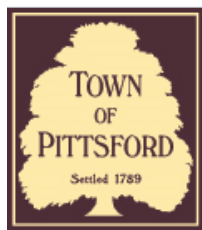


SUPERVISOR
William A. Smith, Jr.



COUNCIL MEMBERS
Kate Bohne Munzinger, Deputy Supervisor
Cathy Koshykar
Kim Taylor
Stephanie Townsend

New Date

TOWN BOARD AGENDA
Town Hall – 11 S. Main Street, Pittsford – Lower Level
Wednesday, December 7, 2022 – 6:00 PM

Call to Order

Pledge of Allegiance

Minutes

Approval of Minutes of Meeting of November 9, 2022

Legal Matters

Public Comment
2023 Elderberry Express Agreement
2023 Pittsford Youth Services Agreement

Financial Matters

Public Comment
Budget Transfers

Personnel Matters

Public Comment
Hiring Resolution

Other Business

Public Comment

Adjournment

PUBLIC MEETINGS OF THE TOWN BOARD are IN-PERSON at TOWN HALL

Attending in Person

Per State requirements, those who are not fully vaccinated must wear a mask and stay 6 feet away from other people.

Comments:

As always, 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. To comment you must sign in at the sign-in desk.

Viewing from Home

1. Live

The Town Board meeting will stream live through our cable access station's streaming portal. Please use the following link:

<https://videoplayer.telvue.com/player/FcqTLOOYMCGU6WlccUApyUL3twz4dm9V/stream/819?fullscreen=false&showtabssearch=true&autostart=true>

You can watch on any computer, tablet, smart phone or web capable TV. If you log in before the meeting starts and see an error message, refresh your screen at 6:00pm when the board meeting starts and you can view the meeting live while it is happening.

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.

- at any time before 2:30pm on the day of the meeting (a) by email to comments@townofpittsford.org; (b) by submitting it in writing, through the drop slot to the right of the front door at Town Hall (11 South Main Street); or (c) by U.S. Mail to the Town Clerk, for receipt no later than 2:30pm on the day of the meeting;

and, in addition,

- at any time ***during*** the meeting by email to comments@townofpittsford.org
- All comments submitted should include the name and street address of the commenter. Comments from residents will be read by the Town Clerk at the appropriate point of the meeting.

2. On-Demand Video

As always, video will be uploaded to our cable access station's streaming portal within 48 hours of the meeting. It is available on demand. You can see it here:

<https://videoplayer.telvue.com/player/FcqTLOOYMCGU6WlccUApyUL3twz4dm9V/stream/690?fullscreen=false&showtabssearch=true&autostart=true>

Minutes of the Town Board for November 9, 2022

**DRAFT
TOWN OF PITTSFORD
TOWN BOARD
NOVEMBER 9, 2022**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, November 9, 2022, at 6:00 P.M. local time in the Lower-Level Meeting Room of Town Hall, 11 South Main Street, in person.

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

ABSENT:

ALSO PRESENT: Staff Members: Paul Schenkel, Commissioner of Public Works; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Brian Luke, Finance Director; Jessie Hollenbeck, Recreation Director; Cheryl Flemming, Director of Personnel; Shelley O'Brien, Communications Director; Suzanne Reddick, Assistant to the Supervisor; Spencer Bernard, Chief of Staff.

ATTENDANCE: Ten members of the public and an ASL interpreter were present.

Supervisor Smith called the Town Board meeting to order at 6:05 P.M. and invited all to join in the Pledge to Flag.

SUPERVISOR'S ANNOUNCEMENTS

1. The Supervisor recognized our region as the ancestral homeland of the people of the Seneca Nation, and noted the upcoming commemoration of the Treaty of Canandaigua, signed in 1794 among the Seneca, the other peoples of the Haudenosaunee Confederation and the United States.
2. The Town will honor Veteran's Day this Friday, November 11 at 11:00 A.M. with a ceremony at Carpenter Park near the Port of Pittsford.
3. Supervisor Smith acknowledged the recent retirement of Julie Donnelly, Facilities Clerk for the Recreation Department. He then read a Town Board proclamation in recognition of Joy Brown's retirement as Director of Information Technology. It highlighted her many accomplishments and contributions to the Town during her 20+ year tenure. Director Brown thanked everyone for the recognition.

A brief recess followed.

PUBLIC HEARING FOR LOCAL LAW #4 - REDUCING TOWN SPEED LIMIT TO 25 MPH

In this continuation of the Public Hearing opened on November 1, Supervisor Smith asked if any members of the public wished to comment. Hearing none, he closed the Public Hearing.

Councilmember Townsend expressed the consistent support among residents for this proposal. Deputy Supervisor Munzinger thanked the Supervisor for holding over the Public Hearing so that she and Councilmember Townsend could offer their comments. She noted that passing this speed limit reduction for Town roads is just one step in dealing with a larger issue.

The Supervisor made the motion to approve Local Law #4 of 2022; a Resolution amending Chapter 145 'Vehicles and Traffic,' Article II 'Speed Regulations' of the Code of the Town of Pittsford to set a Town-Wide 25 MPH Speed Limit with Exceptions, seconded by Deputy Supervisor Munzinger and

Minutes of the Town Board for November 9, 2022

voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

WHEREAS, true and correct copies of proposed Local Law No. 4 of 2022: Amending Chapter 145 "Vehicles and Traffic," Article II "Speed Regulations" of the Code of the Town of Pittsford to set a Town-wide 25 mph speed limit with exceptions, were placed upon the desks of all members of the Town Board of the Town of Pittsford, New York, more than seven (7) calendar days, exclusive of Sunday, prior to the 1st day of November, 2022; and

WHEREAS, there was duly published in a newspaper previously designated as an official newspaper for publication of public notices, and posted upon the bulletin board maintained by the Town Clerk pursuant to § 40(6) of the Town Law, a notice of public hearing to the effect that the Town Board would hold a public hearing on the 1st day of November, 2022, at 6:00 P.M., Local Time, at the Town Hall, 11 South Main Street, Pittsford, New York, on said Local Law No. 4 of 2022; and

WHEREAS, the said public hearing was duly held on the 1st day of November, 2022, and again on the 9th day of November, both at 6:00 P.M., Local Time, at the Town Hall, Pittsford, New York, and all persons present were given an opportunity to be heard, whether speaking in favor of or against the adoption of said Local Law No. 4 of 2022; and

WHEREAS, the proposed action is a Type II Action in accordance with 6 NYCRR §617.5(c)(22) and (33) of the SEQRA Regulations; and

WHEREAS, subsequent to the closing of said public hearing, and after all persons interested had been heard, the Town Board considered the adoption of said Local Law No. 4 of 2022; and

WHEREAS, it was the decision of the Town Board that said Local Law No. 4 of 2022 should be adopted.

NOW, on a motion duly made and seconded, it was

RESOLVED, that Local Law No. 4 of 2022: Amending Chapter 145 "Vehicles and Traffic," Article II "Speed Regulations" of the Code of the Town of Pittsford to set a Town-wide 25 MPH speed limit with exceptions, be provisionally adopted by the Town Board of the Town of Pittsford, New York, to read as annexed hereto; and it was further

RESOLVED, that said Local Law No. 4 of 2022 shall be deemed finally adopted by the Town Board upon certification by a licensed professional engineer who specializes in

Minutes of the Town Board for November 9, 2022

traffic operations that the speed limits established by said Local Law are in accordance with the engineering considerations and factors for speed limits set forth in the manual and specifications for a uniform system of traffic control devices maintained by the NYS DOT, as required by Vehicle and Traffic Law § 1662-a; and it was further

RESOLVED, that within twenty (20) days subsequent to the final adoption of said Local Law No. 4 of 2022, there shall be filed with the Secretary of State one certified copy of said Local Law No. 4 of 2022, in accordance with Municipal Home Rule Law § 27.

PUBLIC HEARING FOR SUPERVISOR'S PROPOSED BUDGET FOR 2023 AND SPECIAL DISTRICTS

Supervisor Smith reviewed his proposed 2023 budget for those in attendance at the meeting. The Town's tax rate will remain flat, at \$3.13 per \$1,000 of assessed property value, with no increase. All current Town services will continue at current levels or better. He noted that no ARPA funds are used in this budget; that ARPA funds are independent of the budget and are not counted toward revenue.

Following this presentation, the Supervisor opened the public hearing on the proposed Budget for 2023, asking if any members of the public wished to comment. The Town Clerk read a comment submitted by resident from Pat Maxwell. With no further public comments, the Supervisor closed the Public Hearing and asked for comments and questions from the Town Board.

Councilmember Townsend asked about Public Works budget lines inquiring if the amount budgeted for road repairs will be sufficient with rising costs. Commissioner Schenkel responded that the several budget lines that together comprise the budget for road work provide funding sufficient for road work and maintenance scheduled for next year. Councilmember Townsend also noted that if the budget allows as the year proceeds, the Board should consider adding more crossing guards in the spring or fall. Deputy Supervisor Munzinger agreed. Councilmember Taylor asked about funding proposed for elections. Town Clerk McQuillen acknowledged a decrease, consequent to the County taking over direct compensation of election inspectors. Previously the Town paid the inspectors and the County compensated the Town, requiring a funding line in the Town budget. Councilmember Taylor also asked about a bonded sewer extension project. Commissioner Schenkel explained that this is the final year for payment on the bond. Deputy Supervisor Munzinger thanked the department heads, Finance Director Brian Luke, and Supervisor Smith for their work in preparing the 2023 budget. She appreciates being able to keep the tax rate flat in a time when costs seem to be continually rising. Councilmember Koshykar remarked she would like to know the purpose of the special project line under Personnel. Brian Luke, Finance Director explained that it covers safety training and other training for employees and volunteer board members. Staff answered additional questions about funding lines for traffic, recreation programming and town wide events.

Thereafter, Supervisor Smith moved that the 2023 proposed Budget, Sewer Rents, Special Districts, and Debt Service budgets be approved as the 2023 adopted budget. This was seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

MINUTES OF THE NOVEMBER 1, 2022, TOWN BOARD MEETING APPROVED

A Resolution to approve the minutes of the November 1, 2022, Town Board meeting was offered by Councilmember Taylor, seconded by Councilmember Koshykar, and voted on by members as follows: Ayes: Koshykar, Taylor and Smith. Nays: none. Abstain: Munzinger, Townsend

The Resolution was declared carried as follows:

Minutes of the Town Board for November 9, 2022

RESOLVED, that the Minutes of the November 9, 2022, Town Board meeting are approved.

LEGAL MATTERS

PUBLIC COMMENT

No comments made.

AMENDMENT TO INCENTIVE ZONING RESOLUTION AND A RELEASE OF A SEWER EASEMENT FOR KILBOURN PLACE

Following a brief explanation by Supervisor Smith of the purpose of the resolution, Councilmember Townsend made a motion to approve the amended condition 4 of the Town Board resolution approving Incentive Zoning for Kilbourn Place Luxury Apartments, seconded by Councilmember Taylor and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Condition 4 of the Town Board resolution approving Incentive Zoning for the 110-unit rental Kilbourn Place Luxury Apartments project be amended to read that a maximum of 33 units (instead of 34 units) be located on the Back Nine Parcel and 77 units (instead of 76 units) be located on the former Kilbourn Place Townhouse properties, and that certified copies of this resolution be filed in the offices of the Town Clerk, the Tax Assessor, and the Department of Public Works.

Then Councilmember Taylor moved to approve the release of the amended sewer easement, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that an amended release of the Kilbourn Place sewer easement be executed and recorded in substantial conformance with the form submitted herewith.

WHEREAS, Releasee granted Releasor a 20' wide Sanitary Sewer Easement, dated February 19, 2013, and recorded in the Monroe County Clerk's Office on March 6, 2013, in Liber 11227 of Deeds, at Page 236 (the "Easement"); and

WHEREAS, Releasee amended the legal description of the Easement by an Amended and Restated Sewer Easement, dated May 14, 2013, and recorded in the Monroe County Clerk's Office on May 23, 2013, in Liber 11256 of Deeds, at Page 89 (the "Amended Easement"); and

WHEREAS, Releasor released the Easement, as described in the Amended Easement but without reference to recording of the Amended Easement, by a Release of Sewer Easement, dated September 8, 2022, and recorded in the Monroe County Clerk's Office on September 15, 2022, in Liber 12720 of Deeds, at Page 659; and

WHEREAS, to avert any ambiguity or defect in title, the record of this Easement, Amended Easement, Release of Easement, and Amended Release of Easement should be clarified;

NOW, THEREFORE, in consideration of the facts and circumstances as set forth above, the Releasor herein does hereby Release the aforesaid Easement and Amended Easement, as described in Schedule A of the Amended Easement.

AGREEMENT TO GRANT LICENSE TO MALVERN HILLS HOMEOWNERS' ASSOCIATION FOR LANDSCAPE ENHANCEMENTS

Deputy Supervisor Munzinger made a motion to grant a license to the Malvern Hills HOA granting the right to install and maintain landscaping enhancements, seconded by Councilmember Townsend, and

Minutes of the Town Board for November 9, 2022

voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board authorize the Town Supervisor to sign the proposed License Agreement by and among the Town, the Monroe County Water Authority, and the Malvern Hills Homeowners Association for the installation of landscape enhancements at or near the intersection of Mendon Road and Bromsgrove Hill.

ACCEPT DEDICATON OF ROAD IN ALPINE RIDGE SUBDIVISION

Councilmember Townsend moved to accept the Offer of Dedication for Skylight Trail in the Alpine Ridge Subdivision, Section 2, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Offer of Dedication for "Skylight Trail" in the Alpine Ridge Subdivision, Section 2, be accepted and consent be given to the Highway Superintendent to issue an Order to Lay Out the road.

ACCEPT DEDICATION OF OPEN SPACE IN ALPINE RIDGE SUBDIVISION

Supervisor Smith moved to accept the Offer of Dedication for two parcels of land in the Alpine Ridge Subdivision, Section 2, Councilmember Taylor seconded, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Offer of Dedication of two (2) parcels of land totaling approximately 6.78 acres of land in the Alpine Ridge Subdivision, Section 2, to be used as open space, be accepted.

ACCEPT DEDICATION OF OPEN SPACE IN COUNTRY POINTE SUBDIVISION

Supervisor Smith moved to accept the Offer of Dedication for four parcels of land in the Country Pointe Subdivision, second made by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Offer of Dedication of four (4) parcels of land totaling approximately 12.834 acres of land in the Country Pointe Subdivision, to be used as open space, be accepted.

RELEASE OF UNNECESSARY SEWER EASEMENT ON WOOD HILL RD & SKYTOP LN

Supervisor Smith offered the motion to approve the release of the remaining Sewer Easement, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board authorize the Town Supervisor to sign the attached proposed "Release of Remaining Sewer Easement" involving the Town's easement located on 26, 28, 32, 36, 38, 40 & 42 Wood Hill Road and 12 & 15 Skytop Lane. This resolution is subject to permissive referendum, and the Town Clerk is directed to post and publish the required notice of such permissive referendum.

FINANCIAL MATTERS

PUBLIC COMMENT

There were no public comments.

Minutes of the Town Board for November 9, 2022

NOVEMBER VOUCHERS APPROVED

Deputy Supervisor Munzinger offered a resolution to approve the proposed vouchers, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the November vouchers from number 158485 – 158858 total \$ 645,320.28 are approved for payment.

BUDGET TRANSFER APPROVED

A motion to approve the proposed budget transfer was offered by Deputy Supervisor Munzinger, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

Be it resolved that the following are approved:

That \$15,700.00 be transferred from 0001.9040.8000.0000.0000 (General Fund W.T. – Workers Comp) to 0001.2620.1000.0001.2620 (General Fund W.T. – Custodial Services) to cover costs.

That \$5,000.00 be transferred from 0001.1990.4000.0001.0001 (General Fund W.T. –Contingency) to 0001.2620.4107.0002.2620 (General Fund W.T. – Unleaded Gas) to cover costs.

PERSONNEL MATTERS

PUBLIC COMMENTS

There were no public comments.

HIRING/PERSONNEL ADJUSTMENTS APPROVED

A motion to approve the recommendations for new hires, status and/or salary changes was made by Deputy Supervisor Munzinger, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The following employee(s) are recommended as a new hire, subject to successful completion of drug and background checks, based on the recommendation of the Functional Coordinator(s) for these areas:

Name	Dept	Position	Rate	Date of Hire
Justin Zelter	Highway	Laborer – FT	\$18.35	11/07/2022
Kirsten Fleming	Recreation	Rec Assistant	\$15.00	11/09/2022
Ella Devaney	Recreation	Rec Attendant	\$13.20	11/10/2022

This is subject to completion of the proper reviews and background checks for these candidates and appropriate sign off by the Town Board representative.

Name	Dept	Position	Rate	Date of Hire
Justin Zelter	Highway	Laborer – FT	\$18.35	11/07/2022
Kirsten Fleming	Recreation	Rec Assistant	\$15.00	11/09/2022
Ella Devaney	Recreation	Rec Attendant	\$13.20	11/10/2022

Minutes of the Town Board for November 9, 2022

2023 HOLIDAY SCHEDULE APPROVED

Supervisor Smith offered a Resolution to approve the proposed 2023 Holiday Schedule, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the 2023 Holiday Schedule for the Town of Pittsford full time and part-time staff be approved, respectively, as follows:

2023 Schedule of Holidays

New Year's Day	Monday, January 1st
Martin Luther King Day*	Monday, January 16th
Presidents' Day*	Monday, February 20th
Memorial Day	Monday, May 29th
Juneteenth	Monday, June 19th
Independence Day	Tuesday, July 4th
Labor Day	Monday, September 4th
Columbus Day	Monday, October 9th
Veterans' Day*	Friday, November 10th
Thanksgiving Day	Thursday, November 23rd
Day after Thanksgiving	Friday, November 24th
Christmas Day	Monday, December 25th
Employee's Birthday*	
Additional Floating Holiday*	

*Floating holidays, taken with Department Head's approval; Town offices remain open on these days.

APPROVAL FOR GVRPS ANNUAL CONFERENCE ATTENDANCE

Director of Recreation, Jessie Hollenbeck, requested approval for three recreation department employees to attend the Genesee Valley Recreation and Parks Society Annual Conference. Councilmember Townsend moved for the approval of attendance for three recreation department employees at the GVRPS Annual Conference, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Amanda Poulin, Kathleen Laskey and Anthony Brott are approved to attend the Genesee Valley Recreation and Parks Society Annual Conference on November 18, 2022, at Bill Gray's Regional Iceplex.

OTHER BUSINESS

Councilmember Koshykar commented she supports professional development for staff.

PUBLIC COMMENT

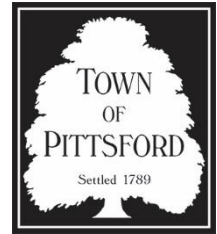
There were no public comments made.

With no further business, the Supervisor adjourned the meeting at 6:30 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk

MEMORANDUM



To: Town Board Members

From: Robert B. Koegel

Date: December 1, 2022

Regarding: Elderberry Express, Inc. Agreement

For Meeting On: December 7, 2022

Ladies and Gentleman:

Attached please find a copy of a proposed Agreement with Elderberry Express, Inc. This is a renewal of the Town's annual Agreement with the corporation, which provides senior citizen transportation services for residents of the Town.

The Agreement provides for payment by the Town of an annual subsidy to Elderberry Express, Inc. in the amount of \$7,500.00, which is in the 2023 budget. This amount is identical to the annual payments we made for the years 2009 through 2022.

The Agreement also refers to the minimum of 100 square feet of office space we provide to Elderberry Express at the Senior Center, and that "Profit and Loss" reports from Elderberry Express will be provided to the Supervisor on a quarterly basis.

RESOLUTION

I move that the Town Supervisor be authorized to enter into and sign the proposed 2023 Agreement with Elderberry Express, Inc.

AGREEMENT

THIS AGREEMENT, made as of the 1st day of January, 2023 by and between the TOWN OF PITTSFORD, NEW YORK, a municipal corporation having its offices at 11 South Main Street, Pittsford, New York 14534 (“Town”), and ELDERBERRY EXPRESS, INC., a domestic not-for-profit corporation with offices at 3750 Monroe Avenue, Pittsford, New York, (“Express”).

WITNESSETH:

WHEREAS, Express has offered to perform certain services for the people of the Town in relation to the project known as the Elderberry Express; and

WHEREAS, the Town Board, by Resolution, has authorized an Agreement with Express to support said services,

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

1. In consideration of the sum of \$7,500.00, to be paid in equal quarterly installments by the Town to Express, Express agrees for the year 2023 to provide transportation services to Pittsford senior citizens who find it difficult or impossible to use public or private transportation. As a result of the synergy of the operations of Express and the Pittsford Senior Center, the Town will also provide to Express the use of office space of a minimum of 100 square feet at the Pittsford Senior Center. The Town’s only obligations shall be to provide the funding and office space as set forth in this Agreement. Under no circumstances shall the Town assume Elderberry Express’s obligation to transport any citizens.

2. This Agreement is subject to specific conditions, as follows:

- A. Express shall provide to the Town Supervisor, for review on behalf of the Town, quarterly “Profit & Loss” reports.
- B. The Town shall have the ongoing authority to evaluate the program of Express covered by this Agreement and if the monthly reports or the performance of Express are not such as to constitute a reasonable achievement of the goals set forth, in the opinion of the Town Board, it reserves the right to cancel this Agreement at any time and to terminate all obligations of the Town to make payment to Express;

- C. Express shall provide to the Town any additional financial records as the Town may be deem necessary for the purpose of performing a fiscal audit and shall submit to the Town an annual financial report; and
- D. Express agrees that eligibility for participation in the project will not be based on color, race, gender, creed, sex, national origin or disability, nor shall fees be charged. Donations may be accepted by Express.

3. All expenditures by Express that are to be reimbursed must be made in accordance with New York State law.

4. Express agrees to maintain all required Workers' Compensation and Unemployment Insurance as required by New York State law.

5. Express shall maintain the Town as a named insured on an automobile liability policy the limits of which are at least \$250,000.00 per person/\$500,000.00 per occurrence for personal injury and \$100,000.00 property damage, per occurrence, and agrees to defend, indemnify and hold the Town harmless from any and all claims based in whole or part on Express's provision of services under this Agreement.

IN WITNESS WHEREOF, the parties have set their respective hands and seals the date first have written.

TOWN OF PITTSFORD, NEW YORK

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

ELDERBERRY EXPRESS, INC.

By: _____
James M. Gaze, President

STATE OF NEW YORK)
COUNTY OF MONROE) SS:

On the ___ day of _____, 2022, before me, the undersigned, a Notary Public in and for said State, personally appeared James M. Gaze, 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.

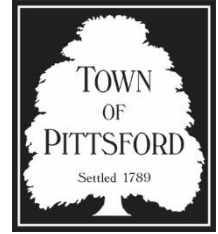
Notary Public

STATE OF NEW YORK)
COUNTY OF MONROE) SS:

On the ___ day of _____, 2022, before me, the undersigned, a Notary Public in and for said State, personally appeared William A. Smith, Jr., Supervisor, 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

MEMORANDUM



To: Town Board Members

From: Robert B. Koegel

Date: December 1, 2022

Regarding: Pittsford Youth Services Agreement

For Meeting On: December 7, 2022

Ladies and Gentleman:

Attached please find a copy of a proposed Agreement with Pittsford Youth Services. This is a renewal of the Town's annual Agreement with the agency, which provides counseling and referral services for residents of the Town, and includes an annual fee to the agency, payable by the Town, for the agency's services.

The proposed Agreement is the same as the Agreement for 2022, except for the dates and the support of PYS for 2022, which will increase from \$64,660.00 to \$66,000.00.

In the event the Board decides to take action on this matter, I suggest the following Resolution:

I move that the Town Supervisor be authorized to enter into and sign the proposed Agreement with Pittsford Youth Services for calendar year 2023.

SERVICE AGREEMENT

THIS AGREEMENT, made as of the 1st day of January, 2023 by and between the TOWN OF PITTSFORD, NEW YORK, a municipal corporation having its offices at 11 South Main Street, Pittsford, New York 14534 (hereinafter referred to as “Town”), and PITTSFORD YOUTH SERVICES, INC., a domestic not-for-profit corporation, with offices at 4 South Main Street, Pittsford, New York 14534 (hereinafter referred to as “Agency”).

WHEREAS, the Agency has offered to perform certain counseling and referral services for residents of the Town of Pittsford; and

WHEREAS, the Town is desirous of using Agency’s services and to compensate the Agency therefor,

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

A. Town’s Responsibilities

1. The Town will pay the Agency the annual sum of Sixty-Six Thousand Dollars (\$66,000.00) for the year 2023, payable in twelve (12) consecutive monthly installments, beginning January 2023, for the Agency’s said services.

B. Agency’s Responsibilities

1. The Agency will provide Town residents individual and family counseling and support; information about, and referrals to, outside service agencies; counseling and emergency housing referral for runaways and homeless youths; and group activities, workshops and training for youths, parents and professionals.
2. The Agency will complete forms requested by Monroe County in order for the Town to secure grant funds.
3. In the event the Agency replaces its Executive Director of Administration and/or Executive Clinical Director, the Agency shall involve the Town Board’s Liaison to the Agency in the selection process.
4. Any other employees of the Agency shall be subject to the Director’s approval and not Town approval, except that, to further preserve the confidentiality of the persons served, the parties agree that Agency employees shall not also be Town employees unless both parties have given advance approval of such employment.
5. The Agency shall supply to the Town Supervisor monthly reports showing the services rendered by the Agency for the preceding month. The identification of persons served and any other confidential material shall not appear in said reports. The reports shall be due within two (2) weeks after the end of the month.
6. The Agency agrees to maintain adequate financial records, to be audited annually by a certified public accountant to the extent required by law, and the report of such audit shall be submitted to the Town’s Director of Finance upon completion.
7. The Agency agrees to defend, indemnify and hold the Town harmless from any and all claims based in whole or part on the Agency’s provision of services under this agreement. The Agency

shall maintain a general liability insurance policy in the amount of at least \$1,000,000.00, which shall include the Town as an additional insured and shall provide to the Director of Finance a Certificate of such insurance.

8. The Agency will maintain Workers' Compensation and Unemployment Insurance as required by New York State law.
9. The Agency may receive funding from any other legitimate sources, including contributions from those who avail themselves of its services.
10. The Agency agrees that its services will be rendered without regard to color, race, creed, gender, national origin, sex or disability.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

PITTSFORD YOUTH SERVICES, INC.

TOWN OF PITTSFORD, NEW YORK

By: _____

By: _____

Jill Harter Lennox
Executive Director of Administration

William A. Smith, Jr.
Town Supervisor

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

On the _____ day of _____, 2022 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

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

On the _____ day of _____, 2022 before me, the undersigned, a Notary Public in and for said State, personally appeared Jill Harter Lennox, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

12/7/22

Budget Amendments and Transfers

Be it resolved that the following are approved:

That \$5,306.00 be transferred from 1.7110.1009.1.7110 (General Fund – Parks Seasonal) to 1.7110.4203.2.20 (General Fund – Parks Water & Sewer) to cover costs.

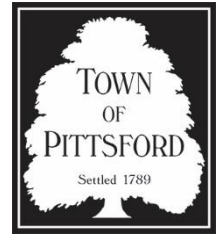
That \$2,500.00 be transferred from 1.7110.1009.1.7110 (General Fund – Parks Seasonal) to 1.7110.4003.10.38 (General Fund – Parks Open Space Maintenance) to cover costs.

That \$2,400.00 be transferred from 1.7110.2025.2.7111 (General Fund – Parks Equipment) to 1.7110.4003.10.38 (General Fund – Parks Open Space Maintenance) to cover costs.

That 3.7410.4000.25.3 (Library – Programs) be increased by \$20,000.00 for a public speaker. The source of the funds will be Senator Brouk grant money.

That \$18,000.00 be transferred from 2.1990.4000.1.1 (General Fund – Contingency) to 2.8160.4400.601.4 (General Fund – Yard Debris) to cover costs.

MEMORANDUM



To: Pittsford Town Board

From: Cheryl Fleming, Personnel Director

Date: November 21, 2022

Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: December 7, 2022

1. The following employee(s) are recommended as a new hire, subject to successful completion of drug and background checks, based on the recommendation of the Functional Coordinator(s) for these areas:

Name	Dept	Position	Rate	Date of Hire
Ivan Goettler	Recreation	Rec Assistant	\$15.00	12/08/2022
Anna Young	Recreation	Rec Assistant	\$13.20	12/08/2022
Maksud Gedemenli	Recreation	Rec Assistant	\$13.20	12/08/2022
Mary Ann Burdett	Seniors	Rec Assistant	\$15.00	12/09/2022
Anthony Diorio	Recreation	Rec Assistant	\$15.00	12/10/2022
Richard Ross	Crossing	Crossing Guard – Sub	\$20.86	01/03/2023

This is subject to completion of the proper reviews and background checks for these candidates and appropriate sign off by the Town Board representative.

Name	Dept	Position	Rate	Date of Hire
Ivan Goettler	Recreation	Rec Assistant	\$15.00	12/08/2022
Anna Young	Recreation	Rec Assistant	\$13.20	12/08/2022
Maksud Gedemenli	Recreation	Rec Assistant	\$13.20	12/08/2022
Mary Ann Burdett	Seniors	Rec Assistant	\$15.00	12/09/2022
Anthony Diorio	Recreation	Rec Assistant	\$15.00	12/10/2022
Richard Ross	Crossing	Crossing Guard – Sub	\$20.86	01/03/2023

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
Alaina Pinto	CC Supv	Added Position	\$15.00/hr	12/06/2022

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
Alaina Pinto	CC Supv	Added Position	\$15.00/hr	12/06/2022