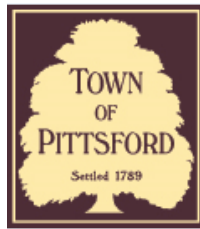


SUPERVISOR
William A. Smith, Jr.



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

TOWN BOARD AGENDA

Tuesday, March 16, 2021 – 6:00 pm
Meeting by Online Video with Public Access
Page 1 of 2

Call to Order

Pledge of Allegiance

Legal Matters

Public Comment
Modification of Easement Agreement - 84 N. Country Club Drive

Financial Matters

Public Comment
Surplus
Transfers
Vouchers

Operational Matters

Public Comment
Adoption of Public Health Emergency Plan
Engagement of a Grant Writer

Personnel Matters

Public Comment
Hiring Resolution

Other Business

Public Comment

Adjournment

Instructions for online viewing and offering comments on attached page 2

How to view the meeting:

1. Zoom

- In your web browser, go to

<https://townofpittsford.zoom.us/j/84261259010?pwd=dUF0Mnc4UkxGQ3dFWVcudUhtcEZldz09>

You will be connected to the meeting.

2. Telephone

- You can access the meeting by phone. Use any of the numbers below, then enter the meeting ID. The Meeting ID is 842 6125 9010. No password is necessary.

(929) 205-6099

(312) 626-6799

(253) 215-8782

(301) 715-8592

(346) 248-7799

(669) 900-6833

3. Comments

Comments are open to Pittsford residents, owners of property in the Town who pay Town taxes, owners of a businesses in the Town, attorneys or agents designated by a resident to speak on the resident's behalf.

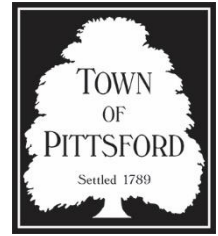
By E-Mail

- Commenters 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.
- Please begin any comment with your name and street address. Comments by e-mail will be read aloud by the Town Clerk.
- To comment by email on anything that takes place at the meeting, use the email address shown prior to 2:30pm on the next meeting date. The Clerk will read such comments from residents aloud at that meeting.

Using Zoom

- For commenting during the meeting, please begin with your name and street address.
- At the points where the Supervisor asks if there are public comments, if you are a resident, property owner, business owner or attorney or agent, as described above, and wish to comment, click "Raise Hand" in the control panel. (Telephone attendees press *9).
- Your comment will be taken in the order received. When you receive a message to "Unmute Now" please do so and make your comment. All comments must begin with the name and street address of the commenter.
- Alternatively, if you don't have a microphone or prefer or need to submit a comment in writing, you can do so by clicking "Chat" in the controls at the bottom of your Zoom window.
- When called upon, please begin with your name and street address and 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: March 11, 2021

Regarding: 84 N. Country Club Drive – Modification of Easements Agreement

For Meeting On: March 16, 2021

The owners of the residential property located at 84 North Country Club Drive, Michael and Jeannine Zimmer, would like to sell their house. A Town sanitary sewer runs below the surface of their parcel in both their side yard and back yard. Unfortunately, a portion of the covered patio of their house encroaches on the Town easements for the sewer. Moreover, a short portion of the Town's sewer appears to be located outside of, or very close to, the boundaries of the Town's easements.

Submitted herewith to resolve these issues is a proposed Modification of Easements Agreement. Under the terms of the Agreement, the Town would consent to the encroachment by the covered patio, thus curing the defect in marketability of the Zimmers' property. In addition, the Agreement would expand the area of the easements, enabling all of the sewer to be located within the easements and allowing adequate space for any potential maintenance.

The Town would retain its obligation to maintain its sewer on this parcel, just as it does throughout the Town. In the unlikely event that repairs could not be done without damaging the house, the Town would bear the cost of relocating the sewer away from the house.

Should you wish to move forward with this Agreement, you may resolve as follows:

RESOLUTION

I move that the Town Board authorize the Supervisor to enter into an agreement with Mr. and Mrs. Zimmer, as owners of the property located at 84 North Country Club Drive, to modify the sanitary sewer easements held by the Town on that property, in accordance with a proposed Modification of Easements Agreement submitted herewith.

MODIFICATION OF EASEMENTS AGREEMENT

WHEREAS, Michael L. Zimmer and Jeannine E. Zimmer (the "Owners") are the owners of certain premises known as 84 North Country Club Drive, Town of Pittsford, Monroe County, New York (the "Premises"), more particularly described in Schedule A attached hereto; and

WHEREAS, the Premises are encumbered by easements for a sanitary and storm water sewer system in favor of the Town of Pittsford (the "Town"), which easements were recorded in the Monroe County Clerk's Office on August 21, 1953 in Liber 2847 of Deeds at page 347; December 26, 1957 in Liber 3141 of Deeds at page 419; and January 23, 1959 in Liber 3142 of Deeds at page 27 (the "Easements"); and

WHEREAS, the location of the Easements on the Premises are shown on a survey map prepared by Robert S. Bannerman, L.S., dated January 26, 2021 (the "survey map"), a copy of which is attached hereto as Schedule B; and

WHEREAS, the Town has heretofore installed, operated, and maintained a 24-inch diameter sanitary sewer pipe (the "existing 24-inch pipe") on the Premises at the location shown on the survey map; and

WHEREAS, following the issuance of a building permit by the Town on December 16, 2014, the house on the Premises was expanded with a pantry, covered patio, and fireplace; and

WHEREAS, all or a part of the pantry, covered patio and fireplace encroach upon one or more of the Town's Easements (the "Encroachment"), as shown on Schedule B; and

WHEREAS, the Owners have requested, and the Town has agreed, to modify the easements which are the subject of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and understandings contained herein, and for good and valuable consideration (less than \$2.00 of monetary consideration), the parties do hereby agree as follows:

1. Except as expressly modified by this Agreement, the Town and the Owners retain all of their rights and obligations as set forth in the Easements.
2. The Town consents to the continued existence and Owners' maintenance of the Encroachment, subject to the terms of this Agreement.
3. The Owners specifically indemnify and hold the Town harmless for any damage, disturbance, or other impact to the Premises resulting from the Encroachment.
4. The Town will use its best efforts to make any repairs or improvements necessary to that part of its sewer system which is located beneath the Encroachment from outside of the perimeter of the Encroachment. If the Town determines that it cannot carry out any

such repairs or improvements without damage to the Encroachment, then the Town, at its expense, will relocate the sewer system outside of the perimeter of the Encroachment, and the Town will abandon that portion of any Easement within the perimeter of the Encroachment.

5. The Owners will not add to or modify the pantry, covered patio, or fireplace so as to expand the area of the Encroachment.

6. The Owners may replace the pantry, covered patio, or fireplace within the area of the Encroachment, subject to all pertinent Town building requirements.

7. To facilitate the Town's maintenance of its sewer system within the Premises, the Owners hereby grant the Town an easement, beginning on the northern edge of the covered patio at a point 7.5 feet easterly of the existing 24-inch pipe, as shown on Schedule B, and running parallel to said existing 24-inch pipe northerly and easterly across the Premises, to create an easement area 7.5 feet in width easterly and southerly from the existing 24-inch pipe (the "Proposed 7.5' Sewer Easement"), shown on Schedule B, subject to the same terms of the Easements herein.

8. This Agreement shall bind the Owners and the Town and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the 6 day of March, 2021.

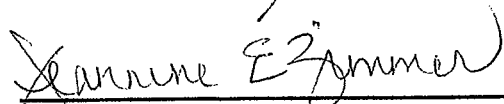
TOWN OF PITTSFORD

By _____

Name
Title



MICHAEL L. ZIMMER



JEANNINE E. ZIMMER

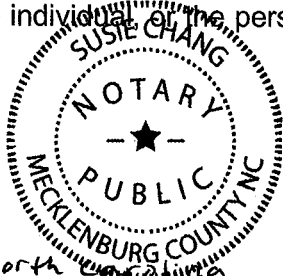
STATE OF NEW YORK)
COUNTY OF MONROE) SS:

On the ____ day of March, 2021, before me, the undersigned, a Notary Public in and for said State, personally appeared William A. Smith, Jr., personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

^{SC North Carolina}
STATE OF NEW YORK)
COUNTY OF ~~MONROE~~^{Mecklenburg} SS:

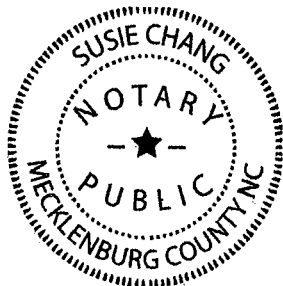
On the 6 day of March, 2021, before me, the undersigned, a Notary Public in and for said State, personally appeared Michael L. Zimmer, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.



Notary Public commission expires 11/24/2025

^{SC North Carolina}
STATE OF NEW YORK)
COUNTY OF ~~MONROE~~^{Mecklenburg} SS:

On the 6 day of March, 2021, before me, the undersigned, a Notary Public in and for said State, personally appeared Jeannine E. Zimmer, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in his capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.



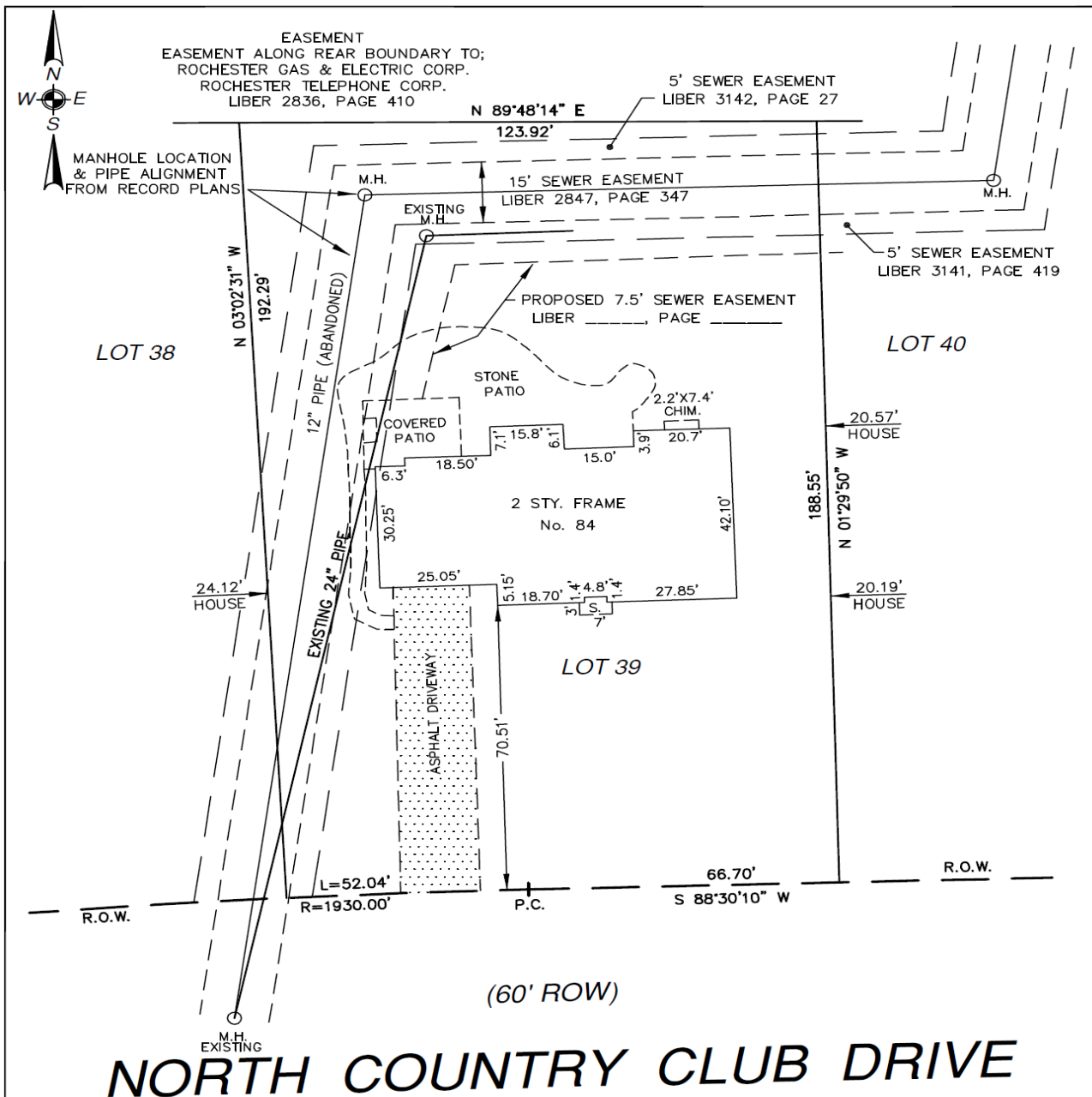
Notary Public commission expires 11/24/2025

Schedule A

Description of
84 North Country Club Drive
Pittsford NY

ALL THAT TRACT OR PARCEL OF LAND, situate in the Town of Pittsford, County of Monroe, and State of New York, known and described as Lot #39 of the Country Club Estates, Section 3 as shown on a map filed in the Monroe County Clerk's Office in Liber 134 of Maps at page 13.

Said Lot #39 fronts 118.74' on the north side of North Country Club Drive, 123.92' wide in the rear, 192.29' deep on the west line and 188.55' deep on the east line, all as shown on said map.



NORTH COUNTRY CLUB DRIVE

REFERENCES:

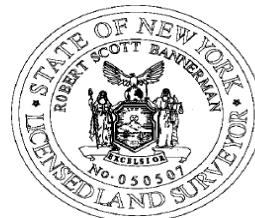
1. ABSTRACT PROVIDED BY STEWART TITLE INSURANCE COMPANY
ABSTRACT No. 159825, DATED DECEMBER 30, 2020
2. DEED; LIBER 10628, PAGE 28
3. COUNTRY CLUB ESTATES, SECTION 3, LIBER 134 OF MAPS, PAGE 13

CERTIFICATION:

I, ROBERT S. BANNERMAN, HEREBY CERTIFY TO: JOHN P. GILMORE, SYBIL S. GILMORE, PREMIUM MORTGAGE CORPORATION, ITS SUCCESSORS AND/OR ASSIGNS, MORGENSTERN DEVOESICK, PLLC, FIRST AMERICAN TITLE INSURANCE COMPANY, CREARY LAW GROUP, P.C., THAT THIS MAP WAS PREPARED FROM THE NOTES OF AN INSTRUMENT SURVEY COMPLETED UNDER MY DIRECTION ON 01/19/2021.

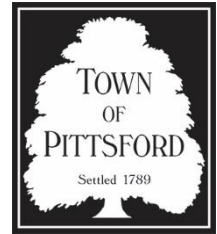
ROBERT S. BANNERMAN L.S. 050507

DATE



<p>TITLE:</p> <h2 style="text-align: center;">INSTRUMENT SURVEY MAP</h2>	<p>PROJECT SURVEYOR: R.S.B.</p> <p>DRAFTED BY: R.S.B.</p> <p>CHECKED BY: R.J.P.</p> <p>SCALE: 1" = 30'</p> <p>DATE: 01/26/2021</p>
<p>PROJECT:</p> <p style="text-align: center;">84 NORTH COUNTRY CLUB DRIVE LOT 39, COUNTRY CLUB ESTATES, SECTION 3, TOWN OF PITTSFORD, COUNTY OF MONROE, STATE OF NEW YORK</p>	<p>187 WIDGER ROAD, SPENCERPORT, NEW YORK 14559-9744 (585)293-2988 RBANNERMAN@ROCHESTER.RR.COM</p> <p><small>UNAUTHORIZED ALTERATIONS OR ADDITIONS TO A SURVEY MAP BEARING THE SEAL OF A LICENSED LAND SURVEYOR IS A VIOLATION OF ARTICLE 145, SECTION 7209, SUBDIVISION 2 OF THE NEW YORK STATE EDUCATION LAW</small></p>

MEMORANDUM



To: Pittsford Town Board

From: Brian Luke, Director of Finance

Date: March 10, 2021

Regarding: Surplus Inventory

For Meeting On: March 16, 2021

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

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

<u>Asset #</u>	<u>Year</u>	<u>Description</u>	<u>Department</u>	<u>Cost</u>	<u>Disposition</u>
017834	2014	Line trimmer	Highway	\$263.96	Junked
018410	2018	Pole saw	Highway	\$498.96	Junked
020012	2019	Tool box	Highway	\$529.00	Junked
016398	2007	Leaf blower	Highway	\$344.00	Junked
016396	2007	Leaf blower	Highway	\$376.00	Junked
018806	2016	Wheelbarrow	Highway	\$127.15	Junked
018996	2017	Wheelbarrow	Highway	\$136.50	Junked
018106	2015	Chain saw	Highway	\$708.06	Junked
016399	2007	Drill	Highway	\$188.00	Junked
016979	2010	Drill driver	Highway	\$176.88	Junked
016464	2009	Chain saw	Highway	\$479.00	Junked
016397	2007	Leaf blower	Highway	\$344.00	Junked
016122	2006	Dryer	Highway	\$198.00	Junked
016416	2008	Spray tank	Highway	\$376.00	Junked
016420	2008	Pole saw	Highway	\$520.00	Junked
016958	2009	Dirt slinger	Highway	\$3146.12	Junked
016977	2010	Kenwood radio	Highway	\$691.93	Junked
017192	2012	Backpack sprayer	Highway	\$129.99	Junked
017197	2012	Water heater	Highway	\$998.83	Junked
017255	2013	Gas detectors	Highway	\$610.00	Junked
013530	1998	Drill	Highway	\$195.00	Junked
014077	2003	Jigsaw	Highway	\$579.00	Junked
014076	2003	Circular saw	Highway	\$579.00	Junked
013531	1998	Trim saw	Highway	\$195.00	Junked
016433	2008	Drill press	Highway	\$390.00	Junked
017182	2012	Refrigerator	Highway	\$1051.00	Junked

017183	2012	Refrigerator	Highway	\$1051.00	Junked
011790	1987	Tire changer	Highway	\$1425.00	Junked
014405	2006	Desk	Highway	\$158.00	Junked
013512	1997	Hydraulic jack	Highway	\$789.00	Junked
011153	1989	Aluminum tripod	Highway	\$119.00	Junked
017296	2011	Ford 6 wheel dump truck	Highway	\$26,109.77	Auction
017295	2011	Ford 1 ton 420 truck	Highway	\$35,561.00	Auction
016707	2009	International 6 wheel brush truck	Highway	\$85,349.00	Auction

03/16/2021

Budget Transfers

Be it resolved that the following are approved:

That \$6,500.00 be transferred from 1.1990.4000.1.1 (WT – Contingency) to 1.7110.4003.0016.0020 (WT – Parks Maintenance Thornell Farm Park) to pursue the expansion of the Community Garden.

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

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
84 LUMBER COMPANY	PJS	150417	0603-610535	LUMBER	205.60
	PJS	150570	0603-611607	LUMBER	732.44
VENDOR TOTAL					938.04
ADMAR SUPPLY COMPANY, INC	PJS	150594	2070581-0001	TRENCH BOX	7,400.00
VENDOR TOTAL					7,400.00
ALTRA RENTAL & SUPPLY, INC	PJS	150582	2100985	GAS CANS	59.98
VENDOR TOTAL					59.98
AMERICAN ROCK SALT CO.	PJS	150482	0670634	418.91 TON	22,880.85
	PJS	150482	0670474	585.26 TON	31,966.91
	PJS	150488	0671890	120.36 TON	6,574.06
	PJS	150488	0671226	119.88 TON	6,547.85
	PJS	150572	0672497	178.52 TON	9,750.76
	PJS	150572	0672965	80.15 TON	4,377.79
	PJS	150467	0665800	116.31 TON SALT	6,352.86
	PJS	150467	06664797	24.05 SALT	1,313.61
VENDOR TOTAL					89,764.69
AP PLUMBING	PJS	150548	240966	GREASE TRAP CLEAN OUT - FEBRUARY	405.53
VENDOR TOTAL					405.53
AP TECHNOLOGY, LLC	JB	150490	IN027565	ANNUAL SECURECHECK STANDARD MAINTENANCE	660.00
VENDOR TOTAL					660.00
APPLIED MAINTENANCE SUPPLIES & SOLUTIONS	PJS	150571	7020963099	CABLES	285.26
	PJS	150584	7020939659	SUPPLIES, WASHERS	559.62
	PJS	150470	7020881357	CABLE FOR RISERS	285.26

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2021

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	1,130.14
AVILA - SMITH	BWL	150655	20210225	ASL INTERPRETER SERVICES	500.00
				VENDOR TOTAL	500.00
B.R. JOHNSON, LLC	PJS	150431	755364	BROKEN DOOR AT KBP	210.00
	PJS	150520	755545	KEYS FOR KINGS BEND	311.04
				VENDOR TOTAL	521.04
BAND PARTS PLUS	PJS	150416	820514	OIL	38.24
	PJS	150419	820478	OIL FOR COMPRESSOR	10.64
	PJS	150486	820620	FUEL LINE FOR JUMPING JACK	21.65
	PJS	150377	820333	WIPER FLUID, SHOP SOAP	25.06
				VENDOR TOTAL	95.59
BARTON & LOGUIDICE, D.P.C.	BWL	150656	115966	ZONING CODE DRAFTING SERVICES	7,420.58
	BWL	150657	115201	ZONING CODE DRAFTING SERVICES	730.00
				VENDOR TOTAL	8,150.58
BEAM MACK SALES & SERVICE	PJS	150487	334677R	461 SLACK ADJUSTER	120.57
	PJS	150404	333979R	WIPER PARTS 461	281.22
	PJS	150412	64886	EMISSION CHECK 467	438.64
				VENDOR TOTAL	840.43
BEEMAN	JRH	150607	032021/BEEMAN	SENSORY & SCIENCE INSTRUCTOR PAYMENT	269.50
				VENDOR TOTAL	269.50

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2021

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
BENEFIT RESOURCE, LLC	BWL	150650	609641	FSA ADMIN FEE FEBRUARY	125.00
				VENDOR TOTAL	125.00
BRAD'S TRAILER SERVICE	PJS	150613	503364-1	PINTLE HITCH REDUCER	26.49
				VENDOR TOTAL	26.49
BROWN	JRH	150639	32021/BROWN	GIRLS YOUTH BASKETBALL INSTRUCTOR PAYMEN	700.00
				VENDOR TOTAL	700.00
BSN SPORTS LLC	JRH	150534	911767237	FIELD WEIGHTS, SUMMER SOCCER PROGRAM SUP	246.00
				VENDOR TOTAL	246.00
BYRNE	JRH	150605	032021/BYRNE	BATH SALTS/ FIZZIES AND CANDLE MAKING IN	133.00
				VENDOR TOTAL	133.00
CASELLA WASTE MANAGEMENT OF N.Y., INC.	PJS	150410	548952	30 YRD DUMPSTER	333.20
	PJS	150590	562045	MONTHLY USAGE	95.50
				VENDOR TOTAL	428.70
CASTLE BRANCH INC	BWL	150653	0777538-IN	EMPLOYMENT SCREENING	245.00
				VENDOR TOTAL	245.00
CCP INDUSTRIES INC	PJS	150433	IN02721282	UNIFORMS	73.23
	PJS	150529	IN02722212	SAFETY JACKETS	563.06
	PJS	150529	IN02724647	T-SHIRTS	25.49

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2021

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	661.78
CERTIFIED LABS	PJS	150592	7281143	LUBE	322.00
				VENDOR TOTAL	322.00
CHASE CARD SERVICES	JB	150427	0000293660	EXPERTS EXCHANGE PREMIUM SERVICES YEARLY	199.95
	JB	150447	PITTENEWS02252021	CONSTANT CONTACT-EMAIL PLUS (PREPAY-30%	1,365.00
	BWL	150620	03102021	ATTORNEY FILING FEES	110.00
				VENDOR TOTAL	1,674.95
CINTAS CORPORATION #411	PJS	150444	4076963870	RUG & MOP SERVICE	228.58
				VENDOR TOTAL	228.58
COLLEGE ASSISTANCE PLUS	JRH	150637	32021/CELUCH	COLLEGE 101 INSTRUCTOR PAYMENT	7.00
				VENDOR TOTAL	7.00
CONSTELLATION NEW ENERGY, INC.	PJS	150566	19520152801	PARK ROAD	124.12
	PJS	150566	19519154601	REITZ PARKWAY	123.59
	PJS	150566	19530220901	POINCIANA DRIVE	2.72
	PJS	150566	19530215301	BRICKSTON DRIVE	3.48
	PJS	150566	19530205401	DUNNEWOOD CT	79.63
	PJS	150566	19497452101	4358 EAST AVE	0.00
	PJS	150566	19497452001	4358 EAST AVE	0.00
	PJS	150566	19497451801	4358 EAST AVE	0.00
	PJS	150566	19520558101	3950 EAST AVE	0.00
	PJS	150568	19497427701	PARKS DEC	165.27
	PJS	150568	19497427501	PARKS NOV	90.31
	PJS	150568	19530297201	PARKS FEB	166.87
	PJS	150568	19497428001	PARKS JAN	141.30
	PJS	150567	19530166301	500 MENDON ROAD	187.25
	PJS	150567	19497382701	24 STATE ST LIBRARY	1,344.66

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2021

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
CONSTELLATION NEW ENERGY, INC.	PJS	150567	19497382601	24 STATE ST LIBRARY	1,200.52
	PJS	150567	19497352001	22 NORTH MAIN ST	23.44
	PJS	150567	19497352101	22 NORTH MAIN ST	18.50
	PJS	150567	19530160901	210 MENDON RD	3.43
	PJS	150567	19520098501	35 LINCOLN AVE SCC	2,545.76
	PJS	150567	19519155401	631 MARSH ROAD	19.97
	PJS	150569	19497359801	KINGS BEND PARK	155.12
	PJS	150569	19497359701	KINGS BEND PARK	90.26
	PJS	150569	19497359501	KINGS BEND PARK	90.26
	VENDOR TOTAL				
COPPOLA	JRH	150604	32021/COPPOLA	IRISH DANCE INSTRUCTOR PAYMENT	705.60
VENDOR TOTAL					705.60
CREIGHTON SELF-DEFENSE INC	JRH	150616	032021/CREIGHTON	MARTIAL ARTS INSTRUCTOR PAYMENT	1,004.99
VENDOR TOTAL					1,004.99
CROWN CASTLE INTERNATIONAL CORP.	JB	150496	782384	FIBER SERVICE #S120274 - 5611 PITTSFORD	879.97
VENDOR TOTAL					879.97
CYNCON EQUIPMENT INC.	PJS	150574	85628	WINDSHIELD	528.78
	PJS	150469	85540	CAPS FOR SNOWBLOWER	76.07
	PJS	150477	85593	GAS CAP FOR SNOWBLOWER	28.26
VENDOR TOTAL					633.11
DANESI	JRH	150638	32021/DANESI	BABYSITTING COURSE INSTRUCTOR PAYMENT	1,165.50
VENDOR TOTAL					1,165.50
DEBBIE SUPPLY INC	PJS	150406	649954	EXTENSION CORD REEL	56.41

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2021

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
DEBBIE SUPPLY INC	PJS	150408	650014	HOOKS FOR RISERS	3.39
	PJS	150514	650222	HOLE SAWS	44.57
	PJS	150514	650231	HOLE SAWS	31.92
	PJS	150578	650270	WING CART WHEELS	37.76
	PJS	150580	650390	GLOVES	48.57
	PJS	150580	650291	T HINGE	52.16
	PJS	150591	650376	PVC MASON WATERTANK	62.57
					VENDOR TOTAL
DECKMAN OIL COMPANY	PJS	150415	739420	OIL	119.57
	PJS	150474	740111	BLU-DEF	589.04
				VENDOR TOTAL	708.61
DEMOCRAT & CHRONICLE	BWL	150621	DC1187406	APRIL NEWSPAPER	45.00
				VENDOR TOTAL	45.00
DIRECT ENERGY BUSINESS MARKETING, LLC	PJS	150599	HS12335115	DIRECT ENERGY TOWN WIDE AND PUMP STATION	2,996.98
				VENDOR TOTAL	2,996.98
DIVAL SAFETY EQUIP., INC	PJS	150593	2891715	GLOVES	426.18
				VENDOR TOTAL	426.18
DONNELLY	BWL	150648	19066	REIMBURSEMENT FOR TOWN CAUSED CAR DAMAGE	682.94
				VENDOR TOTAL	682.94
DOWARD	JRH	150629	32021/DOWARD	A HORSES' FRIEND HORESEMAN INSTRUCTOR PA	182.00

ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	182.00
DUKE COMPANY	PJS	150405	001469773	REBAR FOR RISERS	690.00
				VENDOR TOTAL	690.00
EDP, KGS, LLC	JRH	150634	32021/SHOTS	SOCCER SHOTS INSTRUCTOR PAYMENT	867.30
				VENDOR TOTAL	867.30
EMPIRE TENNIS, LLC	JRH	150617	32021/SPEIRS	INDOOR TENNIS INSTRUCTOR PAYMENT	45.50
				VENDOR TOTAL	45.50
FAIRPORT CHILDREN'S THEATER	JRH	150608	032021/ROCHA	THEATER INSTRUCTOR PAYMENT	3,507.28
				VENDOR TOTAL	3,507.28
FASTENAL CO.	PJS	150612	NYCROC180861	ACORN NUTS	13.03
	PJS	150376	NYCROC180444	MISC HARDWARE	92.66
				VENDOR TOTAL	105.69
FERGUSON ENTERPRISES INC	PJS	150524	5821830	PLUMBING SUPPLIES	11.91
	PJS	150524	5821490	FAUCET FOR PARKS	220.78
	PJS	150498	5853917	UNIT HEATER PARTS	157.22
				VENDOR TOTAL	389.91
FINGER LAKES CHEMICALS	PJS	150479	822550	SOAP, RTB SILCONE	328.10
	PJS	150481	822587	SHOP SUPPLIES	190.65

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	518.75
FLEET PRIDE	PJS	150396	68946918	CARRIER BEARING 464	322.18
				VENDOR TOTAL	322.18
FLOWER CITY COMMUNICATIONS INC	PJS	150492	31045	RADIO TRANSFER	256.90
				VENDOR TOTAL	256.90
FOULKELIZABETH	JRH	150623	32021/FOULK	DANCE CAMP INSTRUCTOR PAYMENT	588.00
				VENDOR TOTAL	588.00
FRONTIER COMMUNICATIONS	JRH	150596	03112021	SENIORS PHONE SERVICE 02/22/2021-03/21/2	36.21
	JRH	150597	2021311	RECREATION PHONE SERVICES 02/22/2021-03/	33.93
	PJS	150539	585-218-9325-061517-6	AUTUMN WOODS PUMP STATION	71.51
	PJS	150539	585-100-1313-010717-6	PUMP STATIONS FIRE SECURITY	339.64
	PJS	150546	585-248-2520-052517-6	THORNELL FARM PARK FIRE SECURITY	33.26
	PJS	150546	585-248-3897-052517-6	PSD FIRE SECURITY	33.78
	PJS	150547	585-248-6205-052517-6	HIGHWAY FIRE SEC	33.26
	PJS	150547	585-248-6202-052517-6	TOWN HALL FIRE SEC	281.18
	PJS	150547	585-198-6080-060617-6	COURT FIRE SEC	42.45
	PJS	150547	585-586-4739-052517-6	SCC ELEVATOR FIRE SEC	73.30
	PJS	150598	585-248-6435MAR 21	HWY EMISSIONS -FEB/MAR BILL	69.92
	PJS	150598	585-248-6247MAR 21	DPW FAX - FEB/MAR BILL	70.58
	BWL	150640	585-100-2618-050219-6	MONTHLY PHONE PYMT	1,185.39
	JB	150495	3/01/6430-092614-6	6430 KBP NORTH PHONE SERVICE & BROADBAND	72.90
				VENDOR TOTAL	2,377.31
FSI SYSTEMS, INC.	PJS	150523	8933	PUMP STATION MONITORING	658.90

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	658.90
FULMORE	JRH	150627	32021/FULMORE	ARC CPR & FIRST AID INSTRUCTOR PAYMENT	206.50
				VENDOR TOTAL	206.50
GENERAL WELDING AND FABRICATION	PJS	150420	30985	TRAILER LIGHTS, WIRING	44.70
				VENDOR TOTAL	44.70
GEORGE MILLER BRICK CO.	PJS	150575	0002543-00	SEWER BRICK FOR CATCH BASINS	819.00
	PJS	150575	0002847-00	SEWER BRICK FOR CATCH BASINS	322.00
				VENDOR TOTAL	1,141.00
GLOBAL EQUIPMENT COMPANY	PJS	150544	117311576	SOCIAL DISTANCING TAPE	92.85
				VENDOR TOTAL	92.85
GOEBEL	PJS	150587	03032163824	TOOLS	56.61
				VENDOR TOTAL	56.61
HANSON	JRH	150622	32021/HANSON	PITTSFORD BALLET INSTRUCTOR PAYMENT	2,579.40
				VENDOR TOTAL	2,579.40
HAUN WELDING SUPPLY, INC.	PJS	150577	7454644	ADAPTER	13.10
	PJS	150576	7448670	TORCH GAS	189.00
				VENDOR TOTAL	202.10

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
HAWK COLLISION & FRAME	PJS	150379	124088	INSPECTION	20.00
	PJS	150379	124102	INSPECTION	20.00
	PJS	150379	124103	INSPECTION	20.00
VENDOR TOTAL					60.00
HILLYARD, INC.	PJS	150437	604240331	CLEANING SUPPLIES ALL BUILDINGS - COVID	602.02
	PJS	150438	604241512	CLEANING AND PAPER SUPPLIES ALL BUILDING	106.56
	PJS	150526	604241584	CLEANING SUPPLIES	72.00
	PJS	150392	604217176	CLEANING SUPPLIES - SOAP	71.86
	PJS	150391	604223807	ICE MELT	408.17
VENDOR TOTAL					1,260.61
HOME DEPOT	PJS	150440	3084235	LAGS AND WASHERS	20.72
	PJS	150443	9625355	HARDWARE AND TOOLS	287.28
	PJS	150421	2011657	VACUUM CLEANER	113.22
	PJS	150480	2101867	SHOP BROOMS	67.93
	PJS	150563	5024982	LUMBER, SONOTUBES	175.50
	PJS	150563	5511031	CONCRETE	19.60
	PJS	150522	0024353	PAINT	21.35
	PJS	150466	7512602	GOO GONE	40.38
	PJS	150472	4614035	DRILL BITS	52.91
	PJS	150493	1070473	PAINT	163.54
	PJS	150497	2023996	PAINT	57.96
	PJS	150499	6023467	PAINT AND SUPPLIES	166.43
	PJS	150378	4074534	BENCH HARDWARE	85.51
	PJS	150383	3022544	DRILL BIT, HARDWARE	30.03
	VENDOR TOTAL				
INTERSTATE BATTERY SYSTEM	PJS	150581	347745	RAVO BATTERIES	185.43
VENDOR TOTAL					185.43
IRON MOUNTAIN, INC	LMD	150558	DKPD723	RECORD RETENTION 3/01/2021 - 03/31/2021	904.31

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	904.31
JOHNSON CONTROLS FIRE PROTECTION LP	PJS	150445	87427319	INSPECT FIRE EXT - TOWN HALL	52.00
	PJS	150565	22088417	E-LIGHT INSPECTIONS / ALL BUILDINGS	1,428.46
				VENDOR TOTAL	1,480.46
JONES	JRH	150535	02/2021JONES	SENIORS ZUMBA CLASS INSTRUCTOR PAYMENT F	105.00
				VENDOR TOTAL	105.00
KENWORTH OF BUFFALO, INC	PJS	150586	R56397	458 SERVICE	1,081.60
	PJS	150586	RI243190	AXLE SHAFT/BEARING	35.85
	PJS	150586	RI243561	BRAKE SPRING AND CHAMBER	165.57
	PJS	150586	RI238458	CREDIT	-161.98
	PJS	150595	R56507	COOLANT LEAK - FLUSH TRUCK	225.60
				VENDOR TOTAL	1,346.64
KROWN	PJS	148138	443-2135	KROWN SPRAY	135.00
				VENDOR TOTAL	135.00
L.C. WHITFORD EQUIPMENT CO.	PJS	150561	0031630-00	SCREENS FOR TUB GRINDER	1,675.84
				VENDOR TOTAL	1,675.84
LEWIS GENERAL TIRES, INC.	PJS	150435	131362	TRAILER TIRES	205.26
	PJS	150434	131360	TRAILER TIRES	221.68
	PJS	150439	131129	MOUNT TIRE	22.90
	PJS	150426	131137	TRAILER TIRES	332.52

ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	782.36
LORRAINE'S FOOD FACTORY	PJS	150585	7031	VEGETABLE OIL	60.00
				VENDOR TOTAL	60.00
LOWES CREDIT SERVICES	PJS	150525	35591	HOLE SAW	23.74
	PJS	150502	02089	MISC HARDWARE	53.91
				VENDOR TOTAL	77.65
MAGGIO	JRH	150635	32021/MAGGIO	TRACY MAGGIO INSTRUCTOR PAYMENT	60.97
				VENDOR TOTAL	60.97
MAGLIATO	JRH	150625	32021/MAGLIATO	WIGGLES GIGGLES & JIGGLES, LIL ATHLETES	1,032.50
				VENDOR TOTAL	1,032.50
MANITOU CONCRETE	PJS	150485	985246	CONCRETE FOR RISERS	592.50
	PJS	150485	985256	CONCRETE FOR RISERS	2,370.00
	PJS	150398	984433	CONCRETE FOR RISERS	627.50
	PJS	150397	985109	CONCRETE FOR RISERS	577.50
	PJS	150397	985124	CONCRETE FOR RISERS	592.50
	PJS	150401	984752	CONCRETE FOR RISERS	592.50
	PJS	150401	984760	CONCRETE FOR RISERS	1,797.50
				VENDOR TOTAL	7,150.00
MAZIUK & COMPANY	PJS	150501	16445000	PADLOCKS	170.11
				VENDOR TOTAL	170.11

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
MESSENGER POST	LMD	150423	95446	NOTICE PBL HRG LL #1 2021	66.67
	LMD	150423	95445	BUDGET TRANSF PERMISSIVE REF	90.61
VENDOR TOTAL					157.28
MESSER	JRH	150636	32021/MESSER	CUPCAKE CREATIONS INSTRUCTOR PAYMENT	196.00
VENDOR TOTAL					196.00
MILLER	JRH	150631	32021/MILLER	CARD MAKING INSTRUCTOR PAYMENT	63.00
VENDOR TOTAL					63.00
MITCHELL1	PJS	150583	IB25614726	MARCH BILLING	394.00
VENDOR TOTAL					394.00
MURRAY	JRH	150633	32021/MURRAY	PRESCHOOL ADVENTURES INSTRUCTOR PAYMENT	126.00
VENDOR TOTAL					126.00
NALLY	JRH	150619	32021/NALLY	BASKETBALL INSTRUCTOR PAYMENT	312.24
VENDOR TOTAL					312.24
NOCO ENERGY CORP.	PJS	150411	SP12019965	398 GALLONS ULSD SUPREME	747.65
	PJS	150573	SP12033821	376 GALLON ULSD	774.26
	PJS	150476	SP12026863	222.6 ULSD SUPREME	433.94
VENDOR TOTAL					1,955.85
NORTHERN SUPPLY INC	PJS	150478	091877	PLOW SHOES #452/BLADES	140.00
	PJS	150478	090520	PLOW SHOES #452/BLADES	620.00
	PJS	150402	091662	WING BLADE	261.52

ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
NORTHERN SUPPLY INC	PJS	150403	091661	#457 WING BLADE	750.00
	PJS	150407	091685	PLOW BLADE #451	998.00
VENDOR TOTAL					2,769.52
NYS TOWN CLERK'S ASSOC.	LMD	150559	03092021	NYS TOWN CLERKS ASSOCIATION VIRTUAL 2021	125.00
VENDOR TOTAL					125.00
OCCUPATIONAL & ENVIRONMENTAL MEDICINE	BWL	150646	00023407-00	DRUG SCREEN HIGHWAY	40.00
VENDOR TOTAL					40.00
OIL FILTER SERVICE, INC.	PJS	150484	38276	FILTERS	49.91
	PJS	150484	38082	FILTERS	43.04
	PJS	150484	38277	FILTERS	43.98
	PJS	150484	38113	FILTERS	33.74
	PJS	150484	38109	CREDIT	-151.98
	PJS	150395	38011	LEAF MACHINE FILTERS	164.07
	PJS	150579	38444	OIL FILTERS	167.66
VENDOR TOTAL					350.42
OSBURN ASSOCIATES, INC.	PJS	150409	282461	GOLD VINYL FOR TRUCKS AND SIGNS	88.45
	PJS	150471	282656	GOLD VINYL FOR TRUCKS AND SIGNS	480.00
VENDOR TOTAL					568.45
PAYCHEX, INC.	BWL	150647	1093929	ONBOARDING MARCH	100.00
	BWL	150652	2021022500	PAYROLL PROCESSING FEBRUARY	3,230.56
VENDOR TOTAL					3,330.56
PAZRAL	JRH	150615	032021/PAZRAL	PILATES & YOGA INSTRUCTOR PAYMENT	191.93

ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	191.93
PENNY LANE PRINTING	JRH	150538	210028	SPRING 2021 BROCHURE & POSTAGE	6,756.23
				VENDOR TOTAL	6,756.23
PITTSFORD AUTO SERVICE, INC.	PJS	150413	17534	FUEL 400	78.14
	PJS	150390	80889	MOUNT AND BALANCE TIRE / OIL CHANGE	91.19
				VENDOR TOTAL	169.33
PITTSFORD CENTRAL SCHOOLS	PJS	150527	3534-21A	MONTHLY PARKS FUEL USAGE	685.47
				VENDOR TOTAL	685.47
PITTSFORD YOUTH SERVICES INCORPORATED	BWL	150644	3237	MARCH CONTRACT	5,083.00
				VENDOR TOTAL	5,083.00
PLUG & PAY TECHNOLOGIES	JRH	150533	2021030218554429894	PITTSREC	15.00
	JRH	150533	2021030218554429893	PITTSCHILD	15.00
	JRH	150533	2021030218554429895	PITTSWEB	15.00
				VENDOR TOTAL	45.00
PULSE OCCUPATIONAL MEDICINE OF ROCHESTER	BWL	150645	1027	PRE-EMPLOYMENT SCREEN	236.00
	BWL	150654	963	EMPLOYMENT SCREENING	243.00
				VENDOR TOTAL	479.00
RAY KERHAERT'S TOWING,INC	PJS	150399	0010495	TOW #464	300.00

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	300.00
REGIONAL DISTRIBUTORS INC	PJS	150510	S1819305.001	WIPES	454.38
				VENDOR TOTAL	454.38
REGIONAL INTERNATIONAL CORPORATION	PJS	150483	011165880P	441 AIR LINE	19.30
				VENDOR TOTAL	19.30
ROCHESTER FENCING CLUB	JRH	150632	32021/FENCING	FENCING INSTRUCTOR PAYMENT	109.20
				VENDOR TOTAL	109.20
ROCHESTER GAS & ELECTRIC	PJS	150528	12909189060	WILLARD ROAD PARK ELECTRIC AND CONSTELLA	296.72
	PJS	150528	12909189061	BARKER ROAD PARK ELECTRIC AND CONSTELLAT	290.34
	PJS	150601	11015395959	295 FAIRPORT RD PUMP STATION	25.77
	BWL	150642	0188930221000003	GAS LIGHTS MARCH	64.19
				VENDOR TOTAL	677.02
ROSE	JRH	150531	2021/02ROSE	SENIORS ARTHRITIS CLASSES FEBRUARY 2021	150.00
				VENDOR TOTAL	150.00
ROTOLITE-ELLIOTT CORP.	BWL	150626	155766	CUSTOM PRINT POCKET FOLDERS	835.00
	BWL	150658	155994	SUPERVISOR SATURDAY SIGNS	55.95
				VENDOR TOTAL	890.95
S & S WORLDWIDE, INC	JRH	150532	IN100710474	AFTER SCHOOL PROGRAM SUPPLIES	65.80
	JRH	150537	IN100712471	CHILD WATCH PROGRAM SUPPLIES	169.02

ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	234.82
SEYREK SEALERS LLC	PJS	150542	PITTSTOWNFEB	DISPOSAL SERVICE	1,718.55
				VENDOR TOTAL	1,718.55
SHEARER	JRH	150624	32021/SHEARER	INTRO TO PICKLEBALL INSTRUCTOR PAYMENT	126.00
				VENDOR TOTAL	126.00
SHELBY CRUSHED STONE, INC.	PJS	150603	12100175	COLD PATCH	148.05
	PJS	150468	121000124	COLD PATCH	141.90
				VENDOR TOTAL	289.95
SHERWIN-WILLIAMS	PJS	150424	2551-9	PAINT	37.80
				VENDOR TOTAL	37.80
SIEWERT EQUIPMENT CO, INC	PJS	150500	ROCH08383	PLATES AND GAUGES - AUTUMN WOODS PS	549.68
				VENDOR TOTAL	549.68
SLAUGHTER	JRH	150628	32021/SLAUGHTER	SEMI-PRIVATE GYMNASTICS INSTRUCTOR PAYME	680.75
				VENDOR TOTAL	680.75
SOFTWARE HOUSE INTERNATIONAL, INC.	JB	150557	B13111621	ADOBE PHOTOSHOP CC-TEAM LICENSING SUBSCR	1,184.70
				VENDOR TOTAL	1,184.70
STAPLES	LMD	150641	8061413557	GENERAL OFFICE SUPPLIES	899.75

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	899.75
STATE COMPROLLER	BWL	150651	2636690-2021-01-01	JANUARY COURT FEES	3,033.50
				VENDOR TOTAL	3,033.50
STREET SKILLS, LLC	JRH	150618	32021/DELVECCHIO	5 HOUR COURSE INSTRUCTOR PAYMENT	245.00
				VENDOR TOTAL	245.00
STRONG EAP	BWL	150649	TOP0321	EAP SERVICES MARCH	201.66
				VENDOR TOTAL	201.66
SUPER VACUUM STORE, INC.	PJS	150380	36275	BELTS AND BAGS	91.90
	PJS	150380	36292	BRUSH ROLLERS	95.88
				VENDOR TOTAL	187.78
T. MINA SUPPLY EAST, INC.	PJS	150422	S1402717.002	PIPE	202.00
	PJS	150541	S1402717.003	FERNCOS	1,726.00
				VENDOR TOTAL	1,928.00
TALLMADGE TIRE SERVICE	PJS	150588	1-167681	.TIRES	1,410.00
				VENDOR TOTAL	1,410.00
TOSHIBA BUSINESS SOLUTIONS	PJS	150610	5473200	DPW COPIES FOR 12/6/20-2/5/21	639.88
				VENDOR TOTAL	639.88

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
TRAFFIC SYSTEMS, INC.	PJS	150562	28378	SOLAR POLE SETUP	785.00
				VENDOR TOTAL	785.00
U. S. POSTMASTER PITTSFORD NY	LMD	150560	03092021	#33 BULK MAIL PERMIT RENEWAL FOR 2021	245.00
				VENDOR TOTAL	245.00
ULINE INC.	PJS	150436	130054294	CHAIRS	438.86
	PJS	150503	130305578	WIPER DISPENSER, GLOVES - COVID SUPPLIES	816.45
	PJS	150505	130305500	WET FLOOR SIGNS	294.90
	PJS	150504	130305389	SAFETY GLOVES	137.22
	JRH	150530	130039067	RECREATION, SWIVEL CASTER FOR CARTS	102.72
				VENDOR TOTAL	1,790.15
VAN BORTEL FORD	PJS	150643	FOCQ24632	INSPECTION, ALIGNMENT & OIL CHANGE 501-1	160.90
				VENDOR TOTAL	160.90
VERMONT SYSTEMS	JB	150489	69105	RECTRAC 3.1 MIGRATION WITH HOSTING	125.00
				VENDOR TOTAL	125.00
VICTOR POWER EQUIPMENT	PJS	150473	287994	SPARK PLUG/ POLE SAW	167.99
	PJS	150475	287971	SPARK PLUGS	204.14
	PJS	150494	287882	MACHINE SCREWS	2.98
	PJS	150381	287780	HEDGETRIMMER PARTS	139.40
				VENDOR TOTAL	514.51
VIKING CIVES USA	PJS	150589	4505032	SALTER CHAIN	309.32

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	309.32
VILLAGE OF PITTSFORD	PJS	150425	022421	VILLAGE SEWER RENTS 6/1/20 - 11/30/20	1,776.79
				VENDOR TOTAL	1,776.79
VIOLA STORAGE	PJS	150540	35100	40' QUAD DOOR UNIT	120.00
				VENDOR TOTAL	120.00
VP SUPPLY CORP.	PJS	150442	4542492	ELECTRICAL SUPPLIES	163.98
	PJS	150441	4535336	WIRE AND CONDUIT	229.85
	PJS	150400	4561211	LIGHTS FOR SHOP	222.93
	PJS	150545	4577349	WALL PLATES	176.26
	PJS	150382	4553904	PLUMBING AND ELECTRICAL SUPPLIES	21.60
				VENDOR TOTAL	814.62
W. B. MASON CO., LLC	LMD	150375	217744343	GENERAL OFFICE SUPPLIES	193.85
	LMD	150491	218063437	GENERAL OFFICE SUPPLIES	79.96
				VENDOR TOTAL	273.81
W. W. GRAINGER, INC.	PJS	150429	9806763323	WORK GLOVES	68.47
	PJS	150564	9803037762	WALL HEATERS	333.00
				VENDOR TOTAL	401.47
WARD	PJS	150614	03112021	COURIER MILEAGE REIMBURSEMENT	15.68
				VENDOR TOTAL	15.68
WARREN	JRH	150630	32021/WARREN	ICE SKATING INSTRUCTOR PAYMENT	700.00

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2021

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	700.00
WEGMANS FOOD MARKETS INC	JRH	150600	3821420210301	SENIORS WEGMANS FEBRUARY 2021	231.07
	JRH	150602	0061020210301	RECREATION WEGMANS FEBRUARY 2021	321.57
				VENDOR TOTAL	552.64
WERNER	JRH	150606	032021/WERNER	PRIVATE PIANO INSTRUCTOR PAYMENT	421.47
				VENDOR TOTAL	421.47
WEST FIRE SYSTEMS, INC.	PJS	150430	66035	DIAGNOSE / REPAIR ALARM FAILURE AT LIBRA	135.00
				VENDOR TOTAL	135.00
WRIGHT	JRH	150536	0221	SENIORS HIGHLAND CHORUS FEBRUARY 2021	240.00
				VENDOR TOTAL	240.00
XYLEM WATER SOLUTIONS USA, INC.	PJS	150418	3556B60169	PUMP STATION MONITORING SYSTEM	2,992.35
	PJS	150543	3556B61263	PUMP STATION MONITORING SYSTEM	3,195.02
				VENDOR TOTAL	6,187.37
ZW USA INC	PJS	150609	396123	DOG WASTE DISPENSERS AND BAGS	275.48
				VENDOR TOTAL	275.48
				REPORT TOTAL	219,929.99

END OF REPORT

PREPAID ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2021

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
APPLIED BUSINESS SYS INC	LMD	150414	02232021	2021 TOWN/COUNTY ESCROW RECEIPTS POSTAGE	1,144.54
VENDOR TOTAL					1,144.54
CONSTELLATION NEW ENERGY, INC.	PJS	150457	19417420901	500 MENDON ROAD	755.49
	PJS	150457	19417416701	11 SOUTH MAIN STREET	2,550.06
	PJS	150457	19417414201	35 LINCOLN AVENUE	6,068.02
VENDOR TOTAL					9,373.57
DIRECT ENERGY BUSINESS MARKETING, LLC	PJS	150449	HS12288133	DIRECT ENERGY TOWN WIDE AND PUMP STATION	2,681.33
VENDOR TOTAL					2,681.33
EXCELLUS	BWL	150451	55086-0002:	DENTAL ADMIN FEES: GOV SERVICES	67.05
	BWL	150451	55086-0003:	DENTAL ADMIN FEES: BLDG MAINT	44.70
	BWL	150451	55086-0004:	DENTAL ADMIN FEES: DPW ADMIN	17.88
	BWL	150451	55086-0005:	DENTAL ADMIN FEES: IT	13.41
	BWL	150451	55086-0006:	DENTAL ADMIN FEES: RECREATION	44.70
	BWL	150451	55086-0007:	DENTAL ADMIN FEES: PARKS	58.11
	BWL	150451	55086-0001:	DENTAL ADMIN FEES: GEN ADMIN	53.64
	BWL	150451	55086-0008:	DENTAL ADMIN FEES: P & Z	53.64
	BWL	150451	55086-0009:	DENTAL ADMIN FEES: GIS	4.47
	BWL	150451	55086-0010:	DENTAL ADMIN FEES: LIBRARY	58.11
	BWL	150451	55086-0011:	DENTAL ADMIN FEES: HWY MECHANICS	13.41
	BWL	150451	55086-0012:	DENTAL ADMIN FEES: HWY	286.08
	BWL	150451	55086-0013:	DENTAL ADMIN FEES: PSD	75.99
	BWL	150451	55086-0014:	DENTAL ADMIN FEES: PFD	4.47
VENDOR TOTAL					795.66
FIDELITY SECURITY LIFE COMPANY OF NY	BWL	150465	164705577	EYE MED VISION INSURANCE MARCH	374.67
VENDOR TOTAL					374.67
FRONTIER COMMUNICATIONS	JB	150428	02/22/6431-052517-6	IT DEPT EMERGENCY PHONE SERVICE 2/22/21	34.94

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

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
FRONTIER COMMUNICATIONS	PJS	150446	585-248-2520-052517-6	PARKS FIRE SEC	33.21
	PJS	150446	585-248-3897-052517-6	PSD FIRE SEC	33.70
	PJS	150448	585-198-6080-060617-6	COURT FIRE SEC	42.40
	PJS	150448	585-586-4739-052517-6	SCC ELEVATOR FIRE SEC	73.25
	PJS	150448	585-248-6202-052517-6	TOWN HALL FIRE SEC	280.17
	PJS	150448	585-248-6205-052517-6	HIGHWAY FIRE SEC	33.21
	VENDOR TOTAL				
MUTUAL OF OMAHA	BWL	150455	001175151969	LIFE & DISABILITY INSURANCE PREMIUM MARC	2,542.14
	VENDOR TOTAL				
MVP HEALTH CARE	BWL	150452	14712753	MONTHLY HEALTH CARE BILL	156,299.94
	BWL	150453	14723628	MVP CARVE-OUT PREMIUM FOR MARCH	6,800.52
	BWL	150454	14714671	MVP GOLD PREMIUM - MARCH	24,874.00
VENDOR TOTAL					187,974.46
ROCHESTER GAS & ELECTRIC	BWL	150450	17900204148	MONTHLY STREET LIGHTING PYMT	6,520.57
	PJS	150456	17900204226	ELECT & GAS - TOWN WIDE	12,303.04
	PJS	150464	12409239203	631 MARSH ROAD PARK - ELECTRIC	239.77
VENDOR TOTAL					19,063.38
TIME WARNER COMMUNICATION	JB	150394	138786301021821	BUSINESS CLASS DIGITAL ADAPTERS 2/17/21-	33.65
	JB	150432	129319401022321	FIBER INTERNET 50MBPS & 5 STATIC IPS - 2	499.00
VENDOR TOTAL					532.65
VERIZON WIRELESS	PJS	150393	9873061619	MONTHLY CELL PHONE CHARGES	456.86
	VENDOR TOTAL				

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

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
REPORT TOTAL					225,470.14

END OF REPORT

TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0001	GENERAL FUND							
Item 1001	REAL PROPERTY TAXES	0.00	0.00	6,468,761.00	6,468,761.00	6,468,761.00	0.00	100.00
Item 1081	OTHER PYMT IN LIEU OF TAXES	0.00	0.00	12,286.00	12,286.00	10,543.93	1,742.07	85.82
Item 1090	INTEREST & PENALTY ON PROP TAX	0.00	0.00	135,000.00	135,000.00	0.00	135,000.00	0.00
Item 1170	FRANCHISES	0.00	0.00	415,000.00	415,000.00	0.00	415,000.00	0.00
Item 1232	TAX COLLECTOR FEES	0.00	0.00	2,800.00	2,800.00	0.00	2,800.00	0.00
Item 1255	CLERK FEES	67.50	(67.50)	3,500.00	3,500.00	177.50	3,322.50	5.07
Item 1550	DOG WARDEN FEES	0.00	0.00	900.00	900.00	0.00	900.00	0.00
Item 2001	CULTURE & RECREATION FEES	(1,546.00)	1,546.00	801,200.00	801,200.00	22,937.23	778,262.77	2.86
Item 2210	GENERAL SERVICES - OTHER GOV'T	0.00	0.00	41,958.00	41,958.00	0.00	41,958.00	0.00
Item 2228	GIS CHARGES, OTHER GOV'T	0.00	0.00	13,841.00	13,841.00	0.00	13,841.00	0.00
Item 2350	YOUTH SER/OTHER GOV'T.	0.00	0.00	6,500.00	6,500.00	0.00	6,500.00	0.00
Item 2351	PROGRAMS FOR AGING - OTHER GOV'T	0.00	0.00	36,800.00	36,800.00	0.00	36,800.00	0.00
Item 2401	INTEREST & EARNINGS	0.00	0.00	30,000.00	30,000.00	288.18	29,711.82	0.96
Item 2410	RENTAL OF LAND	5,720.42	(5,720.42)	127,695.00	127,695.00	20,661.26	107,033.74	16.18
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	20.05	(20.05)	500.00	500.00	51.28	448.72	10.26
Item 2544	DOG LICENSES	1,154.00	(1,154.00)	17,000.00	17,000.00	2,816.00	14,184.00	16.56
Item 2560	STREET OPENING PERMITS	70.00	(70.00)	2,400.00	2,400.00	1,670.00	730.00	69.58
Item 2590	PERMITS	350.00	(350.00)	8,000.00	8,000.00	410.00	7,590.00	5.13
Item 2610	FINES & FORFEITED BAIL	0.00	0.00	55,000.00	55,000.00	0.00	55,000.00	0.00
Item 2701	REFUND OF PRIOR YEAR EXP.	185.00	(185.00)	0.00	0.00	948.70	(948.70)	100.00
Item 2705	GIFTS & DONATIONS	0.00	0.00	23,100.00	23,100.00	250.00	22,850.00	1.08
Item 2750	AIM - RELATED PAYMENTS	0.00	0.00	108,081.00	108,081.00	0.00	108,081.00	0.00
Item 2770	OTHER UNCLASSIFIED REVENUES	250.92	(250.92)	21,617.00	21,617.00	1,831.37	19,785.63	8.47
Item 2801	INTERFUND REVENUES	0.00	0.00	24,000.00	24,000.00	0.00	24,000.00	0.00
Item 3005	MORTGAGE TAX	0.00	0.00	975,000.00	975,000.00	0.00	975,000.00	0.00
Item 3089	OTHER STATE AID	0.00	0.00	0.00	0.00	7,196.48	(7,196.48)	100.00
Item 5031	INTERFUND TRANSFERS	137,062.00	0.00	450,000.00	587,062.00	587,062.00	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	1,556,436.00	1,556,436.00	0.00	1,556,436.00	0.00
Total Fund 0001	GENERAL FUND	143,333.89	(6,271.89)	11,344,575.00	11,481,637.00	7,125,604.93	4,356,032.07	62.06

TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0002	PART TOWN FUND							
Item 1120	SALES TAX	0.00	0.00	941,807.00	941,807.00	0.00	941,807.00	0.00
Item 1560	SAFETY INSPECTION FEES	0.00	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00
Item 1570	DEMOLITION PERMITS	0.00	0.00	750.00	750.00	240.00	510.00	32.00
Item 2110	ZONING FEES	0.00	0.00	2,500.00	2,500.00	276.00	2,224.00	11.04
Item 2115	PLANNING BOARD FEES	600.00	(600.00)	10,000.00	10,000.00	1,590.00	8,410.00	15.90
Item 2401	INTEREST & EARNINGS	0.00	0.00	5,000.00	5,000.00	32.27	4,967.73	0.65
Item 2545	LICENSES, OTHER	150.00	(150.00)	3,000.00	3,000.00	1,350.00	1,650.00	45.00
Item 2550	PERMITS - CERT. OF OCCUPANCY	40.00	(40.00)	3,000.00	3,000.00	160.00	2,840.00	5.33
Item 2555	BUILDING & ALTERATION PERMITS	2,736.20	(2,736.20)	90,500.00	90,500.00	7,410.00	83,090.00	8.19
Item 2590	PERMITS	60.00	(60.00)	3,000.00	3,000.00	60.00	2,940.00	2.00
Item 2591	FIRE ALARM PERMITS	0.00	0.00	1,200.00	1,200.00	20.00	1,180.00	1.67
Item 5031	INTERFUND TRANSFERS	76,004.00	0.00	0.00	76,004.00	76,004.00	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	321,048.00	321,048.00	0.00	321,048.00	0.00
Total Fund 0002	PART TOWN FUND	79,590.20	(3,586.20)	1,386,805.00	1,462,809.00	87,142.27	1,375,666.73	5.96

Date Prepared: 03/12/2021 09:17 AM

Report Date: 03/12/2021

Account Table: FUND 1-5

Alt. Sort Table:

TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2021 Period From: 1 To: 12

GLR0116 1.0

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Prepared By: BRIAN

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0003	LIBRARY FUND							
Item 1001	REAL PROPERTY TAXES	0.00	0.00	1,394,379.00	1,394,379.00	1,394,379.00	0.00	100.00
Item 2081	COLLECTION FEES	126.40	(126.40)	900.00	900.00	277.44	622.56	30.83
Item 2082	LIBRARY FINES	476.29	(476.29)	50,000.00	50,000.00	3,804.03	46,195.97	7.61
Item 2083	PRINTING REVENUE	253.80	(253.80)	6,500.00	6,500.00	447.49	6,052.51	6.88
Item 2401	INTEREST & EARNINGS	0.00	0.00	9,000.00	9,000.00	15.90	8,984.10	0.18
Item 5031	INTERFUND TRANSFERS	0.00	0.00	0.00	21,000.00	21,000.00	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	120,000.00	120,000.00	0.00	120,000.00	0.00
Total Fund 0003	LIBRARY FUND	856.49	(856.49)	1,580,779.00	1,601,779.00	1,419,923.86	181,855.14	88.65

Date Prepared: 03/12/2021 09:17 AM

Report Date: 03/12/2021

Account Table: FUND 1-5

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TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2021 Period From: 1 To: 12

GLR0116 1.0

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Prepared By: BRIAN

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0004	HIGHWAY WHOLE TOWN FUND							
Item 1001	REAL PROPERTY TAXES	0.00	0.00	1,835,269.00	1,835,269.00	1,835,269.00	0.00	100.00
Item 2300	SERVICE - OTHER GOV'T.	171,704.35	(171,704.35)	507,805.00	507,805.00	362,299.80	145,505.20	71.35
Item 2401	INTEREST & EARNINGS	0.00	0.00	16,500.00	16,500.00	57.54	16,442.46	0.35
Item 2650	SALE OF SCRAP & EXCESS	324.00	(324.00)	1,500.00	1,500.00	5,286.60	(3,786.60)	352.44
Item 5031	INTERFUND TRANSFERS	306,838.00	0.00	0.00	306,838.00	306,838.00	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	425,000.00	425,000.00	0.00	425,000.00	0.00
Total Fund 0004	HIGHWAY WHOLE TOWN FUND	478,866.35	(172,028.35)	2,786,074.00	3,092,912.00	2,509,750.94	583,161.06	81.15

Date Prepared: 03/12/2021 09:17 AM

Report Date: 03/12/2021

Account Table: FUND 1-5

Alt. Sort Table:

TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2021 Period From: 1 To: 12

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Prepared By: BRIAN

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0005	HIGHWAY PART TOWN FUND							
Item 1001	REAL PROPERTY TAXES	0.00	0.00	514,477.00	514,477.00	514,477.00	0.00	100.00
Item 1120	SALES TAX	0.00	0.00	2,458,000.00	2,458,000.00	0.00	2,458,000.00	0.00
Item 2300	SERVICE - OTHER GOV'T.	0.00	0.00	4,000.00	4,000.00	0.00	4,000.00	0.00
Item 2401	INTEREST & EARNINGS	0.00	0.00	12,500.00	12,500.00	99.59	12,400.41	0.80
Item 3501	CHIPS PROGRAM	0.00	0.00	171,324.00	171,324.00	0.00	171,324.00	0.00
Item 5031	INTERFUND TRANSFERS	0.00	0.00	175,000.00	175,000.00	175,000.00	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	575,000.00	575,000.00	0.00	575,000.00	0.00
Total Fund 0005	HIGHWAY PART TOWN FUND	0.00	0.00	3,910,301.00	3,910,301.00	689,576.59	3,220,724.41	17.63
Grand Total		702,646.93	(182,742.93)	21,008,534.00	21,549,438.00	11,831,998.59	9,717,439.41	54.91

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

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0001	GENERAL FUND								
Dept 1010	TOWN BOARD								
0001	PERSONAL SERVICES	3,926.92	102,100.00	102,100.00	19,634.60	82,465.40	0.00	82,465.40	19.23
0004	CONTRACTUAL & MISC. EXPENSE	500.00	6,050.00	6,050.00	500.00	5,550.00	0.00	5,550.00	8.26
Total Dept 1010	TOWN BOARD	4,426.92	108,150.00	108,150.00	20,134.60	88,015.40	0.00	88,015.40	18.62
Dept 1110	TOWN JUSTICES								
0001	PERSONAL SERVICES	8,074.84	254,229.00	254,229.00	34,767.62	219,461.38	0.00	219,461.38	13.68
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	32.03	142,523.00	142,523.00	27,886.54	114,636.46	0.00	114,636.46	19.57
Total Dept 1110	TOWN JUSTICES	8,106.87	397,252.00	397,252.00	62,654.16	334,597.84	0.00	334,597.84	15.77
Dept 1220	TOWN SUPERVISOR								
0001	PERSONAL SERVICES	7,184.80	188,122.00	188,122.00	34,165.37	153,956.63	0.00	153,956.63	18.16
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	890.69	3,880.00	3,880.00	1,533.35	2,346.65	0.00	2,346.65	39.52
Total Dept 1220	TOWN SUPERVISOR	8,075.49	192,502.00	192,502.00	35,698.72	156,803.28	0.00	156,803.28	18.54
Dept 1230	COMMUNITY SERVICE								
0001	PERSONAL SERVICES	3,676.19	95,950.00	95,950.00	15,074.80	80,875.20	0.00	80,875.20	15.71
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	0.00	26,338.00	36,338.00	63.02	36,274.98	10,000.00	26,274.98	0.17
Total Dept 1230	COMMUNITY SERVICE	3,676.19	122,788.00	132,788.00	15,137.82	117,650.18	10,000.00	107,650.18	11.40
Dept 1310	DIRECTOR OF FINANCE								
0001	PERSONAL SERVICES	3,103.41	100,186.00	100,186.00	12,726.08	87,459.92	0.00	87,459.92	12.70
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	5.40	2,836.00	3,006.00	429.76	2,576.24	0.00	2,576.24	14.30
Total Dept 1310	DIRECTOR OF FINANCE	3,108.81	103,522.00	103,692.00	13,155.84	90,536.16	0.00	90,536.16	12.69
Dept 1320	INDEPENDENT AUDIT								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	33,325.00	33,325.00	0.00	33,325.00	0.00	33,325.00	0.00
Total Dept 1320	INDEPENDENT AUDIT	0.00	33,325.00	33,325.00	0.00	33,325.00	0.00	33,325.00	0.00
Dept 1330	TAX COLLECTION								
0001	PERSONAL SERVICES	1,715.20	44,846.00	44,846.00	7,033.85	37,812.15	0.00	37,812.15	15.68
0004	CONTRACTUAL & MISC. EXPENSE	30.92	8,350.00	8,350.00	108.60	8,241.40	0.00	8,241.40	1.30
Total Dept 1330	TAX COLLECTION	1,746.12	53,196.00	53,196.00	7,142.45	46,053.55	0.00	46,053.55	13.43

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0001	GENERAL FUND								
Dept 1355	ASSESSOR								
0001	PERSONAL SERVICES	5,623.01	192,784.00	192,784.00	23,232.89	169,551.11	0.00	169,551.11	12.05
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	33.29	8,539.00	8,689.00	334.84	8,354.16	150.00	8,204.16	3.85
Total Dept 1355	ASSESSOR	5,656.30	201,823.00	201,973.00	23,567.73	178,405.27	150.00	178,255.27	11.67
Dept 1375	CREDIT CARD FEES								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	30,000.00	30,000.00	1,315.00	28,685.00	0.00	28,685.00	4.38
Total Dept 1375	CREDIT CARD FEES	0.00	30,000.00	30,000.00	1,315.00	28,685.00	0.00	28,685.00	4.38
Dept 1410	TOWN CLERK								
0001	PERSONAL SERVICES	6,734.97	186,251.00	186,251.00	27,625.12	158,625.88	0.00	158,625.88	14.83
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	300.00	300.00	0.00	300.00	0.00	300.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	157.20	8,250.00	8,250.00	763.44	7,486.56	7.23	7,479.33	9.25
Total Dept 1410	TOWN CLERK	6,892.17	194,801.00	194,801.00	28,388.56	166,412.44	7.23	166,405.21	14.57
Dept 1420	ATTORNEY								
0001	PERSONAL SERVICES	1,732.54	45,046.00	45,046.00	8,662.70	36,383.30	0.00	36,383.30	19.23
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	250.00	250.00	0.00	250.00	0.00	250.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	5.31	17,150.00	19,552.00	297.33	19,254.67	2,402.00	16,852.67	1.52
Total Dept 1420	ATTORNEY	1,737.85	62,446.00	64,848.00	8,960.03	55,887.97	2,402.00	53,485.97	13.82
Dept 1430	PERSONNEL								
0001	PERSONAL SERVICES	3,997.79	104,043.00	104,043.00	17,251.77	86,791.23	0.00	86,791.23	16.58
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	600.00	600.00	0.00	600.00	0.00	600.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	3,818.50	120,392.00	120,392.00	11,756.94	108,635.06	0.00	108,635.06	9.77
Total Dept 1430	PERSONNEL	7,816.29	225,035.00	225,035.00	29,008.71	196,026.29	0.00	196,026.29	12.89
Dept 1440	ENGINEERING								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	25,000.00	25,000.00	0.00	25,000.00	0.00	25,000.00	0.00
Total Dept 1440	ENGINEERING	0.00	25,000.00	25,000.00	0.00	25,000.00	0.00	25,000.00	0.00
Dept 1450	ELECTIONS								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	42,058.00	42,058.00	0.00	42,058.00	0.00	42,058.00	0.00
Total Dept 1450	ELECTIONS	0.00	42,058.00	42,058.00	0.00	42,058.00	0.00	42,058.00	0.00
Dept 1460	RECORDS MANAGEMENT								
0004	CONTRACTUAL & MISC.	0.00	1,000.00	1,000.00	165.06	834.94	0.00	834.94	16.51

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Fund 0001	GENERAL FUND								
Dept 1460	RECORDS MANAGEMENT EXPENSE								
Total Dept 1460	RECORDS MANAGEMENT	0.00	1,000.00	1,000.00	165.06	834.94	0.00	834.94	16.51
Dept 1490	PUBLIC WORKS								
0001	PERSONAL SERVICES	8,198.77	223,850.00	223,850.00	33,053.20	190,796.80	0.00	190,796.80	14.77
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	2,150.00	2,150.00	0.00	2,150.00	0.00	2,150.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	290.91	19,360.00	20,210.00	725.60	19,484.40	850.00	18,634.40	3.59
Total Dept 1490	PUBLIC WORKS	8,489.68	245,360.00	246,210.00	33,778.80	212,431.20	850.00	211,581.20	13.72
Dept 1620	BUILDING								
0001	PERSONAL SERVICES	169.80	4,755.00	4,755.00	707.50	4,047.50	0.00	4,047.50	14.88
0004	CONTRACTUAL & MISC. EXPENSE	11,042.70	269,351.00	269,481.00	46,162.04	223,318.96	251.22	223,067.74	17.13
Total Dept 1620	BUILDING	11,212.50	274,106.00	274,236.00	46,869.54	227,366.46	251.22	227,115.24	17.09
Dept 1670	CENTRAL MAILING								
0004	CONTRACTUAL & MISC. EXPENSE	245.00	71,700.00	71,700.00	6,422.78	65,277.22	0.00	65,277.22	8.96
Total Dept 1670	CENTRAL MAILING	245.00	71,700.00	71,700.00	6,422.78	65,277.22	0.00	65,277.22	8.96
Dept 1680	DATA PROCESSING								
0001	PERSONAL SERVICES	6,764.25	178,520.00	178,520.00	27,735.74	150,784.26	0.00	150,784.26	15.54
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	2,500.00	2,500.00	264.11	2,235.89	0.00	2,235.89	10.56
0004	CONTRACTUAL & MISC. EXPENSE	3,346.92	132,520.00	166,129.00	15,684.52	150,444.48	31,872.00	118,572.48	9.44
Total Dept 1680	DATA PROCESSING	10,111.17	313,540.00	347,149.00	43,684.37	303,464.63	31,872.00	271,592.63	12.58
Dept 1910	UNALLOCATED INSURANCE								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	195,000.00	195,000.00	0.00	195,000.00	0.00	195,000.00	0.00
Total Dept 1910	UNALLOCATED INSURANCE	0.00	195,000.00	195,000.00	0.00	195,000.00	0.00	195,000.00	0.00
Dept 1920	MUNICIPAL ASSOCIATION DUES								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	1,900.00	1,900.00	250.00	1,650.00	0.00	1,650.00	13.16
Total Dept 1920	MUNICIPAL ASSOCIATION DUES	0.00	1,900.00	1,900.00	250.00	1,650.00	0.00	1,650.00	13.16
Dept 1930	JUDGEMENTS/CLAIMS								
0004	CONTRACTUAL & MISC. EXPENSE	682.94	4,000.00	4,000.00	682.94	3,317.06	0.00	3,317.06	17.07
Total Dept 1930	JUDGEMENTS/CLAIMS	682.94	4,000.00	4,000.00	682.94	3,317.06	0.00	3,317.06	17.07
Dept 1950	PROPERTY TAX								
0004	CONTRACTUAL & MISC.	0.00	8,000.00	8,000.00	6,256.71	1,743.29	0.00	1,743.29	78.21

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Fund 0001	GENERAL FUND								
Dept 1950	PROPERTY TAX EXPENSE								
Total Dept 1950	PROPERTY TAX	0.00	8,000.00	8,000.00	6,256.71	1,743.29	0.00	1,743.29	78.21
Dept 1989	UNCLASSIFIED								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	169,463.00	339,744.00	26,989.00	312,755.00	125,921.00	186,834.00	7.94
Total Dept 1989	UNCLASSIFIED	0.00	169,463.00	339,744.00	26,989.00	312,755.00	125,921.00	186,834.00	7.94
Dept 1990	CONTINGENCY								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	150,000.00	143,700.00	0.00	143,700.00	0.00	143,700.00	0.00
Total Dept 1990	CONTINGENCY	0.00	150,000.00	143,700.00	0.00	143,700.00	0.00	143,700.00	0.00
Dept 2620	CUSTODIAL								
0001	PERSONAL SERVICES	15,327.53	432,482.00	432,482.00	64,485.05	367,996.95	0.00	367,996.95	14.91
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	4,200.00	4,250.00	1,261.48	2,988.52	250.00	2,738.52	29.68
0004	CONTRACTUAL & MISC. EXPENSE	7,468.67	163,474.00	165,505.84	27,510.55	137,995.29	13,092.83	124,902.46	16.62
Total Dept 2620	CUSTODIAL	22,796.20	600,156.00	602,237.84	93,257.08	508,980.76	13,342.83	495,637.93	15.49
Dept 3120	CROSSING GUARDS								
0001	PERSONAL SERVICES	5,928.37	162,389.00	162,389.00	23,996.56	138,392.44	0.00	138,392.44	14.78
0004	CONTRACTUAL & MISC. EXPENSE	0.00	1,450.00	1,450.00	0.00	1,450.00	0.00	1,450.00	0.00
Total Dept 3120	CROSSING GUARDS	5,928.37	163,839.00	163,839.00	23,996.56	139,842.44	0.00	139,842.44	14.65
Dept 3310	TRAFFIC								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	7,000.00	7,000.00	0.00	7,000.00	0.00	7,000.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	1,305.38	8,000.00	9,650.00	2,333.03	7,316.97	850.00	6,466.97	24.18
Total Dept 3310	TRAFFIC	1,305.38	15,000.00	16,650.00	2,333.03	14,316.97	850.00	13,466.97	14.01
Dept 3510	CONTROL OF ANIMALS								
0001	PERSONAL SERVICES	2,296.72	62,017.00	62,017.00	9,326.09	52,690.91	0.00	52,690.91	15.04
0004	CONTRACTUAL & MISC. EXPENSE	5.99	9,414.00	9,414.00	85.40	9,328.60	38.84	9,289.76	0.91
Total Dept 3510	CONTROL OF ANIMALS	2,302.71	71,431.00	71,431.00	9,411.49	62,019.51	38.84	61,980.67	13.18
Dept 4210	YOUTH SERVICES								
0004	CONTRACTUAL & MISC. EXPENSE	5,083.00	61,000.00	61,000.00	15,249.00	45,751.00	0.00	45,751.00	25.00
Total Dept 4210	YOUTH SERVICES	5,083.00	61,000.00	61,000.00	15,249.00	45,751.00	0.00	45,751.00	25.00
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	2,125.01	56,785.00	56,785.00	9,651.82	47,133.18	0.00	47,133.18	17.00
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	46.21	453.79	0.00	453.79	9.24
0004	CONTRACTUAL & MISC. EXPENSE	0.00	1,000.00	1,000.00	111.28	888.72	0.00	888.72	11.13
Total Dept 5010	SUPERINTENDENT OF HIGHWAYS	2,125.01	58,285.00	58,285.00	9,809.31	48,475.69	0.00	48,475.69	16.83
Dept 5132	HIGHWAY GARAGE								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	14,000.00	26,104.00	13,556.66	12,547.34	2,385.00	10,162.34	51.93
0004	CONTRACTUAL & MISC. EXPENSE	1,017.33	51,928.00	52,903.00	7,754.86	45,148.14	975.00	44,173.14	14.66
Total Dept 5132	HIGHWAY GARAGE	1,017.33	65,928.00	79,007.00	21,311.52	57,695.48	3,360.00	54,335.48	26.97
Dept 5182	STREET LIGHTING								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	41,850.00	43,469.89	1,913.00	41,556.89	1,619.89	39,937.00	4.40
Total Dept 5182	STREET LIGHTING	0.00	41,850.00	43,469.89	1,913.00	41,556.89	1,619.89	39,937.00	4.40
Dept 6410	PUBLICITY								
0001	PERSONAL SERVICES	2,727.93	71,450.00	71,450.00	11,186.56	60,263.44	0.00	60,263.44	15.66
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	61.26	44,704.00	49,704.00	5,629.90	44,074.10	0.00	44,074.10	11.33
Total Dept 6410	PUBLICITY	2,789.19	116,654.00	121,654.00	16,816.46	104,837.54	0.00	104,837.54	13.82
Dept 6510	VETERANS SERVICE								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	300.00	300.00	0.00	300.00	0.00	300.00	0.00
Total Dept 6510	VETERANS SERVICE	0.00	300.00	300.00	0.00	300.00	0.00	300.00	0.00
Dept 6772	PROGRAMS FOR AGING								
0001	PERSONAL SERVICES	2,657.78	173,032.00	173,032.00	11,172.15	161,859.85	0.00	161,859.85	6.46
0004	CONTRACTUAL & MISC. EXPENSE	783.51	93,790.00	93,790.00	3,677.52	90,112.48	0.00	90,112.48	3.92
Total Dept 6772	PROGRAMS FOR AGING	3,441.29	266,822.00	266,822.00	14,849.67	251,972.33	0.00	251,972.33	5.57
Dept 7020	RECREATION ADMINISTRATION								
0001	PERSONAL SERVICES	17,550.58	743,741.00	743,741.00	70,816.97	672,924.03	0.00	672,924.03	9.52
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00
0004	CONTRACTUAL & MISC.	24,079.89	371,090.00	372,588.00	44,127.64	328,460.36	1,300.00	327,160.36	11.84

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Fund 0001	GENERAL FUND								
Dept 9710	SERIAL BONDS								
Dept 9710	SERIAL BONDS	0.00	101,647.00	101,647.00	0.00	101,647.00	0.00	101,647.00	0.00
Dept 9901	INTERFUND TRANSFERS								
0009	INTERFUND TRANSFERS	0.00	2,065,219.00	2,065,219.00	0.00	2,065,219.00	0.00	2,065,219.00	0.00
Total Dept 9901	INTERFUND TRANSFERS	0.00	2,065,219.00	2,065,219.00	0.00	2,065,219.00	0.00	2,065,219.00	0.00
Dept 9950	TRANSFER TO CAPITAL PROJECTS								
0009	INTERFUND TRANSFERS	0.00	200,000.00	200,000.00	30,000.00	170,000.00	0.00	170,000.00	15.00
Total Dept 9950	TRANSFER TO CAPITAL PROJECTS	0.00	200,000.00	200,000.00	30,000.00	170,000.00	0.00	170,000.00	15.00
Total Fund 0001	GENERAL FUND	206,681.43	11,344,575.00	11,665,663.83	1,203,387.35	10,462,276.48	290,991.90	10,171,284.58	10.32

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Fund 0002	PART TOWN FUND								
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	0.00	21,300.00	21,300.00	16,289.84	5,010.16	0.00	5,010.16	76.48
Total Dept 9040	WORKERS COMPENSATION	0.00	21,300.00	21,300.00	16,289.84	5,010.16	0.00	5,010.16	76.48
Dept 9045	LIFE INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	350.00	350.00	46.11	303.89	0.00	303.89	13.17
Total Dept 9045	LIFE INSURANCE	0.00	350.00	350.00	46.11	303.89	0.00	303.89	13.17
Dept 9050	UNEMPLOYMENT INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
Total Dept 9050	UNEMPLOYMENT INSURANCE	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
Dept 9055	DISABILITY INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	1,234.00	1,234.00	137.95	1,096.05	0.00	1,096.05	11.18
Total Dept 9055	DISABILITY INSURANCE	0.00	1,234.00	1,234.00	137.95	1,096.05	0.00	1,096.05	11.18
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	0.00	162,198.00	162,198.00	35,344.01	126,853.99	0.00	126,853.99	21.79
Total Dept 9060	HOSPITALIZATION	0.00	162,198.00	162,198.00	35,344.01	126,853.99	0.00	126,853.99	21.79
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	0.00	100.00	100.00	0.00	100.00	0.00	100.00	0.00
Total Dept 9089	MISC. EMPLOYEE BENEFITS	0.00	100.00	100.00	0.00	100.00	0.00	100.00	0.00
Total Fund 0002	PART TOWN FUND	28,923.39	1,386,805.00	1,470,716.00	143,431.36	1,327,284.64	175,116.00	1,152,168.64	9.75

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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	27,627.31	942,429.00	942,429.00	114,077.76	828,351.24	0.00	828,351.24	12.10
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	2,910.00	29,944.80	6,034.53	23,910.27	0.00	23,910.27	20.15
0004	CONTRACTUAL & MISC. EXPENSE	4,831.10	240,222.00	245,662.39	16,150.89	229,511.50	59,085.84	170,425.66	6.57
Total Dept 7410	LIBRARY	32,458.41	1,185,561.00	1,218,036.19	136,263.18	1,081,773.01	59,085.84	1,022,687.17	11.19
Dept 9010	STATE RETIREMENT								
0008	EMPLOYEE BENEFITS	0.00	119,479.00	119,479.00	0.00	119,479.00	0.00	119,479.00	0.00
Total Dept 9010	STATE RETIREMENT	0.00	119,479.00	119,479.00	0.00	119,479.00	0.00	119,479.00	0.00
Dept 9030	SOCIAL SECURITY								
0008	EMPLOYEE BENEFITS	2,063.81	72,461.00	72,461.00	8,361.79	64,099.21	0.00	64,099.21	11.54
Total Dept 9030	SOCIAL SECURITY	2,063.81	72,461.00	72,461.00	8,361.79	64,099.21	0.00	64,099.21	11.54
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	0.00	9,725.00	9,725.00	6,892.12	2,832.88	0.00	2,832.88	70.87
Total Dept 9040	WORKERS COMPENSATION	0.00	9,725.00	9,725.00	6,892.12	2,832.88	0.00	2,832.88	70.87
Dept 9045	LIFE INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	350.00	350.00	51.78	298.22	0.00	298.22	14.79
Total Dept 9045	LIFE INSURANCE	0.00	350.00	350.00	51.78	298.22	0.00	298.22	14.79
Dept 9050	UNEMPLOYMENT INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	1,500.00	7,275.00	0.00	7,275.00	5,775.00	1,500.00	0.00
Total Dept 9050	UNEMPLOYMENT INSURANCE	0.00	1,500.00	7,275.00	0.00	7,275.00	5,775.00	1,500.00	0.00
Dept 9055	DISABILITY INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	1,500.00	1,500.00	115.01	1,384.99	0.00	1,384.99	7.67
Total Dept 9055	DISABILITY INSURANCE	0.00	1,500.00	1,500.00	115.01	1,384.99	0.00	1,384.99	7.67
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	266.04	189,303.00	189,303.00	40,097.61	149,205.39	0.00	149,205.39	21.18
Total Dept 9060	HOSPITALIZATION	266.04	189,303.00	189,303.00	40,097.61	149,205.39	0.00	149,205.39	21.18
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	14.00	300.00	300.00	28.00	272.00	0.00	272.00	9.33
Total Dept 9089	MISC. EMPLOYEE BENEFITS	14.00	300.00	300.00	28.00	272.00	0.00	272.00	9.33
Total Fund 0003	LIBRARY FUND	34,802.26	1,580,779.00	1,619,029.19	191,809.49	1,427,219.70	64,860.84	1,362,358.86	11.85

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Fund 0004	HIGHWAY WHOLE TOWN FUND								
Dept 1989	UNCLASSIFIED								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	320,729.00	842,194.00	0.00	842,194.00	842,777.00	(583.00)	0.00
Total Dept 1989	UNCLASSIFIED	0.00	320,729.00	842,194.00	0.00	842,194.00	842,777.00	(583.00)	0.00
Dept 4560	PHYSICIAN								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	2,000.00	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00
Total Dept 4560	PHYSICIAN	0.00	2,000.00	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00
Dept 5130	MACHINERY								
0001	PERSONAL SERVICES	4,213.55	104,563.00	104,563.00	16,589.85	87,973.15	0.00	87,973.15	15.87
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	24,800.00	24,800.00	998.00	23,802.00	21,869.66	1,932.34	4.02
0004	CONTRACTUAL & MISC. EXPENSE	14,453.04	169,400.00	176,234.00	32,772.98	143,461.02	16,204.01	127,257.01	18.60
Total Dept 5130	MACHINERY	18,666.59	298,763.00	305,597.00	50,360.83	255,236.17	38,073.67	217,162.50	16.48
Dept 5140	BRUSH & WEEDS								
0001	PERSONAL SERVICES	0.00	20,400.00	20,400.00	0.00	20,400.00	0.00	20,400.00	0.00
Total Dept 5140	BRUSH & WEEDS	0.00	20,400.00	20,400.00	0.00	20,400.00	0.00	20,400.00	0.00
Dept 5142	SNOW REMOVAL								
0001	PERSONAL SERVICES	77,324.39	901,616.00	901,616.00	306,364.64	595,251.36	0.00	595,251.36	33.98
0004	CONTRACTUAL & MISC. EXPENSE	92,643.93	491,330.00	501,140.58	320,465.52	180,675.06	9,536.98	171,138.08	63.95
Total Dept 5142	SNOW REMOVAL	169,968.32	1,392,946.00	1,402,756.58	626,830.16	775,926.42	9,536.98	766,389.44	44.69
Dept 9010	STATE RETIREMENT								
0008	EMPLOYEE BENEFITS	0.00	162,122.00	162,122.00	0.00	162,122.00	0.00	162,122.00	0.00
Total Dept 9010	STATE RETIREMENT	0.00	162,122.00	162,122.00	0.00	162,122.00	0.00	162,122.00	0.00
Dept 9030	SOCIAL SECURITY								
0008	EMPLOYEE BENEFITS	6,059.84	78,839.00	78,839.00	24,251.87	54,587.13	0.00	54,587.13	30.76
Total Dept 9030	SOCIAL SECURITY	6,059.84	78,839.00	78,839.00	24,251.87	54,587.13	0.00	54,587.13	30.76
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	0.00	78,230.00	78,230.00	53,109.52	25,120.48	0.00	25,120.48	67.89
Total Dept 9040	WORKERS COMPENSATION	0.00	78,230.00	78,230.00	53,109.52	25,120.48	0.00	25,120.48	67.89
Dept 9045	LIFE INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	895.00	895.00	107.65	787.35	0.00	787.35	12.03
Total Dept 9045	LIFE INSURANCE	0.00	895.00	895.00	107.65	787.35	0.00	787.35	12.03
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: 2021 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0004	HIGHWAY WHOLE TOWN FUND								
Dept 9050	UNEMPLOYMENT INSURANCE								
Total Dept 9050	UNEMPLOYMENT INSURANCE	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00
Dept 9055	DISABILITY INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	2,545.00	2,545.00	233.90	2,311.10	0.00	2,311.10	9.19
Total Dept 9055	DISABILITY INSURANCE	0.00	2,545.00	2,545.00	233.90	2,311.10	0.00	2,311.10	9.19
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	835.19	425,380.00	425,380.00	101,312.67	324,067.33	0.00	324,067.33	23.82
Total Dept 9060	HOSPITALIZATION	835.19	425,380.00	425,380.00	101,312.67	324,067.33	0.00	324,067.33	23.82
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	14.00	225.00	225.00	28.00	197.00	0.00	197.00	12.44
Total Dept 9089	MISC. EMPLOYEE BENEFITS	14.00	225.00	225.00	28.00	197.00	0.00	197.00	12.44
Total Fund 0004	HIGHWAY WHOLE TOWN FUND	195,543.94	2,786,074.00	3,324,183.58	856,234.60	2,467,948.98	890,387.65	1,577,561.33	25.76

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0005	HIGHWAY PART TOWN FUND								
Dept 4560	PHYSICIAN								
0004	CONTRACTUAL & MISC. EXPENSE	158.00	2,600.00	2,600.00	158.00	2,442.00	0.00	2,442.00	6.08
Total Dept 4560	PHYSICIAN	158.00	2,600.00	2,600.00	158.00	2,442.00	0.00	2,442.00	6.08
Dept 5110	GENERAL REPAIRS								
0001	PERSONAL SERVICES	3,788.01	1,560,717.00	1,560,717.00	17,059.43	1,543,657.57	0.00	1,543,657.57	1.09
0004	CONTRACTUAL & MISC. EXPENSE	5,023.97	1,148,098.00	1,166,486.30	18,381.72	1,148,104.58	22,780.70	1,125,323.88	1.58
Total Dept 5110	GENERAL REPAIRS	8,811.98	2,708,815.00	2,727,203.30	35,441.15	2,691,762.15	22,780.70	2,668,981.45	1.30
Dept 5112	IMPROVEMENTS								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	196,324.00	196,324.00	0.00	196,324.00	0.00	196,324.00	0.00
Total Dept 5112	IMPROVEMENTS	0.00	196,324.00	196,324.00	0.00	196,324.00	0.00	196,324.00	0.00
Dept 9010	STATE RETIREMENT								
0008	EMPLOYEE BENEFITS	0.00	206,666.00	206,666.00	0.00	206,666.00	0.00	206,666.00	0.00
Total Dept 9010	STATE RETIREMENT	0.00	206,666.00	206,666.00	0.00	206,666.00	0.00	206,666.00	0.00
Dept 9030	SOCIAL SECURITY								
0008	EMPLOYEE BENEFITS	285.52	119,792.00	119,792.00	1,307.12	118,484.88	0.00	118,484.88	1.09
Total Dept 9030	SOCIAL SECURITY	285.52	119,792.00	119,792.00	1,307.12	118,484.88	0.00	118,484.88	1.09
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	0.00	184,901.00	184,901.00	131,231.25	53,669.75	0.00	53,669.75	70.97
Total Dept 9040	WORKERS COMPENSATION	0.00	184,901.00	184,901.00	131,231.25	53,669.75	0.00	53,669.75	70.97
Dept 9045	LIFE INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	800.00	800.00	101.68	698.32	0.00	698.32	12.71
Total Dept 9045	LIFE INSURANCE	0.00	800.00	800.00	101.68	698.32	0.00	698.32	12.71
Dept 9050	UNEMPLOYMENT INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	3,000.00	5,200.00	0.00	5,200.00	2,200.00	3,000.00	0.00
Total Dept 9050	UNEMPLOYMENT INSURANCE	0.00	3,000.00	5,200.00	0.00	5,200.00	2,200.00	3,000.00	0.00
Dept 9055	DISABILITY INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	2,400.00	2,400.00	222.10	2,177.90	0.00	2,177.90	9.25
Total Dept 9055	DISABILITY INSURANCE	0.00	2,400.00	2,400.00	222.10	2,177.90	0.00	2,177.90	9.25
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	785.47	484,678.00	484,678.00	108,289.97	376,388.03	0.00	376,388.03	22.34
Total Dept 9060	HOSPITALIZATION	785.47	484,678.00	484,678.00	108,289.97	376,388.03	0.00	376,388.03	22.34
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	14.00	325.00	325.00	28.00	297.00	0.00	297.00	8.62

TOWN OF PITTSFORD

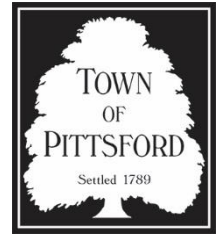
Expense Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0005	HIGHWAY PART TOWN FUND								
Dept 9089	MISC. EMPLOYEE BENEFITS								
Total Dept 9089	MISC. EMPLOYEE BENEFITS	14.00	325.00	325.00	28.00	297.00	0.00	297.00	8.62
Total Fund 0005	HIGHWAY PART TOWN FUND	10,054.97	3,910,301.00	3,930,889.30	276,779.27	3,654,110.03	24,980.70	3,629,129.33	7.04
Grand Total		476,005.99	21,008,534.00	22,010,481.90	2,671,642.07	19,338,839.83	1,446,337.09	17,892,502.74	12.14

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

MEMORANDUM



To: Pittsford Town Board

From: Paul Schenkel - Commissioner of Public Works

Date: March 11, 2021

Regarding: Adopt Public Health Emergency Plan

For Meeting On: March 16, 2021

Ladies and Gentlemen:

On September 7, 2020, Governor Cuomo signed legislation requiring all public employers to create plans to adequately protect workers in the event of another state disaster emergency involving a communicable disease. This legislation amends the NYS Labor Law.

Kelly Cline, as our Fire Marshall was asked to take the lead in drafting the plan. A planning committee was established comprised of those who had the knowledge and expertise. That committee included, the Chief of Staff, Commissioner of Public Works, Director of Finance, Administrator to the Commissioner of Public Works, Personnel Director, Foreman of Building Maintenance and the Town Attorney

Please find attached a draft of the plan. The majority of the topics in the plan have already been implemented over the last year as the COVID pandemic as evolved. The plan is a requirement to formalize procedures in a standardized form and was developed to meet the legal requirements and the intent of the law.

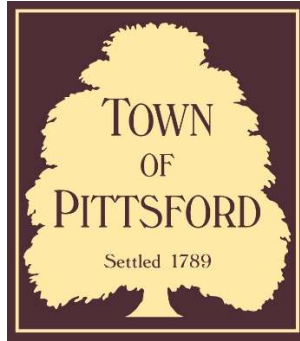
The plan is sufficient enough to be actionable, while, per Incident Command Protocols, flexible for the unknown. The plan was designed to:

- Maintain the safety of employees, contractors, and our constituency
- Provide vital services
- Provide services required by law
- Sustain quality operations
- Uphold the core values of the Town of Pittsford

Per the direction of the legislation, the plan is required to be approved by April 1, 2021. Additionally the legislation requires that it be included in the Employee Handbook for the Town of Pittsford. Changes to the Employee Handbook require Town Board approval.

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

Resolved, that the Town Board of the Town of Pittsford adopt the "Public Health Emergency Plan" and authorizes that said plan be incorporated into the Employee Handbook and Personnel Rules.



Town of Pittsford, New York

PUBLIC HEALTH EMERGENCY PLAN

Adopted: March 16, 2021

RECORD OF CHANGES

Date of Change	Description of Change	Implemented by

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PROMULGATION

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of the Town of Pittsford, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: _____

By: William A. Smith, Jr.

Signature:

Title: Supervisor

PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS

PURPOSE

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

SCOPE

This plan was developed exclusively for and is applicable to the **Town of Pittsford**. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

SITUATION OVERVIEW

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus, which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases, which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/dispersing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance, which may be published by the CDC, the State Department of Health, or County health officials.

PLANNING ASSUMPTIONS

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

CONCEPT OF OPERATIONS

The Supervisor of the Town of Pittsford, or the designee, or successor of the Supervisor, holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Supervisor.

Upon the determination of implementing this plan, all employees and contractors of the Town of Pittsford shall be notified by email, text or phone, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The general public will be notified of pertinent operational changes by way of the Town's website, eNews, social media and local news media outreach as appropriate. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Communication Director /Public Information Officer (PIO) will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Supervisor of the Town of Pittsford, or the designee, or the successor of the Supervisor, will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Supervisor of the Town of Pittsford will direct the resumption of normal operations or operations with modifications as necessary.

MISSION ESSENTIAL FUNCTIONS

When confronting events that disrupt normal operations, the Town of Pittsford is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Town of Pittsford.

The Town of Pittsford has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Town of Pittsford have been identified as:

Essential Function	Description	Priority
Supervisor's Office	Management of all Town Operations – Incident Command / Continuity of Government	1
Communications	Maintain communications with the public and constituents as needed. Public Information Officer	1
Information Technology	Provides all hardware and software for the Town. Responsible for the Town's network, remote access, phone system, email, public access channel.	1
Finance/Human Resources/Payroll	Maintaining financial assets of the Town, cash disbursements for payroll and vouchers; processing payroll, managing the benefits and needs of the employees.	1
Building Maintenance	Ensures facilities are functional and safe for users. Maintains cleanliness and sanitation of facilities.	1
Department of Public Works/Highway/Parks/Sewer	Maintenance of roads & right of ways, seasonal maintenance, Town properties, maintenance of sewers and emergency response.	1
Fire Marshal	Public Safety , Emergency Response	1
Code Enforcement	Public Safety, Emergency Response	1
Animal Control	Public Safety, Emergency Response	1
(GIS) Geographic Information System	Hazard Zone Mapping	1
Monroe County Senior Nutrition Program/ Recreation	Meal program for seniors Grab and Go Meal Program	1
Fire Code Inspections	Inspections to ensure compliance with code	2
Building Permits/site inspections	Review of plans, inspections as called for to ensure code compliance with projects – continuation of services	2
Development Plan review	Review and process new applications.	2
Tax Receiver	Collection and processing of property tax payments. (Priority level is determined by tax receipt schedule).	1-2
Town Clerk	Processing of licenses, permit and payments from constituents. Continuity of government.	2
Assessor	Maintenance of property assessments. Continuity of government.	2
Town Board	Legislative decision makers for major Town issues, authorization of payments, continuity of government.	2

Zoning/Planning	Hear, review and process development applications from business and constituents for consideration.	2
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ESSENTIAL POSITIONS

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Supervisor	<ul style="list-style-type: none"> Supervisor Chief of Staff Admin. Asst. 	Overall management of Town operations and functions. Incident Commander for the Town Liaison with Departments and Stakeholders Administrative support to the Supervisor and Chief of Staff.
Communications	<ul style="list-style-type: none"> Communications Director/Public Information Officer (PIO) 	Work in conjunction with the Supervisor to provide pertinent operational information to the General Public.
Information Technology	<ul style="list-style-type: none"> Director of Technology Technical Specialist - Hardware 	Management of I.T. related services and for maintaining and monitoring the Town’s network. Duties can be usually be done remotely, some tasks are required to be done on site. This position is essential for help desk support and hardware installs. Installation and troubleshooting of hardware and other task may have to be performed on-site.
Finance/Human Resources/Payroll	<ul style="list-style-type: none"> HR Director Director of Finance 	Management of payroll and the benefits and needs of employees.
Building Maintenance	<ul style="list-style-type: none"> Foreman Maintenance Staff 	These employees are maintaining, cleaning and disinfecting buildings and equipment. It is necessary that they are on site.
DPW/Highway/Sewer/Parks	<ul style="list-style-type: none"> Commissioner of Public Works/Supt. of Highways Assistant to the Commissioner Dept. of Public Works Admin. Staff 	Oversight of Town needs. Operational position within the Town of Pittsford’s Comprehensive Emergency Plan. Responsibilities and project could require the Commissioner to be on-site.

Highway/Sewer/Parks	<ul style="list-style-type: none"> • Foreman • Highway/DPW /Parks staff 	These employees are responsible for maintenance of infrastructure, roads, town properties and respond to emergency conditions.
Fire Marshal /Code Enforcement / Animal Control	<ul style="list-style-type: none"> • Fire Marshal • Building Inspector • Asst. Building Inspector • Animal Control Officer 	Response to emergencies or code violations. Employees have to respond to requests for services. Response to emergencies is considered on-site.
Geographic Information System	<ul style="list-style-type: none"> • GIS Manager 	Real time hazard mapping
Monroe County Senior Nutrition Program	<ul style="list-style-type: none"> • Senior Program Director • Employees necessary to facilitate program 	Nutritional meal program for seniors.
Fire Code Inspections	<ul style="list-style-type: none"> • Fire Marshal 	Inspection and enforcement of Codes. Job function requires on-site activity.
Building Permits / Site Inspections	<ul style="list-style-type: none"> • Building Inspector • Asst. Building Inspector • Engineer • Engineering Asst. 	Scope of projects may require onsite activity. Access to in house documentation and field inspections maybe required.
Planning/Zoning	<ul style="list-style-type: none"> • Director of Planning • Building Inspector 	Scope of projects may require onsite activity. Access to in house documentation and field inspections maybe required.
Tax Receiver	<ul style="list-style-type: none"> • Tax Receiver • Deputy Tax Receiver • Deputy Town Clerk 	Based off of fiscal cycle, on-site activity may be required.
Town Clerk	<ul style="list-style-type: none"> • Town Clerk 	Operational Position in the Town of Pittsford’s Comprehensive Emergency Plan. Access to in house records.
Assessor	<ul style="list-style-type: none"> • Assessor 	Continued operation of essential function
Town Board	<ul style="list-style-type: none"> • Town Board Members 	For purposes of this plan, if necessity occurred, on-site activity may be required. Continuity of government.

REDUCING RISK THROUGH REMOTE WORK AND STAGGERED SHIFTS

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

REMOTE WORK PROTOCOLS

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - f. Note that phone lines may need to be forwarded to off-site employees.

The Town of Pittsford will make decisions to have non-essential employees not report to their regular workplace depending on guidance given from State and County officials. Decisions will be made based upon the Town's ability or inability to ensure that employees can report to their workplace in a safe manner. If nonessential employees do not report to their regular workplace, Department heads may continue to assign work responsibilities to be completed remotely.

The Supervisor will make the initial decision to enact this plan, and authorize the Department heads to implement the necessary activities and work assignments. The Supervisor and the Department heads will coordinate with the Director of Technology to ensure that, where determined appropriate and necessary, all employees having technology needs are equipped, and the Director of Technology and their staff will troubleshoot and maintain the equipment as necessary.

It is the responsibility of each Department head to assign work responsibilities and ensure that any of their staff that may be working remotely are accomplishing their duties and that all essential Town functions continue to be carried out.

STAGGERED SHIFTS

Implementing staggered shifts may be possible for personnel performing duties that are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Town of Pittsford will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered will be made by Department heads or their designees.
2. Approval and assignment of changed work hours shall be approved by Department heads.

PERSONAL PROTECTIVE EQUIPMENT

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties, work location and the Town of Pittsford PPE Requirement Worksheets.
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months.
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
 - i. The first source of procurement of PPE should be the County of Monroe, then State and Federal Government stock piles if available.
 - ii. PPE and cleaning supplies will be procured from outside vendors in accordance with the Town's purchasing policy.
 - iii. If there is need of emergency purchase of supplies, consideration should be given to contacting response partners or other municipalities in Monroe County for borrowing of supplies in critical need by the Town of Pittsford. The procurement procedures of the Town of Pittsford should be followed.
 - iv. If the inability to purchase or acquire PPE for the Town of Pittsford is critical, emergency purchases through new vendors should be considered and may not follow the normal procurement process of the Town of Pittsford. The Supervisor or his designee may approve this emergency purchase.
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - i. Each department will be supplied with a supply of on-hand stock. Stock will be stored appropriately to prevent degradation.

- ii. Bulk storage of supply will be stored in a dry location. Routine inventory shall be performed to monitor quantities of stock.
- b. Employees and contractors must have immediate access to PPE in the event of an emergency.
 - i. Employees have the ability to access departmental stock at any time.
 - ii. Replenishment of departmental stock will be coordinated and approved with Department heads and Building Maintenance.
- c. The supply of PPE must be monitored to ensure integrity and to track usage rates. The procurement, storage, distribution and maintenance of PPE and cleaning supplies will generally be carried out and overseen by the Commissioner of Public Works.

Independent departments and the Library may also independently maintain their own stock of PPE and cleaning supplies as needed. The Town of Pittsford has a stockpile and it is the intent to maintain a six-month supply sufficient enough for essential personnel of PPE and Cleaning supplies.

STAFF EXPOSURES, CLEANING, AND DISINFECTION

STAFF EXPOSURES

Employee exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees are exposed to a known case of communicable disease that is the subject of the public health emergency (the CDC will provide definition of a 'close contact' with someone who is confirmed infected, which could lead to exposure):
- 1) Potentially exposed employees who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question, or until the potentially exposed employee receives negative test results.
 - a) As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b) Department heads and Human Resources must be notified of the exposure, and will ensure that these protocols are followed.
 - c) See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
 - 2) CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees, and our public.

- a) The Town of Pittsford reserves the right to redefine who it considers a critical essential employee based upon current circumstances and situation. This designation may be a seasonal designation depending on the specific job duties.
- b) Additional precautions will include the requirement of the subject employee, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
- c) In-person interactions with the subject employee will be limited as much as possible.
- d) Work areas in which the subject employee are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
- e) If at any time they exhibit symptoms, refer to item B below.
- f) Human Resources, in conjunction with the Department heads, will evaluate the circumstances and ensure that these protocols are followed.

B. If an employee exhibits symptoms of the communicable disease that is the subject of the public health emergency:

- 1) Employees who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
- 2) Employees who exhibit symptoms outside of work should notify their Department head and stay home, with a recommendation to contact their healthcare provider.
- 3) Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
- 4) The Town of Pittsford will require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work.
- 5) Department heads and Human Resources must be informed in these circumstances and are responsible for ensuring these protocols are followed.

C. If an employee has tested positive for the communicable disease that is the subject of the public health emergency:

- 1) Apply the steps identified in item B, above, as applicable.
- 2) Areas occupied for prolonged periods of time by the subject employee will be closed off.
 - a) CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b) Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c) See the section on Cleaning and Disinfection for additional information on that subject.
- 3) Identification of potential employee exposures will be conducted

- a) If an employee is confirmed to have the disease in question, the Supervisor, Human Resource, or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
- b) Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

4) Contact tracing is performed by the Monroe County Health Department, and it will direct Town officials on how to proceed, and what actions and notifications need to take place, if necessary.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health department for additional guidance and support as needed.

CLEANING AND DISINFECTING

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected as per CDC/public health guidelines. A schedule of cleaning and disinfection will be established. A record of cleaning and disinfection will be maintained.
 - b. The General Foreman Maintenance is responsible for cleaning protocols and facilitation of record keeping.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

EMPLOYEE AND CONTRACTOR LEAVE

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Pittsford is committed to reducing the burden on our employees. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which expired December 31, 2020. This policy may be altered based upon changes in federal law or regulation, as applicable. The NYS Department of Labor provides guidance on use of COVID-19 sick leave, which forms our policies outlined below.

It is our policy that employees of the Town of Pittsford will not be charged with leave time if the Town of Pittsford mandates that an employee who is not otherwise subject to a mandatory or precautionary order of quarantine or isolation is to remain out of work due to exposure or potential exposure to COVID-19, regardless of whether such exposure or potential exposure was in the workplace. The Town of Pittsford shall continue to pay the employee at the employee's regular rate of pay until such time as

the Town of Pittsford permits the employee to return to work or the employee becomes subject to a mandatory or precautionary order of quarantine or isolation, at which time the employee shall receive sick leave as required by New York's COVID-19 sick leave law, in accordance with this guidance, for the period of time the employee is subject to such mandatory or precautionary order of quarantine or isolation. In no event shall an employee qualify for sick leave under New York's COVID-19 sick leave law for more than three orders of quarantine or isolation.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

DOCUMENTATION OF WORK HOURS AND LOCATIONS

In a public health emergency, it may be necessary to document work hours and locations of each employee to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Town of Pittsford to support contact tracing within the organization and may be shared with local public health officials.

Department heads will be responsible to track and document the location of their employees in the event of activation of this plan. They may use whatever means are necessary to gather the information, including use of vehicle tracking software or manual log sheets. Department heads will be responsible to maintain said information until such time as requested from the Supervisor or Human Resources.

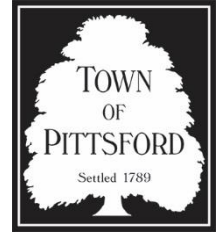
Paper logs of all employees, visitors, and contractors entering any Town of Pittsford property will be documented. This form will track the name, organization, and phone number of the individual should contract tracing need to be made. These forms will be kept on file as required.

HOUSING FOR ESSENTIAL EMPLOYEES

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Town of Pittsford's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Town of Pittsford will coordinate with the Monroe County Office of Emergency Management to help identify and arrange for these housing needs. The Commissioner of Public Works will oversee housing for essential employees.

MEMORANDUM



To: Pittsford Town Board

From: Paul Schenkel - Commissioner of Public Works

Date: March 12, 2021

Regarding: J. O'Connell and Associates, Inc. Contract

For Meeting On: March 16, 2021

Ladies and Gentlemen:

The Town Board approved funding to engage a grant writer or grant writing firm in the budget for 2021.

Following review, and working with the Town Finance Director, we have identified J. O'Connell & Associates, Inc. as the firm we recommend engaging.

I note that J. O'Connell & Associates, Inc. is a certified New York State MWBE business. You will find attached a letter from the firm introducing themselves and their services.

If the Board agrees, then the following resolution would be in order:

RESOLVED, that J. O'Connell & Associates, Inc. be and hereby is engaged to write grant applications on behalf of the Town of Pittsford; and

FURTHER RESOLVED, that for purposes of giving effect to the foregoing resolution, the attached form of contract between the Town and J. O'Connell & Associates, Inc. be and hereby is in all respects, approved; and

FURTHER RESOLVED, that the Town Supervisor be and hereby is authorized to execute such contract on behalf of the Town.



February 12, 2021

William A. Smith Jr.
Supervisor
Town of Pittsford
11 South Main Street
Pittsford, NY 14534

Dear Supervisor Smith and Board:

Thank you for contacting J. O'Connell & Associates, Inc. to learn more about how we can help the Town of Pittsford obtain funding for its programs. As you know, the Town of Pittsford is eligible for a variety of competitive grants that are available through the Federal and New York State Governments.

Founded in 1989, J. O'Connell & Associates, Inc. has provided comprehensive grant development services to municipalities, school districts, and non-profit organizations throughout New York State, securing over \$183 million dollars in grant funding for our clients. We are committed to educating our clients about all aspects of the grants consulting process in order to maximize the amount of funds raised and successfully complete critical projects.

Our firm's goal in working with the Town of Pittsford will be to establish a **working relationship** that will enable the Town to receive a **continuous flow** of funded grants. To achieve this goal, J. O'Connell & Associates, Inc. offers **yearly** contracts, **per project** contracts or an **hourly** retainer rate. As discussed in our phone call, we believe the optimum working arrangement is a two-year contract, billed monthly, as that allows for time to see the results of our grant submissions. Attached please find a standard two-year contract for your review and approval. Unlike other consultants, no fees are ever taken out of a successful grant award for our services.

I have also attached information about our firm, including services offered, a partial listing of successful client funding, client list and reference letters for your careful review. Thank you again for contacting J. O'Connell & Associates, Inc.; we would certainly welcome the opportunity to develop a working relationship with the Town of Pittsford. I can be contacted at (716) 759-8580, ext. 211 or via email at joconnell@grantsareus.com.

Very truly yours,

Jean K. O'Connell
President

J. O'Connell & Associates, Inc. 
GRANTS CONSULTANTS

**10646 Main Street
Clarence, New York 14031
(716) 759-8580**

THIS AGREEMENT, made this _____ day of _____, 2021 by and between **J. O'CONNELL & ASSOCIATES, INC., GRANTS CONSULTANTS**, having its principal place of business at 10646 Main Street, Clarence, New York 14031, hereinafter referred to as "J. O'CONNELL & ASSOCIATES, INC.," and the **TOWN OF PITTSFORD**, having its principal place of business at 11 South Main Street, Pittsford, New York 14534, hereinafter referred to as "THE ORGANIZATION."

WITNESSETH:

WHEREAS, J. O'CONNELL & ASSOCIATES, INC., is engaged in the business of grants consultation; and

WHEREAS, THE ORGANIZATION is desirous of retaining the professional services of J. O'CONNELL & ASSOCIATES, INC.;

NOW, in consideration of the mutual promises and covenants contained herein, it is agreed between the parties hereto as follows:

1. That THE ORGANIZATION retains the professional services of J. O'CONNELL & ASSOCIATES, INC. commencing April 1, 2021 and ending on December 31, 2021.

2. That THE ORGANIZATION agrees to pay J. O'CONNELL & ASSOCIATES, INC. for **two** professional services **(A) GRANTS CONSULTING & PROPOSAL WRITING** rendered hereunder, the sum of Three Thousand Six Hundred (\$3,600.00) Dollars per month, payable at the first of each month upon receipt of invoice **(B) GRANTS ADMINISTRATION** and an additional fee of \$75 per hour for grants administration per submitted monthly time sheet with a cost not to exceed \$2,550 for (14 hours) of professional services performed by J. O'CONNELL & ASSOCIATES, INC. At such time as the fee reaches \$2,250, THE ORGANIZATION is free to extend or re-negotiate a new Grants Administration contract.

3. In consideration of the sums to be paid by THE ORGANIZATION for **(A) GRANTS CONSULTING & PROPOSAL WRITING**, J. O'CONNELL & ASSOCIATES, INC. agrees to:

- (1) Conduct a needs assessment of THE ORGANIZATION, to identify potentially fundable programs;
- (2) Present identified programs into a form that becomes acceptable to the grant reviewer;
- (3) Conduct an on-going review of available funding sources that allows THE ORGANIZATION immediate knowledge of multiple sources;
- (4) Prepare organizational background statements, formal letters of intent, and applications to submit to the granting agencies;
- (5) Develop COMPLETE proposals into written form that keeps them in compliance with the grant guidelines;
- (6) Follow-up on all grant applications that have been submitted on THE ORGANIZATION'S behalf;

- (7) Attend meetings with THE ORGANIZATION, ORGANIZATION staff, ORGANIZATION board members, government officials as needed for grant development; and,
- (8) Prepare monthly status reports that keep THE ORGANIZATION informed as to the progress of the grant activities.

4. In consideration of the sums to be paid by THE ORGANIZATION for **(B) GRANTS ADMINISTRATION, J. O'CONNELL & ASSOCIATES, INC.** agrees to:

- (1) Assist in obtaining all required information needed for successful administration;
- (2) Communicating with, or meeting with the Funder Representative as THE ORGANIZATION administrative representative on the project;
- (3) Conduct a review of existing submittal documents, and a review and monitoring of the program in order for THE ORGANIZATION to gain a thorough knowledge of the grant program requirements;
- (4) Submitting project activity status reports to the Funder Representative; and,
- (5) Meeting and communicating with THE ORGANIZATION, and THE ORGANIZATION staff, in order to gather information that is needed for submission of the grant reimbursement requests;
- (6) Follow-up on the grant reimbursement requests that have been submitted on THE ORGANIZATION's behalf; and provide any additional information, in consultation with THE ORGANIZATION that is requested by the funding agency reviewers; and,
- (7) Providing close out documentation as required to the Funder Representative.

5. If THE ORGANIZATION requests the presence of J. O'CONNELL & ASSOCIATES, INC. at an out-of-town meeting, travel is billable at the IRS rate or coach class air fare (whichever is less). Out of town travel would be 50 miles round trip from the offices of J. O'CONNELL & ASSOCIATES, INC. All trips to the Town of Pittsford *do not* constitute a charge for travel.

6. This Agreement may not be changed, modified, or altered except upon the express written consent of the parties hereto.

7. J. O'CONNELL & ASSOCIATES, INC. is a professional grant consulting firm, and as such is an independent contractor, and in no way shall be deemed as an employee of THE ORGANIZATION.

8. The ORGANIZATION may terminate this Agreement, with or without cause, at any time, upon ten (10) days written notice to J. O'CONNELL & ASSOCIATES, INC., and thereafter shall have no liability for payment of services to J. O'CONNELL & ASSOCIATES, INC., except for payment of any duly-issued and agreed-upon invoices for services rendered up to the time of said termination of this Agreement.

Date: March 11, 2021

J. O'CONNELL & ASSOCIATES, INC.,
GRANTS CONSULTANTS

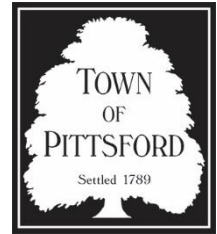
BY Jean K. O'Connell
JEAN K. O'CONNELL, PRESIDENT

Date: _____

TOWN OF PITTSFORD

BY _____
WILLIAM A. SMITH, JR., SUPERVISOR

MEMORANDUM



To: Pittsford Town Board

From: Cheryl Fleming, Personnel Director

Date: March 11, 2021

Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: March 16, 2021

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

Name	Dept	Position	Rate	Date of Hire
Anastasia Taggart	Library	Library Aide – PT	\$15.24/hr	03/29/2021
Vi `Toria Nguyen	Court	Court Clerk – FT	\$30.10/hr	04/05/2021
Peter Ciarico	Parks	Laborer – Seasonal	\$15.25/hr	04/05/2021

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

Name	Dept	Position	Rate	Date of Hire
Anastasia Taggart	Library	Library Aide – PT	\$15.24/hr	03/29/2021
Vi `Toria Nguyen	Court	Court Clerk – FT	\$30.10/hr	04/05/2021
Peter Ciarico	Parks	Laborer – Seasonal	\$15.25/hr	04/05/2021

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

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

Name	Position	Reason for Change	Salary	Effective Date
Pamela Thurber	Clerk to Town Justices	Retirement of current Clerk/ Training of new Court employees	\$35.58	04/05/2021

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

Name	Position	Reason for Change	Salary	Effective Date
Pamela Thurber	Clerk to Town Justices	Retirement of current Clerk/ Training of new Court employees	\$35.58	04/05/2021

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