD	15.69	
	PJS	146876	17305820201	1 PARK ROAD	131.59	
	PJS	146876	17324545101	BRICKSTON DR	4.11	
	PJS	146876	17315617201	3950 EAST AVE KNOWLTON	0.00	
	PJS	146876	17272811101	DOWNING DRIVE	0.13	
	PJS	146876	17283296101	529 MARSH RD	36.45	
	PJS	146876	17324549401	20 POINCIANA DRIVE	2.58	
	PJS	146876	17315598101	5 DUNNEWOOD CT	85.96	
	PJS	146876	17305814901	PITTSFORD MANOR LANE	66.27	
	PJS	146938	17357083201	500 MENDON ROAD / THORNELL PARK	133.78	
	PJS	146938	17335906301	22 NORTH MAIN ST / POP	14.06	
	PJS	146938	17339291901	60 GOLF AVE / HIGHWAY	536.44	
	PJS	146938	17335924801	TOWN HALL	769.52	
	GJD	146940	17349873801	STREET LIGHTING: TOWN @ LARGE	135.51	
	GJD	146940	17349813501	STREET LIGHTING: 1-2 POLE DIST	97.41	
	GJD	146940	17349904601	STREET LIGHTING: 3-6 POLE DIST	92.90	
	GJD	146940	17349823701	STREET LIGHTING: 7 OR MORE POLE DIST	178.20	
	GJD	146940	17349884201	STREET LIGHTING: POLE MAINT DIST	19.07	
	GJD	146940	17351182001	STREET LIGHTING: STONETOWN DIST	27.67	
	PJS	146943	17339236301	LEHIGH STATION	98.41	
	PJS	146943	17357128401	REITZ PARKWAY	219.37	
	PJS	146943	17339278701	CANDLEWOOD DRIVE	15.18	
	PJS	146943	17339237401	GREYTHORNE HILL17335924201	62.89	
	PJS	146943	17335924201	4358 EAST AVE	0.00	
					VENDOR TOTAL	4,776.75

**PREPAID ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020**

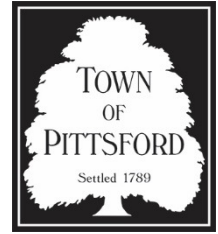
VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
DIRECT ENERGY BUSINESS MARKETING, LLC	PJS	146944	HS01832192	DIRECT ENERGY TOWN WIDE AND PUMP STATION	1,331.05
				VENDOR TOTAL	1,331.05
EXCELLUS	GJD	146821	55086-0001: 5/20	DENTAL ADMIN FEES: GEN ADMIN	48.18
	GJD	146821	55086-0002: 5/20	DENTAL ADMIN FEES: GOV SERVICES	65.70
	GJD	146821	55086-0003: 5/20	DENTAL ADMIN FEES: BLDG MAINT	43.80
	GJD	146821	55086-0004: 5/20	DENTAL ADMIN FEES: DPW ADMIN	17.52
	GJD	146821	55086-0005: 5/20	DENTAL ADMIN FEES: IT	13.14
	GJD	146821	55086-0006: 5/20	DENTAL ADMIN FEES: RECREATION	43.80
	GJD	146821	55086-0007: 5/20	DENTAL ADMIN FEES: PARKS	56.94
	GJD	146821	55086-0008: 5/20	DENTAL ADMIN FEES: P & Z	52.56
	GJD	146821	55086-0009: 5/20	DENTAL ADMIN FEES: GIS	4.38
	GJD	146821	55086-0010: 5/20	DENTAL ADMIN FEES: LIBRARY	52.56
	GJD	146821	55086-0011: 5/20	DENTAL ADMIN FEES: HWY MECHANICS	13.14
	GJD	146821	55086-0012: 5/20	DENTAL ADMIN FEES: HWY	293.46
	GJD	146821	55086-0013: 5/20	DENTAL ADMIN FEES: PSD	70.08
	GJD	146821	55086-0014: 5/20	DENTAL ADMIN FEES: PFD	13.14
				VENDOR TOTAL	788.40
FIDELITY SECURITY LIFE COMPANY OF NY	GJD	146833	164321419	EYE MED PREMIUM: MAY 2020	396.73
				VENDOR TOTAL	396.73
FRONTIER COMMUNICATIONS	GJD	146800	04/22/6431-052517-6	IT DEPT EMERGENCY PHONE SERVICE 4/22/20	30.80
	PJS	146826	585-248-6205-052517-6	HIGHWAY FIRE PHONE LINES	28.82
	PJS	146826	585-198-6080-060617-6	COURT PHONE LINES	36.50
	PJS	146826	585-586-4739-052517-6	SCC ELEVATOR SECURITY LINES	67.78
	PJS	146826	585-248-6202-052517-6	TOWN HALL PHONE LINES	241.22
	PJS	146827	585-218-9325-061517-6	PUMP STATIONS PHONE LINES	29.82
	PJS	146828	585-248-3897-052517-6	PSD FIRE SECURITY	29.32
	PJS	146828	585-248-2520-052517-6	PARKS FIRE SECURITY	28.82
	JRH	146834	04222020	RECREATION PHONE SERVICES 04/22/2020-05/	29.01
	JRH	146835	20200422	SENIORS PHONE SERVICES 04/22/2020-05/21/	28.82
	AKM	146836	5852486259-0420	LIBRARY FAX	28.56
	PJS	146838	585.248.6435.052517.6	HWY	28.88
	PJS	146838	585.248.6247.052517.6	DPW FAX	29.20

**PREPAID ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MAY 2020**

VENDOR NAME	APPV BY	VOUCHER		DESCRIPTION	AMOUNT
		NO	INV #		
FRONTIER COMMUNICATIONS	PJS	146839	585-100-1313-010717-6	PUMP STATIONS PHONE LINES	294.75
	GJD	146850	585-100-2618-050219-6: 5/20	MONTHLY PHONE PYMT	1,134.18
	GJD	146852	585-248-6233-052517-6: 5/20	COURT PHONE	28.37
	GJD	146874	5/01/6430-092614-6	6430 KBP NORTH PHONE & BROADBAND SERVIC	67.71
				VENDOR TOTAL	2,162.56
ROCHESTER GAS & ELECTRIC	PJS	146822	17900191446	ELECT & GAS - TOWN WIDE	10,950.30
	PJS	146823	11308826655	MARSH ROAD PARK ELECTRIC AND CONSTELLATI	340.02
	PJS	146877	12008762624	295 FAIRPORT RD PUMP STATION	29.13
	PJS	146878	12608686495	WILLARD RD PARK	303.55
	PJS	146878	12608686497	5 BARKER RD PARK	214.84
				VENDOR TOTAL	11,837.84
TIME WARNER COMMUNICATION	GJD	146801	138786301041820	BUSINESS CLASS DIGITAL ADAPTERS 4/17/20-	33.81
	GJD	146814	129319401042320	FIBER INTERNET 50MBPS & 5 STATIC IPS - 4	499.00
				VENDOR TOTAL	532.81
				REPORT TOTAL	22,765.00

END OF REPORT

MEMORANDUM



To: Pittsford Town Board

From: Paul Schenkel - Commissioner of Public Works

Date: May 21, 2020

Regarding: Award Bid for Removal of Digester Tanks

For Meeting On: May 26, 2020

Ladies and Gentlemen:

On May 21, 2020, sealed bids were publically opened for the Digester Tank Removal Project. As a reminder, this is a unique project that limits the number and types of demolition firms that are capable to perform this work. We reached out to several firms but received only one bid:

Sessler Environmental Services	\$79,165.00
--------------------------------	-------------

Sessler Environmental is a very reputable firm that has vast experience in decommissioning wastewater treatment plants and other such demolition work. Recently, they played a large role in the demolition work at our Spiegel Community Center Renovation Project

The bid specifications were prepared in such a way to maximize Town involvement to minimize contractor expenses. It is proposed that the Town provide the necessary trucking of the effluent to a certified landfill. The Town will also pay the landfill directly for all tipping fees, since we will receive better rates through existing contracts with Monroe County, than a private firm should. The tonnage transported to the landfill is an estimate but should not exceed \$26,000.

I recommend that Town Board award the Digester Tank Removal bid to Sessler Environmental as lowest responsible bidder for \$79,165. I also recommend that the Finance Director be authorized to create a capital project with a budget of \$110,000. That budget includes contractor costs, landfill tipping fees and a 5% contingency to cover unforeseen circumstances. Source of these funds will be a Transfer within the Sewer District Budget.

In the event the Town Board determines that the proposed actions should be taken, the following Resolutions are suggested:

Resolved, that Town Board award the Digester Tank Removal Project to Sessler Environmental Services as lowest responsible bidder for \$79,165.

Further Resolved, that Town Board authorizes the Finance Director to transfer \$110,000 from the Transfer to Capital (6.9950.9000.1.6) to the Sewer Capital Account (6.8120.2006.2.6) to fund this project.

MEMORANDUM

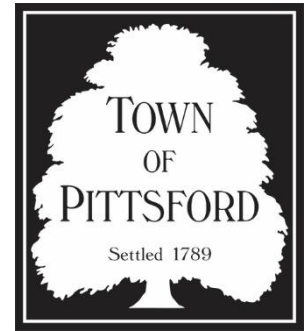
To: Town Board

CC:

From: Linda M. Dillon, Town Clerk

Date: May 26, 2020

Regarding: Discontinuance of NYS DECALS Service



The Town of Pittsford and some other Towns in the Monroe County area have offered the sales of sporting goods (hunting, fishing and trapping) licenses (DECALS) at their Town Clerks offices over the years. However, this service has been difficult to provide, as the “peak” time to obtain licenses falls in September each year, which is an extremely busy School Tax Collection time for all Town Clerk’s staff.

Most of the monies collected for these licenses is distributed directly to New York State. The Towns receive only a little more than 5% of the sales collected. Attached is a spreadsheet that shows the collection, distribution and total number of sales for the years 2018 and 2019. As you can see, on an average sale, the Town receives only \$1.26 for the sale. To issue a hunting license, it normally can take anywhere from 5 to 10 minutes to complete the sale and issue the license. This is time that a staff member is taken away from the collection of taxes, issuing a dog license, or issuing a handicap parking permit or any other customer service related task that is done in the Town Clerk’s office.

Recently, the NYS DECALS office has notified us that they will be installing a new system for this DECALS program. It will require us to install a new printer for the licensing and for all my staff to take special training for this new system. Because neighboring towns have discontinued this service, their residents now come to Pittsford. Thus the demand on our staff’s time and resources is increased by having to serve not only our own residents, but residents of other towns, during one of our busiest seasons.

Anyone can obtain a DECALS license online through the NYSDEC. It is also offered at most sporting goods stores and Walmarts in the area.

The state requires us to supply our own computer equipment in order to offer this service. Ultimately, we are actually operating at a loss when staff time and equipment is factored into the cost of providing this service. Additionally, we issue many Doe Permits per year, which are free to lifetime license holders, so we actually realize \$0 revenue when we issue these permits. Therefore, at this time, I believe it is in the best interest of the Town, both practically and financially, to discontinue offering the purchase of hunting, trapping and fishing (DECALS) as a service at the Town Clerk’s office.

Should the Town Board agree with this recommendation, I propose the following Resolution:

RESOLVED, that the Town suspend issuance of sporting (hunting, fishing and trapping) licenses through the NYS DECALS program and notify the appropriate State agency accordingly.

2019

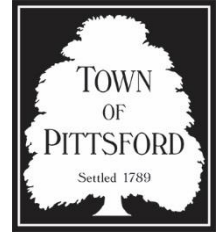
Month	Number of Transactions	Amt to State	Amt to Town
January	2	\$9.44	\$0.56
February	5	\$110.54	\$6.54
March	5	\$85.00	\$4.70
April	17	\$365.64	\$21.36
May	18	\$295.72	\$14.28
June	26	\$558.31	\$21.69
July	16	\$307.06	\$17.94
August	39	\$1,209.17	\$49.83
September	62	\$2,005.89	\$115.45
October	20	\$577.30	\$33.70
November	41	\$546.18	\$31.82
December	1	\$14.17	\$0.83
Totals	252	\$6,084.42	\$318.70
	Average sale @ 5 1/2%	\$1.26	

2018

Month	Number of Transactions	Amt to State	Amt to Town
January	4	\$37.78	\$2.22
February	4	\$37.78	\$2.22
March	3	\$51.96	\$3.04
April	17	\$321.22	\$18.78
May	30	\$470.47	\$27.53
June	34	\$526.20	\$30.80
July	25	\$794.34	\$28.66
August	48	\$1,164.07	\$64.93
September	68	\$3,710.12	\$134.88
October	31	\$960.96	\$53.04
November	41	\$283.47	\$16.53
December	2	\$44.41	\$2.59
Totals	307	\$8,402.78	\$385.22

	Average sale @ 5 1/2%	\$1.26	
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MEMORANDUM



To: Pittsford Town Board

From: Paul Schenkel - Commissioner of Public Works

Date: May 21, 2020

Regarding: Award Bid for Removal of Digester Tanks

For Meeting On: May 26, 2020

Ladies and Gentlemen:

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The bid specifications were prepared in such a way to maximize Town involvement to minimize contractor expenses. It is proposed that the Town provide the necessary trucking of the effluent to a certified landfill. The Town will also pay the landfill directly for all tipping fees, since we will receive better rates through existing contracts with Monroe County, than a private firm should. The tonnage transported to the landfill is an estimate but should not exceed \$26,000.

I recommend that Town Board award the Digester Tank Removal bid to Sessler Environmental as lowest responsible bidder for \$79,165. I also recommend that the Finance Director be authorized to create a capital project with a budget of \$110,000. That budget includes contractor costs, landfill tipping fees and a 5% contingency to cover unforeseen circumstances. Source of these funds will be a Transfer within the Sewer District Budget.

In the event the Town Board determines that the proposed actions should be taken, the following Resolutions are suggested:

Resolved, that Town Board award the Digester Tank Removal Project to Sessler Environmental Services as lowest responsible bidder for \$79,165.

Further Resolved, that Town Board authorizes the Finance Director to transfer \$110,000 from the Transfer to Capital (6.9950.9000.1.6) to the Sewer Capital Account (6.8120.2206.2.6) to fund this project.

MEMORANDUM



To: Pittsford Town Board

From: Cheryl Fleming, Personnel Director

Date: May 4, 2020

Regarding: Amendment to 457 Deferred Comp Plan

For Meeting On: May 26, 2020

The CARES Act of 2020 allows for plan sponsors to enact any provision of the CARES Act related to governmental section 457(b) plans. This would create an amendment to our current plan. The following provisions would be adopted:

1. In-service Coronavirus Related Distributions
2. Required Minimum Distributions may be suspended for calendar year 2020

Resolution to Adopt the 457 Deferred Compensation Plan

WHEREAS, the Town of Pittsford, based on recent changes in Federal and State regulations regarding the “Cares Act”, has the option to add provisions and adopt certain plan amendments for their 457 Deferred Compensation Plan, and

WHEREAS, the Town of Pittsford would like to enable some of the provisions afforded to Town 457 Plan participants in the CARES act, to include:

In-service Coronavirus Related Distributions (CRDS) for participants who meet the IRS criteria. Participants may self-certify a CRD and initiate these distributions over the phone with our plan administrator (Mass Mutual).

Required Minimum Distributions (RMDs) may be suspended for Calendar year 2020

And,

WHEREAS, Plan Sponsors are allowed to adopt and start administering these provisions immediately, with amendments to the Plan’s model plan document to be formally adopted no later than December 31st, 2024.

RESOLVED, effectively immediately, the Town of Pittsford adopts the optional Plan provisions above.

Said matter having been put to a vote, the following votes were recorded:

William A. Smith
Katherine Bohne Munzinger
Kevin S. Beckford
Cathleen Koshykar

Stephanie Townsend

The resolution was thereupon declared duly adopted.

Dated: May 26, 2020

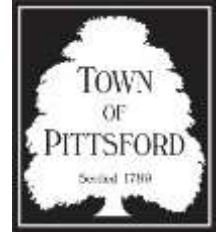
TOWN CLERK CERTIFICATION

I, Linda M. Dillon, Clerk of the Town Board of the Town of Pittsford, New York, DO HEREBY CERTIFY that I have compared a copy of the Resolution herein specified with the original in the minutes of the meeting of the Town Board of the Town of Pittsford, and that the same is a correct transcript thereof and the whole of the said original.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of May, 2020.

Linda M. Dillon, Town Clerk

MEMORANDUM



To: Pittsford Town Board

From: Cheryl Fleming, Personnel Director

Date: May 20, 2020

Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: May 26, 2020

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
Brandon Haims	Hwy	Seasonal Laborer (Rehire)	\$13.00	06/01/2020
Nicholas Polizzi	Hwy	Seasonal Laborer (Rehire)	\$13.00	06/01/2020
Cameron Storrar	Hwy	Seasonal Laborer	\$13.00	06/01/2020

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
Brandon Haims	Hwy	Seasonal Laborer (Rehire)	\$13.00	06/01/2020
Nicholas Polizzi	Hwy	Seasonal Laborer (Rehire)	\$13.00	06/01/2020
Cameron Storrar	Hwy	Seasonal Laborer	\$13.00	06/01/2020

In the event the Town Board determines that the proposed action should be taken, I move that the subject employees be approved for the date of hire as indicated.