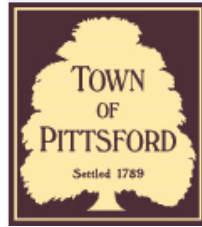


SUPERVISOR
William A. Smith, Jr.



COUNCIL MEMBERS
Kim Taylor, Deputy Supervisor
Naveen Havannavar
Cathy Koshykar
Stephanie Townsend

Town Board Agenda
Town Hall – 11 S. Main Street, Pittsford – Lower Level
Tuesday, March 19, 2024 – 6:00 PM

Call to Order

Pledge of Allegiance

Presentation on Naming of Lake

Minutes

Approval of Minutes of the Meeting of March 5, 2024

Operational Matters

Public Comment

Pittsford Little League Food Vending Permit

Award Bid for Bagged, Bundled, and Containerized Yard Debris Collection

Financial Matters

Public Comment

Approval of Paychex Contract

Vouchers

Personnel Matters

Public Comment

New York Statewide Preservation Conference

2024 Monroe County Fire Marshal's Educational Seminar

Hiring Resolution

Other Business

Public Comment

Adjournment

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

ATTENDING IN PERSON

Comments:

As always, comments are open to Pittsford residents, owners of property in the Town who pay Town taxes, owners of 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/FcqTL0OYMCGU6WlccUApyUL3twz4dm9V/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 6:00 pm 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 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 2:30 pm 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. The Clerk will read your name, but not your street address unless you ask for it to be read.

2. On-Demand Video

As always, video will be uploaded to our cable access station's streaming portal subsequent to the meeting, usually within a few days. It is available on demand. You can see it here:

<https://videoplayer.telvue.com/player/FcqTL0OYMCGU6WlccUApyUL3twz4dm9V/stream/690?fullscreen=false&showtabssearch=true&autostart=true>

Minutes of the Pittsford Town Board for March 5, 2024

DRAFT TOWN OF PITTSFORD TOWN BOARD MARCH 5, 2024

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, March 5, 2024, 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 Naveen Havannavar, Cathy Koshykar, Stephanie Townsend, and Kim Taylor.

ABSENT: None.

ALSO PRESENT: Staff Members: Robert Koegel, Town Attorney; Paul Schenkel, Commissioner of Public Works; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director; Doug DeRue, Director of Planning, Zoning & Development; Kelly Eldred, Assistant to the Supervisor; Shelley O'Brien, Communications Director; Spencer Bernard, Chief of Staff.

ATTENDANCE: Sixteen members of the public along with an interpreter attended.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. and invited all to join in the Pledge to Flag.

SUPERVISORS ANNOUCEMENTS

The Supervisor thanked the Monroe County Sherriff's Officers for their response to the recent criminal assault at St. John Fisher University. He commended the victim for her courage and presence of mind that avoided a situation that could have been much worse.

The Supervisor acknowledged March as Women's History Month and encouraged residents to see the library's offerings and exhibits on the subject. On behalf of the Board, he wished a Happy Birthday to Councilmember Havannavar.

MINUTES OF THE FBRUARY 22 MEETING APPROVED

A Resolution to approve the minutes of the Town Board meeting of February 22, 2024, was offered by Councilmember Havannavar, seconded by Deputy Supervisor Taylor, and voted on by members as follows: Ayes: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the February 22, 2024, Town Board meeting are approved.

LEGAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

SET PUBLIC HEARING FOR TOBEY PUD ZONING AMENDMENTS

Supervisor Smith began his remarks noting in his review of the updated documents the points requiring resolution at the February 6 meeting have been addressed. Those items were:

1. Change in use from Senior housing to market rate housing.

Minutes of the Pittsford Town Board for March 5, 2024

2. Maximum number of units to be no greater than 175
3. Number of parking spaces to be determined by ratio of 1.75 spaces per dwelling unit, with some willingness of the Board to accept fewer spaces if developer provides precise height measurements showing same elevations as approved in 2018 PUD revision.
4. Resolution of setbacks insofar as related to Fire Department issues: fire lane restrictions/guidelines, access to the building by firefighting vehicles and ladders.
5. Landscaping plan to be part of application.
6. Consideration of building height to including impact on the historic home on Clover Street adjacent to Parcel 12
7. Parcel 12 – since nothing is intended for this parcel other than a lane for fire and emergency, Board to change permitted uses for Parcel 12.

Deputy Supervisor Taylor inquired if the Public Hearing should be moved from the April 2 meeting since it falls during school spring break and that might impact attendance. Following discussion among the applicant, staff, and board members a revised hearing date of April 16 was agreed upon. The applicant commented on the decreased square footage proposed for signage as compared to the PUD's current provision for signs. After comments from Doug DeRue, Director of Planning, Zoning, and Development; and with clarification that the PUD could be amended during the Public Hearing it was determined to leave the proposal for signage at 28 sq. ft. in place, for purposes of the draft local law for setting a public hearing. The topic will be revisited following the Public Hearing process and prior to a Board vote to approve the PUD revision.

Councilmember Townsend made the motion to set the Public Hearing for Local Law #4 for the amended date of April 16, 2024, seconded by Deputy Supervisor Taylor and with members voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was deemed carried as follows:

WHEREAS, true and correct copies of proposed Local Law No. 4 of 2024: Amendment to the Provisions of the Tobey Planned Unit Development District (Tobey PUD), Parcels 8 and 12, were delivered to each member of the Town Board; and

WHEREAS, due consideration has been given to the adoption of said proposed Local Law No. 4 of 2024, by all members of the Town Board who were present; and

WHEREAS, it was the considered opinion of all members of the Town Board who were present that a public hearing should be held on the 16th day of April, 2024, at 6:00 p.m. at the Town Hall, 11 South Main Street, Pittsford, New York, to consider the adoption of said proposed Local Law No. 4 of 2024; and

WHEREAS, by resolution duly adopted by the Town Board on November 21, 2023, the Town Board declared its intent to act as lead agency under the New York State Environmental Quality Review Act ("SEQRA") for a coordinated environmental review of the rezoning of Tobey PUD Parcels 8 and 12 to allow the construction by 2851 Clover, LLC (the "applicant") of a market rate apartment house called "Pittsford Oaks" (the "Project"); and

WHEREAS, the applicant has presented the Town Board with certain materials, including a

Minutes of the Pittsford Town Board for March 5, 2024

completed SEQRA full environmental assessment form (EAF), Part 1, for the Project;

NOW, on motion duly made and seconded, it was

RESOLVED, that a public hearing be held on the 16th day of April, 2024, at 6:00 P.M., Local Time, at the Town Hall, 11 South Main Street, Pittsford, New York, on the question of the adoption of said proposed Local Law No. 4 of 2024; and be it further

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

RESOLVED, that the Town Clerk shall post certified copies of both this Resolution and said proposed Local Law, or a summary thereof, on the bulletin board, maintained by the Town Clerk pursuant to §40(6) of the Town Law, for a period of not less than five (5) days prior to said public hearing; and be it further

RESOLVED, that the Town Board has determined that the Project is a Type I action as defined under SEQRA; and be it further

RESOLVED, that the Town Board hereby accepts the Part 1 EAF for the Project, dated February 15, 2024, and prepared by Passero Associates on behalf of the applicant; and be it further

RESOLVED, that the Town Board ratifies its intent to serve as lead agency to conduct a coordinated environmental review to amend the Tobey Road PUD for Parcels 8 and 12 to construct the Project, and that the Town Clerk is directed to notify the identified involved agencies of the Town Board's intent to act as lead agency for the Project and to provide them with a copy of Part 1 of the full EAF.

OPERATIONAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

APPROVAL OF 2024 FOOD VENDING PERMIT FOR HARLADAY HOTS

In response to a question from Councilmember Koshykar, the Commissioner of Public Works, Paul Schenkel, explained that no other vendors applied for food vending permits for the upcoming season at either venue under consideration tonight, other than the submitters of these two applications. Thereafter a Resolution to authorize issuing a Food Vending Permit to Harladay Hots was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by board members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Town Board approves the proposed Food Vending Permit to Harladay Hots, Inc., for a vending unit located at 10 N. Main St., from May 1 to October 31, 2024, seven days a week from 10:00 a.m. – 3:00 p.m. and that the Town Supervisor is authorized to issue the Permit.

Minutes of the Pittsford Town Board for March 5, 2024

APPROVAL OF 2024 FOOD VENDING PERMIT FOR Z-BEST FOODZ

A Resolution to authorize issuing a Food Vending Permit to Z-Best Foodz, Inc. was offered by Deputy Supervisor Taylor, seconded by Councilmember Townsend, and voted on by board members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Town Board approves the proposed Food Vending Permit to Z-Best Foodz, Inc., for a vending unit located at Thornell Farm Park from April 1 to October 31, 2024, Monday – Sunday from 12:00 p.m. – 9:00 p.m. and that the Town Supervisor is authorized to issue the Permit.

RECREATIONAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

ATTENDANCE AT NYS RECREATION AND PARK SOCIETY ANNUAL CONFERENCE

On motion by Supervisor Smith and second by Councilmember Townsend, Kathleen Laskey and Casandra Schrom were approved to attend the New York State Recreation and Park Society Annual Conference in Glens Falls, with members voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

RESOLVED, that Kathleen Laskey and Casandra Schrom be and hereby are authorized to attend the New York State Recreation and Park Society Annual Conference in Glens Falls, New York, from April 14-16, at a cost of \$1050.

OTHER BUSINESS

Councilmember Townsend shared an Environmental Sustainability Update handout with board members and noted that the Environmental Board anticipated having a draft of a Town Climate Action Plan for board members to review at a future board meeting in April or May.

Councilmember Townsend also asked for an update from Town staff regarding where we stand with ARPA funds, knowing that funds must be committed by December 31 of this year.

PUBLIC COMMENT

Peter Greendyke addressed the board.

With no further business, the meeting adjourned at 6:34 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk

MEMORANDUM

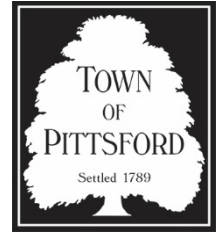
To: Pittsford Town Board

From: Paul Schenkel - Commissioner of Public Works

Date: March 4, 2023

Regarding: Pittsford Little League Food Vending Permit

For Meeting On: March 19, 2023



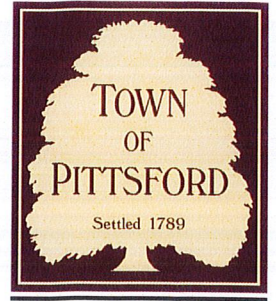
Ladies and Gentlemen:

Pittsford Little League has applied for a Vending Permit to sell food from a small portable vending unit on Town-owned land located at 34 East St, also known as Habecker Fields. Proposed times of operation are 5:00PM – 9:00PM Monday – Friday and 8:00AM to 8:30PM, Saturday – Sunday from April 1, 2024, through October 31, 2024.

The proposed Vending Permit attached details conditions of the arrangement, including a requirement that the Vendor have all necessary health and safety certifications and insurances, naming the Town as additional insured.

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

Resolved, that the proposed Vending Permit for Pittsford Little League, in the form attached hereto, be and hereby is approved and the Town Supervisor is authorized to issue the permit.



Pittsford Little League
2 Hunters Run
Pittsford, NY 14534

VENDING PERMIT

The Town of Pittsford (“Town”) hereby issues a vending permit to the above (“Vendor”) to allow the sale of food from a small portable vending unit to be temporarily located at **Habecker Fields at 34 East St.** for the period from **April 1, 2024 - October 31, 2024**. The terms and conditions of this Permit are as follows:

- Vending hours shall be from **5:00PM – 9:00PM, Monday – Friday and 8:00AM to 8:30PM, Sunday - Saturday** at **Habecker Fields at 34 East St.** The Town will provide a schedule of field use to the Vendor.
- The Vendor shall provide to the Town a valid certificate of insurance covering all of the Vendor’s operations under this permit, with the Town listed as an “Additional Insured”.
- The Vendor shall be responsible to obtain and provide the Town with copies of all health and safety certifications, such as licenses, inspections, and the like required to operate the Vendor’s food sale operation.
- The Vendor’s vending unit shall not be left unattended.
- All of the Vendor’s equipment and materials shall be removed from the site at the end of each service time period. The Vendor shall be responsible for cleanup and removal of all debris generated by and/or associated with the food sale operation.
- The Vendor shall locate the vending unit in such a manner as not to inhibit maintenance of the area by Town staff. The specific location of the unit on the site shall be subject to review and approval by the Commissioner of Public Works.
- A Vending Permit Fee shall be assessed at a rate of \$100.00 per month, to be payable on or before the first of each month. (Exempt, not for profit group)
- The Vendor shall protect, defend, indemnify and hold harmless the Town from any and all claims, costs, damages, liabilities and expenses (including reasonable attorneys’ fees) of any nature whatsoever for injury, death to persons or property damage arising out of or in any way related to the Vendor’s operations.
- The Town reserves the right to terminate this Permit at any time.

Town Supervisor: _____ Date: _____

Vendor: _____ Date: _____

| CERTIFICATE OF INSURANCE | | | | | | DATE (MM/DD/YY) 02/03/24 | | |
|---|-------------------|--|--|------------------------------------|-------------------------------------|--|---------------------------------|------------------|
| PRODUCER Keystone Risk Managers, LLC 1995 Point Township Drive Northumberland, PA 17867 | | | CERTIFICATE #: 2320419-2024-1 | | 2 32 04 | | | |
| | | | INSURERS AFFORDING COVERAGE: | | | | | |
| ADDITIONAL NAMED INSURED: PITTSFORD LL 63 Washington Rd PITTSFORD, NY 14534 | | | INSURER A: Interstate Fire & Casualty Company | | | | | |
| | | | INSURER B: National Union Fire Insurance Company of Pittsburgh, PA (Non-Liability) | | | | | |
| | | | INSURER C: AIG Specialty Insurance Company | | | | | |
| | | | INSURER D: Markel American Insurance Company | | | | | |
| <p>THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p> <p>* SUBJECT TO \$5,000,000 AGGREGATE SUBLIMIT OF LIABILITY FOR ALL LEAGUES, COMBINED, UNDER THE MASTER D&O POLICY, FOR ALL LOSS ARISING FROM ALL CLASS ACTION CLAIMS AND COMMON LEAGUE CLAIMS, AS MORE FULLY DESCRIBED IN ENDORSEMENT #31 OF THE MASTER D&O POLICY.</p> <p>** SUBJECT TO \$5,000,000 AGGREGATE SUBLIMIT OF LIABILITY FOR ALL LEAGUES, COMBINED, UNDER THE MASTER CYBER POLICY, FOR SPECIFIED DEFENSE COSTS, AS MORE FULLY DESCRIBED IN ENDORSEMENT #14 OF THE MASTER CYBER POLICY.</p> | | | | | | | | |
| INSR LTR | ADD'L NAMED INSRD | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YYYY) | POLICY EXPIRATION DATE (MM/DD/YYYY) | LIMITS | | |
| A | X | GENERAL LIABILITY | UST030987240 | 01/22/2024 | 01/01/2025 | EACH OCCURRENCE | \$3,000,000 | |
| | | X OCCURRENCE | | | | GENERAL AGGREGATE | \$3,000,000 | |
| | | X INCL PARTICIPANTS | Property Damage Deductible: \$250 | | PRODUCTS/COMP OPS AGGREGATE | \$3,000,000 | | |
| | | X SEXUAL ABUSE | | | Sexual Abuse OCCURRENCE | \$1,000,000 | | |
| | | | | | Sexual Abuse AGGREGATE | \$1,000,000 | | |
| | | MEDICAL PAYMENTS | | | | Any One Person | | |
| C | X | DIRECTORS & OFFICERS | 014674121 | 01/01/2024 | 01/01/2025 | EACH LOSS | \$1,000,000* | |
| | | | | | | AGGREGATE | \$1,000,000 | |
| C | X | CYBER LIABILITY COVERAGE | 014681404 | 01/01/2024 | 01/01/2025 | LIMIT OF LIABILITY CLAIMS MADE | \$100,000 PER LEAGUE AGGREGATE | |
| | | S&P SECURITY AND PRIVACY LIABILITY INSURANCE | \$100,000 PER LEAGUE SUBLIMIT OF LIABILITY** | | RETROACTIVE DATE | CONTINUITY DATE | | |
| | | REGULATORY ACTION SUBLIMIT OF LIABILITY | \$1,000 PER LEAGUE RETENTION | | POLICY INCEPTION | POLICY INCEPTION | | |
| | EM | EVENT MANAGEMENT INSURANCE | \$100,000 PER LEAGUE SUBLIMIT OF LIABILITY** | | \$1,000 PER LEAGUE RETENTION | | NOT APPLICABLE | POLICY INCEPTION |
| D | X | INLAND MARINE/PROPERTY FLOATER | MKLM7IM0054394 | 01/01/2024 | 01/01/2025 | EACH LOSS | \$35,000 Deductible: \$500 | |
| A | X | CRIME | UST030998240 | 01/01/2024 | 01/01/2025 | EACH LOSS | \$35,000 Deductible: \$1,000 | |
| B | X | SPORTS EXCESS ACCIDENT | SRG9105434 | 01/01/2024 | 01/01/2025 | As in Master Policy: Med. Max. \$100,000 Deductible \$50 | As in Master Policy Excess | |

"X" INDICATES COVERAGE(S) SELECTED FOR ADDITIONAL NAMED INSURED

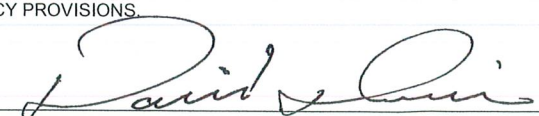
ADDITIONAL INSURED

Who is an Insured (SECTION II) of the General Liability policy is amended to include as an insured the person or organization shown in the schedule, but only with respect to liability arising out of the above-named Little League's maintenance or use of ball fields, or other premises loaned, donated, or rented to that Little League by such person or organizations and subject to the following additional exclusions:

- Structural alterations, new construction, maintenance, repair, or demolition operations performed by or on behalf of the person or organization designated in the Schedule and/or performed by the above-named Little League; and
- That part of the ball field or other premises not being used by the above-named Little League.

NAME AND ADDRESS OF PERSON OR ORGANIZATION:

- Major League Baseball Properties, Inc., MLB Advanced Media, L.P, each of the Major League Baseball Clubs, and Minor League Baseball Umpire Development,
- Monroe County
- Pittsford Central School District
- Rush Henrietta Athletic Association
- Total Sports Experience
- Town of Pittsford
- Village of Pittsford

| | |
|--|--|
| INSURED Little League Baseball Risk Purchasing Group, Incorporated 539 U.S. RT. 15 Highway South Williamsport, PA 17702 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE |
|--|--|

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH

111 Westfall Road

Rochester, New York 14620

PERMIT

No. 276311301
M 694838

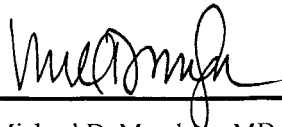
AS PROVIDED IN CHAPTER 1, PART 14 OF THE NEW YORK STATE SANITARY CODE THIS PERMIT IS GRANTED TO **TOWN OF PITTSFORD** TO OPERATE A FOOD SERVICE ESTABLISHMENT KNOWN

**PITTSFORD LITTLE LEAGUE
34 EAST STREET
PITTSFORD, NY 14534**

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

ISSUE DATE: 1/1/2024
12/31/2024

DATE OF EXPIRATION

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

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

IMPORTANT!

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

Please note:

HANDWASH SINKS: Handwash sinks are required at all food and beverage preparation areas, including service bars, as per Part 14.1.143(a) of the New York State Sanitary Code.

ROP: Reduced Oxygen Packaging (vacuum sealing) of food items is prohibited without a waiver from the Monroe County Department of Public Health and NYSDOH.

FOOD WORKER TRAINING REQUIREMENTS:

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

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

If you have any questions please contact our office at 585-753-5064 or food@monroecounty.gov.



Workers' Compensation Board

**Certificate of Attestation of Exemption
from New York State Workers' Compensation and/or
Disability and Paid Family Leave Benefits Insurance Coverage**

****This form cannot be used to waive the workers' compensation rights or obligations of any party.****

The applicant may use this Certificate of Attestation of Exemption **ONLY** to show a government entity that New York State specific workers' compensation and/or disability and paid family leave benefits insurance is not required. The applicant may **NOT** use this form to show another business or that business's insurance carrier that such insurance is not required.

Please provide this form to the government entity from which you are requesting a permit, license or contract. This Certificate will not be accepted by government officials one year after the date printed on the form.

| | |
|---|---|
| <p align="center">In the Application of (Legal Entity Name and Address):</p> <p>Town of Pittsford DBA: Concession At Pittsford Little League Complex 34 East Street Pittsford, NY 14534-2019 PHONE: 585-248-2597 FEIN: XXXXX7929</p> | <p align="center">Business Applying For: Vendor License/Permit</p> <p>From: Monroe County Department of Public Health</p> |
|---|---|

Workers' Compensation Exemption Statement:

The above named business is certifying that it is **NOT REQUIRED TO OBTAIN NEW YORK STATE SPECIFIC WORKERS' COMPENSATION INSURANCE COVERAGE** for the following reason:

The applicant is a nonprofit (under IRS rules) with NO compensated individuals providing services except for clergy; or is a religious, charitable or educational nonprofit (Section 501(c)(3) under the IRS tax code) with no compensated individuals providing services except for clergy providing ministerial services; and persons performing teaching or nonmanual labor. [Manual labor includes but is not limited to such tasks as filing; carrying materials such as pamphlets, binders, or books; cleaning such as dusting or vacuuming; playing musical instruments; moving furniture; shoveling snow; mowing lawns; and construction of any sort.]

Disability and Paid Family Leave Benefits Exemption Statement:

The above named business is certifying that it is **NOT REQUIRED TO OBTAIN NEW YORK STATE STATUTORY DISABILITY AND PAID FAMILY LEAVE BENEFITS INSURANCE COVERAGE** for the following reason:

The applicant is a nonprofit (under IRS rules) with NO compensated individuals providing services except for clergy; or is a religious, charitable or educational nonprofit (Section 501(c)(3) under the IRS tax code) with no compensated individuals providing services except for executive officers, clergy, sextons, teachers or professionals.

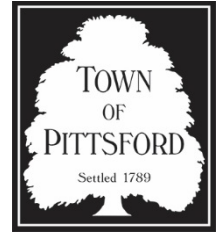
I, Vincent M. Toscano, am the Board Member with the above-named legal entity. I affirm that due to my position with the above-named business I have the knowledge, information and authority to make this Certificate of Attestation of Exemption. I hereby affirm that the statements made herein are true, that I have not made any materially false statements and I make this Certificate of Attestation of Exemption under the penalties of perjury. I further affirm that I understand that any false statement, representation or concealment will subject me to felony criminal prosecution, including jail and civil liability in accordance with the Workers' Compensation Law and all other New York State laws. By submitting this Certificate of Attestation of Exemption to the government entity listed above I also hereby affirm that if circumstances change so that workers' compensation insurance and/or disability and paid family leave benefits coverage is required, the above-named legal entity will immediately acquire appropriate New York State specific workers' compensation insurance and/or disability and paid family leave benefits coverage and also immediately furnish proof of that coverage on forms approved by the Chair of the Workers' Compensation Board to the government entity listed above.

| | | |
|------------------|------------|------------------------------|
| SIGN HERE | Signature: | Date: 02/27/2024 Received |
|------------------|------------|------------------------------|

**Exemption Certificate Number
2023-087864**

**December 16, 2023
NYS Workers' Compensation Board**

MEMORANDUM



To: Pittsford Town Board

From: Paul Schenkel - Commissioner of Public Works

Date: March 14, 2024

Regarding: Award Bid for Bagged, Bundled, and Containerized Yard Debris Collection

For Meeting On: March 19, 2024

Ladies and Gentlemen,

On March 13, 2024, the Department of Public Works opened bids for the Pick-up of Bagged, Bundled, and Containerized Yard Debris. Bids were reviewed by four local contractors as well as advertised in the Town's official newspaper. The following is a summary for the bids received.

| <u>Company</u> | <u>Bid Price per Ton</u> |
|-----------------------|--------------------------|
| Seyrek Disposal, Inc. | \$169.75 |

The previous four-year contract was also with Seyrek Disposal, Inc. and was at \$146.65 per ton. They have provided excellent service over that period.

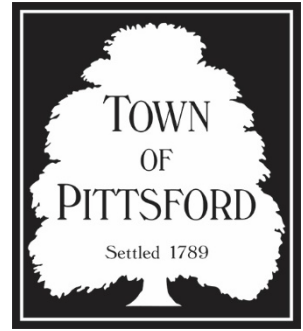
Based on my review of the bids, I recommend the Town Board award the contract for collecting bagged, bundled and containerized yard debris for 2024-2025 to Seyrek Disposal, Inc. for a 2-year contract from the time of execution through December 10, 2025, with the possibility of two extensions of one-year each, at a rate of \$169.75 per ton.

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

Resolved, that the contract for collecting bagged, bundled and containerized yard debris for the years 2024 and 2025 be and hereby is awarded to Seyrek Disposal, Inc., at a rate per ton of \$169.75, subject to a contract acceptable to the Town Board for an initial term running through December 10, 2025.

MEMORANDUM

To: William Smith
CC: Spencer Bernard
From: Brian Luke, Cheryl Fleming
Date: March 12, 2024
Regarding: Paychex Contract



Recently the Town did its year-end review of services provided by Paychex, in which we discussed with Paychex its services and performance for us overall. The discussion included approaches to the Town by competitors of Paychex to gain our business.

We intend to continue with Paychex. It provides particularly good payroll services to the Town and has since 2017. However, pricing is something always subject to our evaluation.

Paychex has agreed to lower its cost to the Town and to remove annual fees for our year-end processing costs associated with W-2's. The services we currently receive with Paychex will not change. The only proposed change is the cost saving to the Town.

A new contract with Paychex, reflecting the lower pricing, is attached for the Board's consideration. To approve it, the following resolution would be in order:

RESOLVED, that the proposed contract between the Town and Paychex, Inc., in the form annexed hereto, be and hereby is approved and the Town Supervisor be and hereby is authorized to sign the contract on behalf of the Town.

Investment Summary

TOWN OF PITTSFORD

Federal ID: 16-6002346
Client ID: 940-14062286

Prepared by:

Cassandra Brown
Sales Representative - Customer Success - Large Market
cmbrown1@paychex.com
5857947005

Created Date: 03-12-2024
Quote Number: Q-1113380

Prepared for:

TOWN OF PITTSFORD
Cheryl Fleming
cflaming@townofpittsford.org

| Per Pay Period - Bi-Weekly | Units | Rate / Unit | Total | Discount | Rate / Unit after Discount | Net Total |
|--|-------|-------------|------------|----------|----------------------------|-------------------|
| Paychex Flex Enterprise | | | | | | |
| Paychex Flex Payroll Bundle - Per Payrun Fee | 1 | \$176.00 | \$176.00 | 20.0% | \$140.80 | \$140.80 |
| Paychex Payroll | 220 | \$5.80 | \$1,276.00 | 20.0% | \$4.64 | \$1,020.80 |
| Flex Time | 220 | \$2.50 | \$550.00 | 20.0% | \$2.00 | \$440.00 |
| Paychex Flex Time - Per Payrun Fee | 1 | \$28.00 | \$28.00 | 20.0% | \$22.40 | \$22.40 |
| Payroll Delivery | 2 | \$14.00 | \$28.00 | 0.0% | \$14.00 | \$28.00 |
| Total | | | | | | \$1,652.00 |

| Monthly Fees | Units | Rate / Unit | Total | Discount | Rate / Unit after Discount | Net Total |
|--|-------|-------------|----------|----------|----------------------------|-----------------|
| Employer Shared Responsibility - Base (2024) | 1 | \$145.20 | \$145.20 | 15.0% | \$123.42 | \$123.42 |
| Employer Shared Responsibility - Per User (2024) | 220 | \$1.45 | \$319.00 | 15.0% | \$1.23 | \$271.15 |
| Total | | | | | | \$394.57 |

| Annual Fees | Units | Rate / Unit | Total | Discount | Rate / Unit after Discount | Net Total |
|---|-------|-------------|------------|----------|----------------------------|-----------|
| YE Processing- Forms W2/1099 - Base | 1 | \$87.50 | \$87.50 | 100.0% | \$0.00 | \$0.00 |
| YE Processing- Forms W2/1099 - Per User | 220 | \$8.00 | \$1,760.00 | 100.0% | \$0.00 | \$0.00 |
| YE Handling Fee | 1 | \$26.00 | \$26.00 | 100.0% | \$0.00 | \$0.00 |

| One-time Fees | Units | Rate / Unit | Total | Discount | Rate / Unit after Discount | Net Total |
|---------------|-------|-------------|-------|----------|----------------------------|-----------|
|---------------|-------|-------------|-------|----------|----------------------------|-----------|

| | | | | | | |
|---|---|----------|----------|--------|--------|--------|
| Paychex Flex Payroll Bundle - Setup Fee | 1 | \$500.00 | \$500.00 | 100.0% | \$0.00 | \$0.00 |
|---|---|----------|----------|--------|--------|--------|

Please sign to indicate your approval of these fees : _____

- The Fees and/or discounts quoted in this Investment Summary are valid for thirty (30) days from the Created Date.

Investment Summary Package

Paychex Flex® Enterprise

Talent Management

- HR Library
- Onboarding Tasks
- Post Jobs with Indeed®
- Paychex Flex HR Administration
- Employee Handbook Builder
- Paychex Employee Screening Essentials - 15
- Performance Management
- Document Management

Workforce Management

- Reporting and Analytics
- General Ledger Report
- New-Hire Reporting
- Employment & Income Verification Services
- Labor Compliance Poster Kit
- Custom Reports and Data Exports
- State Unemployment Insurance Service
- Labor Distribution and Job Costing
- Time-Off Accrual (TOA) Reporting

Payroll and Financial Support

- Payroll Processing
- Payroll Tax Services - Taxpay®
- Flexible Employee Pay Options
- Garnishment Payment Service
- General Ledger Service

Employee Experience

- Enhanced Employee Mobile Experience
- Learning Management System (LMS)
- Online Reports and Analytics
- Corporate Events Calendar
- Cashflow Assistance (FinFit®)
- 401(k) Report
- Retirement Plan Summary Report
- 24/7 U.S. Based Expert Support

Notations

Product / Billing

- This is a proposal only. The Fees quoted are estimates and your actual Fees may vary based on your payroll frequency, number of workers, and actual products or services selected. The information contained in this proposal is confidential and proprietary and should not be shared with anyone outside your company. Unless otherwise agreed to in writing by the parties: (1) Fees may change as set forth in the service agreement; and (2) promotions begin and expire according to the terms of the promotion.
- Totals displayed do not include sales tax where applicable.
 - * Additional training content for Paychex Learning Product offering is purchased through the e-commerce tool site by authorized users.
- Quarter/Year End Report Delivery: Quarter/YE Report Delivery fees are not included and will be charged if a package is delivered. Additional fees will apply.

Implementation

- Check Signing or ReadyChex®: ReadyChex
- Direct Deposit and Taxpay®: Direct Deposit and Taxpay
- Worker's Compensation Report or Worker's Compensation Payment Service: Worker's Compensation Report
- General Ledger Report or General Ledger reporting service: General Ledger reporting service

Year-End Delivery

- **Note:** Please review your delivery method with your service provider before 12/31 to avoid additional charges.
- **Online Only**
 - You and your employees will receive no physical output.
 - W2s are typically available online within the first full week of January.

Paychex Service Agreement

Company Name TOWN OF PITTSFORD

Federal ID Number 16-6002346

Services Selected by Company: See Part A – Product Selection
Page

This Paychex Service Agreement (the "Agreement") is entered into between Paychex, Inc. and its affiliates ("Paychex"), located in Rochester, New York and the Company identified above and each Company identified in Part D ("Client") pursuant to the terms and conditions of this Agreement. Paychex and Client may collectively be referred to as the "Parties" or individually as a "Party". The effective date of the Agreement will be the date that Paychex receives the signed Agreement from Client ("Effective Date"). The Agreement will continue until terminated in accordance with its provisions. This Agreement shall be made up of this signature page and Part A (Services), Part B (General Terms and Conditions), Part C (Product Terms and Conditions), and Part D (Companies Entering Into Agreement), and shall be one Agreement regardless of the revision date of each Part. If one or more additional Companies related to Client will be entering into an Agreement with Paychex, the Companies entering into the Agreement are listed in Part D. Each Company listed in Part D will be deemed to be entering into a separate Agreement with Paychex for the Services identified in Part A.

- 1. Paychex Services.** Client engages Paychex to provide the service(s) selected by Client(s) in Part A of this Agreement ("Service(s)"). Paychex will not be obligated to, nor will Paychex commence any individual Service until Paychex receives all documents and/or information necessary to begin each individual Service and notifies Client of the date Paychex will commence each of the Services ("Service Effective Date"). Client acknowledges that each of the Services may have a separate Service Effective Date. **Until the Service Effective Date, Client will continue to provide for itself the Services requested of Paychex. Paychex assumes no responsibility for Services prior to the Service Effective Date or for Services declined by Client.**
- Client agrees that Paychex is not rendering legal, tax, accounting, or investment advice in connection with the Services, nor is Paychex a fiduciary of Client, a fiduciary of any Client benefit plan offered for the benefit of Client's Employees, or the employer or joint employer of Client's Employees. Paychex will not be responsible for Client's compliance with, nor will Paychex provide legal or other financial advice to Client with respect to federal, state, or local statutes, regulations, or ordinances, including, but not limited to, the Fair Labor Standards Act or any wage and hour laws. Client agrees to comply with any and all applicable federal, state, local and international laws, regulations or ordinances ("Laws"), and Client is solely responsible for retaining all copies of any documents received from or made available by Paychex or provided to Paychex as required by applicable Laws.
- Client understands that this Agreement may be considered an application for credit. Client authorizes Paychex to investigate and verify the identity, bank account and/or credit of Client and/or its principals, including bank account status and history, prior to providing any Services under this Agreement (collectively "Client Verification"). Paychex may also perform Client Verification pursuant to applicable federal and/or state requirements. Client acknowledges that Paychex may engage third parties to perform Client Verification and authorizes Paychex to share with third parties Client data, including Client Confidential Information, to perform Client Verification. Client further agrees that Paychex is not liable for the actions or inactions of such third parties, including but not limited to any unauthorized use or disclosure of Client data by third parties.

The individual signing this Agreement represents and acknowledges that he or she has the authority to (i) execute this Agreement on behalf of the Client identified above and each Client identified in Part D, if applicable, and (ii) bind each identified Client to this Agreement. Client warrants that it possesses full power and authority to enter into this Agreement, and has read and agrees to the terms and conditions set forth in this Agreement, including, without limitation the provisions addressing governing law and arbitration. Client acknowledges that it has received each referenced Part to this Agreement and has reviewed the Services selected in Part A. The Parties agree that Client's signature on this Agreement may be transmitted to Paychex electronically or by facsimile. The Parties further agree that such signature will have the same force and effect as if the original signature had been provided and received.

Authorized Officer/Representative Name william Smith Title _____
Print

Authorized Officer/Representative Signature _____ Date _____

Part A – Paychex Service Agreement

Services Selected

Paychex Flex Enterprise Services. Client engages Paychex to provide the included Service(s), in addition to any optional Service(s) selected by Client, as indicated below. Paychex will not be obligated to, nor will Paychex commence any individual Service until the Service Effective Date. The Services are described alphabetically in Part C of this Agreement.

| People | Money | Productivity |
|---|--|---|
| Included Services: | Included Services: | Included Services: |
| <ul style="list-style-type: none"> • Paychex Employee Screening Essentials • Form I-9 Service • Tax Credit Service* • Paychex Flex® HR Administration • Employee Handbook Builder Service • Employee Access Online (EAO) • Paychex Learning Essentials • HR Library • Labor Posters • Financial Wellness Service***** • Employment and Income Verification Service** • Affordable Benefits and Discounts powered by Corestream***** | <ul style="list-style-type: none"> • Payroll Processing • Taxpay® • Direct Deposit • Readychex • Check Insertion • Check Logo Service • State Unemployment Insurance Service (SUIS) • Garnishment Payment Service • W-2 Service • Workers' Compensation Report Service | <ul style="list-style-type: none"> • Time Off Accrual Service (TOA) • Paychex Analytics and Reports Center • New Hire Reporting • Paychex Integrations |
| Optional Services: | Optional Services: | Optional Services: |
| <ul style="list-style-type: none"> _ Paychex Flex® Hiring _ Paychex Employee Screening Services*** _ Paychex Flex® Onboarding*** _ Paychex Flex® Onboarding Essentials _ E-Verify Services _ Paychex Learning Enhanced*** _ Paychex Flex® Benefits Administration Essentials _ COBRA Administration Service _ Premium Only Plan (POP) _ Paychex HR Essentials _ Paychex HR Partner Plus | <ul style="list-style-type: none"> _ ExpenseWire® _ Pay-on-Demand* <input checked="" type="checkbox"/> Paycard* _ On-site Check Printing | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Paychex Flex® Time <input checked="" type="checkbox"/> Paychex Flex® Time-off Management (included with Paychex Flex Time)**** _ Advanced Custom Interface _ General Ledger Custom Interface (subject to availability) _ HR Analytics |

* Requires execution of a separate agreement before Paychex will commence Service(s).

** To opt out of this Service, visit payx.me/work-number.

*** Replaces Essentials service, if selected.

**** Replaces TOA Service, if selected.

***** To opt out of Financial Wellness Service, visit payx.me/finfit-wellness. To opt out of Affordable Benefits and Discounts powered by Corestream, go paychex.com/employee-engagement.

Declined Services

Client declines the Services checked below. Client is solely responsible for performing the declined Services.

Check here to DECLINE

**Paychex Employee
Screening Essentials**

Check here to DECLINE

Tax Credit Service

**Part B – Paychex Service Agreement
General Terms and Conditions**

1. **Term.** The term of the Agreement will begin on the Effective Date and will continue until terminated by the Parties as set forth below.
2. **Client Information, Confidential Information and Contacts.**
 - 2.1 **Client Information.** Client will timely and accurately execute and/or provide all documentation, data, information, and directives that Paychex requires to perform the Services under the Agreement ("Client Information") including, where necessary, taking all corporate action. If Client chooses to allow Client employee ("Employee") or Client independent contractor ("Independent Contractor") (Employee and Independent Contractor are referred to collectively as "Worker") to review, add or change their personal, payroll and/or tax information through Worker's Online Account and/or chooses to require Workers to electronically sign and submit certain forms or documents when making such changes, such information will be included in Client Information and will be treated as if provided directly by Client. Client acknowledges that Client is responsible for any delayed remittance of Reimbursement Amounts to the intended recipient, any additional processing Fees, and any delay in performance of the Services incurred as a result of its failure to timely and/or accurately submit Client Information. Client acknowledges that Paychex may be required to obtain documents or information necessary to perform Client Verification, pursuant to applicable federal and/or state requirements. Paychex will provide the Services based on Client Information which shall be considered authentic, accurate, and complete. Paychex is entitled to rely on Client Information and shall not be obligated to independently verify such information or obtain any additional authorization from Client to act on Client Information. Paychex will not be responsible for errors that result from Paychex' reliance on Client Information.
 - 2.2 **Client Confidential Information.** "Client Confidential Information" means all information disclosed or otherwise made available by Client to Paychex that is marked confidential or is of the nature that a reasonable person would identify it as being confidential, including the name, social security number, date of birth, address, financial and/or bank account information, wage information, and/or other personal information of Client and Client's Workers provided to Paychex by Client. Paychex agrees that it shall implement and maintain a comprehensive information security program which contains administrative, technical, and physical safeguards that are deemed reasonable and necessary to protect Client Confidential Information from unauthorized access or acquisition. Paychex may disclose Client Confidential Information to its employees, affiliates, subsidiaries, and authorized agents, third-party partners and vendors, and contractors to (i) perform or offer Services; (ii) offer additional products or services; (iii) integrate third-party services into the Services; (iv) perform analysis to determine Client's qualification to receive services; and (v) collect Amounts Due and may disclose Client's payment experiences with Paychex to credit reporting agencies and supply vendor references on Client's behalf. Paychex may also disclose Client Confidential Information (i) to its attorneys, accountants, insurers, and auditors; and (ii) pursuant to any applicable Laws, court order, legal process, or governmental investigation. In the event of any compromise or security breach resulting in the disclosure or possible disclosure of Client Confidential Information, Paychex will notify Client in compliance with applicable Laws. Paychex shall use Client Confidential Information in accordance with this Agreement and Paychex's Privacy Policy, which may be amended or modified at any time at Paychex's sole discretion.
 - 2.3 The obligations set forth in section 2.2 will not apply to any Client Information or Client Confidential Information (collectively, "Information") that (i) Client has agreed is free of any nondisclosure obligations; (ii) at the time of disclosure was free of any nondisclosure obligations; (iii) is independently developed by Paychex or that Paychex lawfully received, free of any nondisclosure obligations, from a third party having the right to furnish such Client Confidential Information; (iv) is or becomes available to the public without any breach of this Agreement or unauthorized disclosure; or (v) is already in the possession of the requesting Party.
 - 2.4 Client grants Paychex authorization to collect, process, transfer, use, and disclose Client Information to perform the Services. As between the Parties, Client owns Client Confidential Information. Client grants Paychex a non-exclusive right and license to use, reproduce, host, reformat, and create derivative works from Client Confidential Information: (i) to provide the Services; (ii) for internal tracking, reliability testing and research purposes; and (iii) in the aggregate and/or anonymized or deidentified for any lawful purpose in Paychex' discretion. The rights granted in the foregoing clauses (ii) and (iii) shall be perpetual and shall survive the termination or expiration of this Agreement so long as Paychex makes no effort to reidentify such data.
 - 2.5 **Client Contacts.** Client shall designate contact(s) who are authorized to submit Information to Paychex and/or take action on behalf of Client ("Authorized Contact(s)"). Authorized Contacts responsibilities may also include, but are not limited to, giving and receiving notices, processing payroll, purchasing products and services, agreeing to terms and conditions, accessing Client Confidential Information and/or handling any other matters related to Client's account. Client is responsible for (i) the accuracy of any Information submitted by Authorized Contacts and/or Client; and (ii) for any action taken by Authorized Contacts and/or Client in relation to the Services, including but not limited to, actions taken through Client's Online Account. Client acknowledges that it is solely responsible for designating all Authorized Contacts, establishing the type of access granted to each Authorized Contact for each Service, and keeping all Authorized Contacts and access levels current at all times. Client acknowledges that it is solely responsible for any damages, costs, expenses, or additional Fees that may be incurred as a result of its failure to provide updated contact information.
3. **Review Reports and Data.** Client will review all reports, documents, invoices, and data provided, made available, or accessible by Client related to Client's account and/or Services, and Client will inform Paychex of any inaccuracies within three (3) business

days of receipt or availability. Client acknowledges that Paychex will not be responsible for any damages that may result from Client's failure to timely review reports.

4. **Fees and Reimbursement Amounts.** Client agrees to pay fees for all Paychex and third-party Services selected by Client ("Fees") and remit funds to Paychex representing the amount due to pay or reimburse Paychex for any amount remitted by Paychex on behalf of Client ("Reimbursement Amounts") (collectively "Amounts Due") through an Electronic Fund Transfer ("EFT") or such other method as required by Paychex when due. Client agrees to provide Paychex with all information necessary to confirm receipt of the payment prior to the due date ("Funding Deadline"). Reimbursement Amounts include all amounts due to pay Client's Workers, remit taxes, pay garnishments, or otherwise fund Client's payment obligations for Services provided pursuant to this Agreement. Fees may include administration fees; per pay run, Worker and/or participant fees; set-up fees; minimum monthly fees; insufficient fund fees; late fees; premium processing fees; termination or transfer fees; and any additional fees as described in Part C to this Agreement, on your invoice, fee schedule or the equivalent. For Fees based only on active Workers Client understands and acknowledges that it is solely responsible for designating the status of each Worker, and for keeping the designation current at all times. A Worker designated as active shall remain in active status until Client changes the designation. Except as otherwise set forth herein, Paychex's Fees are subject to change upon thirty (30) days written notification to Client. Paychex may, in its sole discretion, require a security deposit from Client.

4.1 Electronic Funds Transfer.

4.1.1 If Paychex requires payment of Amounts Due through an EFT, Client (i) will designate a bank account(s) for the EFT of Amounts Due; (ii) will execute all documentation needed by Paychex to originate EFT transactions and to verify availability of funds in Client's bank account; (iii) agrees that the funds representing the Amounts Due will be on deposit in Client's bank account in collectible form and in sufficient amount on or before the Funding Deadline; and (iv) authorizes Paychex to collect all Amounts Due from Client's bank account on the Funding Deadline.

4.1.2 Client's submission of Client Information to Paychex constitutes Client's authorization for Paychex to create and transmit the EFT credit or debit entries ("Entry" or "Entries") contained therein.

4.1.3 All EFTs are performed in compliance with the National Automated Clearing House Association operating rules ("Nacha Rules"), which can be viewed at [NachaOperatingrulesonline.org](https://nacha.com/operating-rules). Client (a) authorizes Paychex to send Entries on behalf of Client to receivers and assumes the responsibilities of an originator of EFTs, if applicable; (b) affirms that it obtained valid authorization of Entries from receivers; (c) agrees to follow Nacha Rules, as they are amended from time-to-time; (d) will not originate any EFT that violates any Law; (e) agrees that Entries are limited to Prearranged Payment and Deposit (PPD), Corporate Credit or Debit (CCD, CTX), International ACH (IAT) or others required for Services; and (f) agrees that Paychex or originating banks have the right to audit Client's compliance with Nacha Rules. Client further acknowledges and understands that Paychex may (i) identify Client to banks involved in the EFT and (ii) terminate or suspend the Agreement for breach of Nacha Rules or this section. Client further agrees that it will notify Paychex, pursuant to applicable Nacha Rules and federal regulations, if funding for Client's payroll is received from a foreign financial agency and of any Workers with non-U.S. addresses.

4.1.4 Paychex may reject any Entry that does not comply with the requirements of this Agreement or Nacha Rules or if Client's account does not contain sufficient available funds to pay for the Entry. Paychex will have no liability to Client by reason of the rejection of any Entry or Entries.

4.1.5 Client will have no right to cancel, amend, or reverse an Entry received by Paychex after it has been submitted. In its own discretion, Paychex may use reasonable efforts to act on a request but will have no liability if the cancellation, amendment, or reversal is not successful. Client agrees to reimburse Paychex for any expenses, losses or damages Paychex may incur in attempting to cancel, amend or reverse an Entry.

4.2 **Payment by Wire Transfer or Other Method.** For payments of Amounts Due by wire transfer or other method, Client agrees to provide Paychex with all information necessary to confirm receipt of the payment prior to the Funding Deadline.

4.3 **Insufficient or Non-Confirmed Funds.** If sufficient funds are not available on the Funding Deadline, Paychex may take such action to collect Amounts Due including, but not limited to, reissuance of an EFT and assessing insufficient fund Fees. **Client acknowledges that Client is responsible for any delay in remittance of Reimbursement Amounts if Paychex is unable to confirm receipt of funds prior to the Funding Deadline.**

4.4 **No Right to Interest.** Client waives any right to interest that may accrue on any amounts, including, but not limited to, Reimbursement Amounts, Fees, and security deposits received by Paychex.

4.5 **Refund/Adjustment/Overpayment.** Paychex will not process any refunds, adjustments or overpayments until Paychex receives verification that all outstanding fees, payments, and balances due to Paychex have been paid. Client agrees that Paychex may apply any balances or funds it is holding for Client to Amounts Due owed to Paychex or its affiliates. If Paychex remits an overpayment of Reimbursement Amounts on behalf of Client, Client agrees that it will reimburse Paychex for the overpayment the sooner of five (5) days of (i) Client receiving a return of the overpayment; or (ii) Client being notified that the overpayment amount would be applicable to future or other liability of Client; or (iii) the Agreement being terminated by either Party.

5. **Software.**

5.1 **Software Licenses.** Paychex grants Client a non-transferable, non-exclusive, non-sublicensable limited license to install and use certain Paychex software made available to Client as part of select Services during the term of this Agreement. Paychex is and remains the owner of all titles, rights, and interests in the software. Client agrees that if it does not accept all of the terms and conditions of any and all Paychex software, and/or third-party software, and any and all applicable license agreements provided to Client now or in the future, Paychex will not be obligated to perform Services dependent upon the software.

- 5.2 Right to Access Proprietary Software.** Paychex grants Client a limited, non-transferable, non-exclusive right to access and use Paychex proprietary hosted software products via a web browser during the term of this Agreement. Paychex is and remains the owner of all titles, rights, and interest in hosted software products. Paychex will host and retain physical control over the software and make such computer programs and code available only through the internet for access, use, and operation through a web browser. No provision under this Agreement shall obligate Paychex to deliver or otherwise make available any copies of computer programs or code from the software, and Paychex does not guarantee the availability or compatibility of any hosted software products. Client is responsible for obtaining and maintaining all computer hardware, software, and communications equipment needed to access the software, and for paying all third-party charges (e.g. kiosk, internet service provider, or telecommunications charges) incurred while accessing the software.
- 5.3 Confidentiality of Software.** Client acknowledges that the software received or accessed as part of Client's Services contains valuable trade secrets and confidential information owned by Paychex or third parties ("Confidential Information"). Client agrees that Client, its Workers, and its agents will not, directly or indirectly: (i) sell, lease, assign, sublicense, or otherwise transfer; (ii) duplicate, reproduce, or copy; (iii) disclose, divulge, or otherwise make available to any third party; (iv) use, except as authorized by this Agreement; or (v) decompile, disassemble, or otherwise analyze for reverse engineering purposes the software received or accessed. Client will take appropriate action with Client's Workers and agents to satisfy its obligations under this Agreement with respect to the use, protection, and security of software. Client will notify Paychex immediately of any unauthorized use or disclosure of Confidential Information and will cooperate in remedying such unauthorized use or disclosure.
- 5.4 Intellectual Property Rights.** Client owns no rights, title, or interest, including, but not limited to, copyright, patent, trade secret, and all other intellectual property rights, in the software Client receives or accesses for Services. If Client is ever held or deemed to be the owner of any intellectual property rights in the software or any changes, modifications, or corrections to the software, Client hereby irrevocably assigns to Paychex all such rights, title, and interest. Client agrees to execute all documents necessary to implement and confirm the letter and intent of this section.
- 6. Client Default.** In the event of a Client default, Paychex may, at its sole option, terminate the Agreement, or a portion thereof, without notice and declare any or all Amounts Due immediately due and payable. Client agrees to promptly reimburse Paychex for all past due Amounts Due, including advances or overpayments, made by Paychex and to pay interest at the rate of one and one-half percent (1½%) per month, or the maximum allowable by applicable law, until paid. Client agrees that Paychex may initiate an EFT to Client's bank account for any past due Amounts Due. Client will be responsible for the costs of collection of Amounts Due including, but not limited to, attorneys' fees and court costs. Paychex may, in its sole discretion, commence an action within the County of Monroe, State of New York, or in any other court of competent jurisdiction for any monies due and owing from Client to Paychex.
- 7. Limit of Liability.** Paychex' sole liability and Client's sole remedy for Paychex' breach of the Agreement will be (i) for Paychex to remit to the appropriate payee the funds received from Client; and/or (ii) for Paychex to reimburse Client or its Workers for any interest or penalties assessed by taxing authorities, against Client and/or its Workers, as a direct result of Paychex' breach of the Agreement after all abatements and appeal attempts, if applicable, have been exhausted. Paychex can only be held liable for breach of the Agreement and will not be held liable for (i) any negligent act or omission by Paychex; (ii) the acts or omissions of any other person or entity, including, but not limited to, Client and its Workers or agents, or any person or entity that provides services in connection with or as a result of Paychex' performance of its obligations under the Agreement; (iii) any loss, claim, or expense arising from any information provided or modified by Client; or (iv) Client's breach of Nacha Rules. **Paychex will, under no circumstances, be liable for any special, indirect, incidental, consequential, or punitive damages, including lost profits or loss of data incurred by Client pursuant to this Agreement or by the transactions contemplated by it, however caused, on any theory of liability (including contract, tort, or warranty), or as a result of Paychex' exercise of its rights under the Agreement, even if Paychex has been advised of the possibility of such damages.**
- 8. Indemnification.** Client will indemnify, defend, and hold Paychex and its affiliates, respective officers, directors, and employees harmless from any and all claims, costs, attorneys' fees (including in-house counsel fees), and expenses resulting from or arising in connection with (i) a Client default; (ii) the use, misuse, reproduction, modification, or unauthorized distribution of software; (iii) Client's breach of Nacha Rules; (iv) Client's breach of any warranty set forth in the Agreement; or violation of applicable Law, and (v) any claims that any symbol, logo, or mark uploaded by Client or Client's agents, or printed on Client's handbooks or checks, infringes the intellectual property rights of any third party.
- 9. Client Online Account.**
- 9.1** Client, or any Worker, Authorized Contact, or third party that Client authorizes, may choose and/or be required to access or connect to certain Services online or through any mobile or other electronic devices ("Online Account"). If Client accesses or connects to Services through an Online Account, Client is solely responsible for (i) designating who is authorized to have access to the Online Account ("Authorized User(s)"); (ii) setting and enforcing its own internal policies related to use of Online Account by any Authorized User; (iii) safeguarding all passwords, usernames, logins or other security features used to access the Online Account ("Online Account Access"); (iv) use of Online Account under any usernames, logins or passwords; (v) ensuring that use of the Online Account complies fully with the provisions of this Agreement and all applicable Terms of Use; and (vi) any unauthorized access, or use, of the Online Account caused by Authorized Users' actions or inactions, including, without limitation, its failure to safeguard Online Account or Online Account Access. Client acknowledges that each Authorized User may set their own preferences within their Online Account and may link their account to certain third-party services at their option.
- 9.2** Client is solely responsible for all activity occurring under Client's Online Account, including but not limited to, the manner in which it and its Authorized Users use the Services and for the Client Information provided via the Online Account. Client

shall not and shall not permit its Authorized Users to: (i) use its Online Account in any manner that exceeds the scope of rights granted pursuant to the Services provided to Client under this Agreement and within the applicable Terms of Use; (ii) use its Online Account to transmit Client Information in violation of any third-party privacy rights, or (iii) make the Online Account accessible to any third parties other than Authorized Users.

- 9.3** Client agrees to immediately notify Paychex of any actual or suspected unauthorized use of Online Account and acknowledges that Client is solely responsible for damages resulting from any unauthorized use or Client's failure to timely notify Paychex. Paychex reserves the right to limit, suspend, or terminate Client's and/or Authorized User(s)' access to Online Account should Paychex have reason to believe that the security or confidentiality of Online Account or Online Account Access has been compromised. Client acknowledges that Authorized Users select the security level for Online Account Access and Client is solely responsible for these selections. Client further acknowledges that it has reviewed all of the security levels and has determined the level or levels for its Authorized Users that is commercially reasonable for providing security against unauthorized access and meets Client's requirements given the size, type and frequency of the Services it will receive from Paychex. Client is solely responsible for implementation of an information security program appropriate to safeguard the Online Account or Online Account Access and which is consistent with all applicable Laws; safeguarding Online Account and Online Account Access for any third-party services integrated into the Services; maintenance and routine review of computing and electronic system usage records (i.e. log files); and the security of its own data, data storage, computing device(s), other electronic systems, and network connectivity. Client acknowledges and agrees that Paychex is not liable to Client, Client's Workers or any other third-party for any consequences, losses, or damages resulting from unauthorized access or use of the Online Account as set forth in this section. Client further agrees that Paychex may access Client's Online Account to assist in configuration, provide ongoing support, and perform administrative functions necessary to provide the Services.
- 9.4** Without limiting any other rights of Paychex under this Agreement, Client agrees that should Client or Client's Authorized Users violate any of the provisions within this Agreement or the applicable Terms of Use, Paychex may in its sole and absolute discretion and without notice, immediately suspend or terminate Client's or Authorized User(s)' access to Client's Online Account.
- 10. Termination.** Except as otherwise provided, either Party may terminate this Agreement upon thirty (30) days prior written notice. This notice requirement may be waived, in writing, by the Party entitled to such notice. Paychex may immediately terminate the Agreement or portion of the Agreement, if: (i) Client becomes subject to receivership, bankruptcy, or is insolvent; (ii) Paychex, in its sole discretion, determines that a material adverse change has occurred to Client; (iii) Client fails to have sufficient funds on the Funding Deadline, or (iv) Paychex determines, in its sole discretion, that any Laws, regulatory action, or judicial decision adversely affects its interests under the Agreement. Termination of the Agreement will not relieve Client of any obligations set forth in this Agreement, including, but not limited to, its payment obligations. In the case of bankruptcy, the Agreement cannot be assumed by the debtor or trustee without Paychex' prior consent. Client acknowledges that it is required to terminate the Agreement for each Client listed in Part D individually, and that termination of the Agreement between Paychex and any one Client shall not act to terminate the Agreement between Paychex and any other Client identified in Part D, unless notice is provided as set forth herein. If a Service selected by Client is provided by a third-party vendor pursuant to a separate agreement, and the separate agreement is terminated for any reason, Paychex may immediately terminate such Service.
- 11. Third-Party Services.** Client may select Services that are wholly or partially provided by an authorized third-party vendor of Paychex ("Vendor"), and/or choose to integrate or use other third-party services in connection with the Services (collectively, "Third-Party Services"). Client's use of any Third-Party Services may be limited or governed by additional third-party terms and conditions and/or privacy policies. Client authorizes Paychex to share any Client data, including Information needed for a third-party to provide Third-Party Services. Client is solely responsible for obtaining any necessary consents or authorizations for use of Third-Party Services. Client acknowledges that such services are not provided by Paychex and Client agrees to hold harmless and release Paychex from liability relating to Client's use of such Third-Party Services in connection with the Services. Paychex reserves the right to change a Vendor providing a Service, or to discontinue providing a Service at any time, by providing notice to Client in a manner chosen by Paychex as set forth in section 13.4.
- 12. Governing Law and Arbitration.** The Agreement and all aspects of the relationship between Paychex and Client shall be governed exclusively by the laws of the State of New York, to the extent not preempted by ERISA, without regard to, or application of, its conflict of laws, rules, and principles, except for the arbitration agreement contained herein which shall be governed exclusively by the Federal Arbitration Act, 9 U.S.C. section 1 et seq. (the "FAA"). **Except as provided herein, any controversy, claim, or dispute arising out of, related to, or in connection with, the Agreement or the Services, without regard to the theory of liability asserted, shall be determined only by binding arbitration in Rochester, New York, administered by the American Arbitration Association ("AAA") in accordance with its Commercial Arbitration Rules.** Arbitrable disputes include, without limitation, disputes about the formation, interpretation, applicability, or enforceability of this Agreement. A separate neutral arbitrator must be selected and appointed for each dispute. Any dispute arising out of, or in connection with, the Agreement will be brought within two (2) years of when the claim accrued. The arbitrator will not be authorized to award exemplary or punitive damages, or any damages excluded in the Limit of Liability provision. The Parties agree that the prevailing Party in arbitration, and any subsequent judicial proceeding to enforce an arbitration award, will be awarded costs and attorneys' fees (including in-house counsel fees) and that an arbitration award may be entered as a judgment in any court having jurisdiction over either Party to the Agreement. The Parties will not be permitted to bring, or participate in, and the arbitrator will not have any authority or jurisdiction to hear or decide, any claims brought as any type of purported class action, coordinated action, aggregated action, or similar action or proceeding. Each Party must only bring claims against each other in their individual capacity.
- 13. Miscellaneous.**
- 13.1 Telephone Consumer Protection Act (TCPA) Consent.** By signing this Agreement, Client authorizes Paychex to contact it and its Workers using an automatic dialing system or prerecorded messages at the telephone number(s) provided, including

but not limited to, phone calls and/or text messages regarding promotional offers or marketing messages. Client agrees that it is the subscriber or customary user of the telephone number(s) provided, or that it obtained valid consent from the subscriber, Worker, or customary user to receive such calls and/or text messages prior to the telephone number(s) being provided to Paychex. **Any telephone numbers Client provides to Paychex will be deemed to have been provided under this Agreement and with the same consent. Client represents and warrants that it will only provide Paychex with the phone numbers of persons who have previously provided the foregoing consent to receive autodialed marketing phone calls and/or text messages. Client is solely responsible for any claims made against Client or Paychex regarding calls and/or text messages sent to phone numbers provided to Paychex by or on behalf of Client. Termination of this Agreement does not constitute withdrawal of this consent. Client understands that it is not required to provide telephone numbers as a condition of making any purchase, and that it may withdraw its authorization at any time.** While Client herein authorizes Paychex to send messages using an autodialer, the foregoing shall not be interpreted to suggest or imply that any or all of the mobile messages sent by or on behalf of Paychex are in fact sent using an automatic telephone dialing system (“ATDS” or “autodialer”). Message and data rates may apply to any text messages.

- 13.2 California Consumer Privacy Act.** If Client is subject to the California Consumer Privacy Act of 2018, Cal. Civil Code § 1798.100 et seq., as amended, and related regulations, as may be further amended from time to time (collectively, the “CCPA”), Client instructs Paychex to collect, process, and disclose covered personal information (as defined in CCPA) to provide the Services in accordance with Paychex’ Privacy Policy, this Agreement, and the Paychex Services Agreement Addendum for California Consumer Privacy Act which is located at go.paychex.com/ccpa and incorporated by reference.
- 13.3 Assignability.** The Agreement may not be assigned by Client to any third parties.
- 13.4 Notices.** Client shall provide all notices required under this Agreement to Paychex at an address supplied by Paychex. Except as otherwise provided, Paychex may provide notices required under this Agreement: (i) by email; (ii) through Client’s Online Account; or (iii) by mail.
- 13.5 Entire Agreement.** Client acknowledges that there have been no representations or warranties made by Paychex or Client that are not set forth in the Agreement. The Agreement, along with any exhibits, addendums, schedules, amendments, terms of use and software license agreements contains the entire understanding of the Parties and supersedes all previous understandings and agreements between the Parties for the Services provided, whether oral or written, including, without limitation, any confidentiality or nondisclosure agreement(s) entered into by and between Client and Paychex prior to the date hereof.
- 13.6 Force Majeure.** Neither Party shall be responsible to the other Party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in its performance under this Agreement (except for payment of Amounts Due) due to causes beyond its reasonable control, including, but not limited to, elements of nature or acts of God, war, pandemics or epidemics, actions or decrees of governmental bodies, acts of terrorism, or acts of cybercriminals (each a “Force Majeure Event”). The Party suffering a Force Majeure Event shall use reasonable efforts to mitigate against the effects of such Force Majeure Event.
- 13.7 Amendment.** Paychex may modify any term of the Agreement upon thirty (30) days written notice to Client of such change and the effective date thereof. Client will be deemed to have accepted and agreed to such changes unless Client elects to terminate the Agreement by written notice to Paychex prior to the effective date of the change and pursuant to the Termination provision(s). Client agrees that Paychex may provide notice of a modification of the Agreement by email to the email address provided by Client, mail at the mailing address provided by Client, or by notifying Client that the modification may be accessed on Client’s Online Account as applicable. Paychex will provide a printed copy upon Client’s request.
- 13.8 Waiver and Severability.** Failure to enforce a provision will not be deemed a waiver; waivers must be in writing signed by the Party claimed to have waived. If any provision of the Agreement or any portion thereof is held to be invalid, illegal, or unenforceable, the validity, legality, or enforceability of the remainder of the Agreement will not in any way be affected or impaired.
- 13.9 No Third-Party Beneficiaries.** Each Party intends that this Agreement shall not benefit, or create any right or cause of action in or on behalf of, any person or entity other than the Client or Paychex.
- 13.10 Surviving Sections.** The Sections titled Client Information, Confidential Information and Contacts, Fees and Reimbursement Amounts, Software, Client Online Account, Client Default, Limit of Liability, Indemnification, Client Confidential Information, Third-Party Services, Governing Law and Arbitration, Notices, Telephone Consumer Protection Act (TCPA) Consent, California Consumer Privacy Act, Entire Agreement, Severability, and No Third-Party Beneficiaries, will survive the termination of this Agreement.

**Part C – Paychex Service Agreement
Human Capital Management Terms and Conditions**

Product and service terms and conditions are listed alphabetically. Client will receive the product and/or service as set forth in Part A of the Agreement. Services marked with an asterisk will require a separate Agreement. Any descriptions for products and/or services listed below that the Client has not selected, or opted into, do not apply. In the event of a conflict between the terms and conditions set forth in Part B and Part C, the terms and conditions in Part C shall prevail. Not all products detailed below are available for all bundles.

Advanced Custom Interface. At Client's option, and subject to the Third-Party Services provision, Client may request an Advanced Custom Interface ("ACI") to export Information from Paychex to Client and/or its designated agent or third-party. Client acknowledges that it is solely responsible for the accuracy of information provided to Paychex, including but not limited to all designated agent and/or third-party contact information, and for ensuring that the exported file is transmitted in accordance with Client's direction. Client agrees to pay a setup Fee and all applicable transmission Fees for each ACI created. Client is solely responsible for providing Paychex with file specifications for the requested ACI and Paychex shall solely determine whether it can provide the requested ACI.

Affordable Benefits and Discounts powered by Corestream. The Affordable Benefits and Discounts powered by Corestream Service ("Service" or "Corestream") is provided at no additional cost to eligible Clients and provides Workers with direct access to a voluntary insurance and benefits platform ("Platform") provided by Empower Benefits, Inc. d/b/a Corestream, a licensed insurance agency and/or broker ("Vendor"). The Platform provides Workers access to voluntary Worker-paid benefits such as life, home, auto, pet, and critical care insurance ("Insurance and Benefit Products") provided by unaffiliated insurance carriers ("Carriers") and select other products, services, and discounts ("Additional Products") (Insurance and Benefits and Additional Products will collectively be referred to as "Products") provided by unaffiliated third party providers ("Providers"). Vendor will solely determine eligibility of a Worker to access or receive a particular Product. Client authorizes Vendor to offer Workers Products as set forth below.

- a. **Transmittal of Information.** Client authorizes Paychex to transmit Client and Worker Information to Vendor when the Service commences, including, Client ID and state of legal address, and Worker ID, name, address and email address. Client further authorizes Vendor and/or Paychex to directly contact its Workers to provide information and/or marketing regarding the Service, Platform, and Products. If a Worker elects not to be directly contacted by Vendor, Worker must opt out directly with Vendor. Workers must enroll on the Platform to access and purchase Products. There is no cost to the Worker to enroll on the Platform. If a Worker enrolls on the Platform and/or purchases Products, Client authorizes Paychex to transmit additional Information to Vendor, including, but not limited to, Worker date of birth, wage information, pay frequency, user ID, and date(s) of employment, so that Vendor and/or Carrier or Provider may offer, quote, and/or provide Products. Client authorizes Vendor to provide Paychex with Worker Information as necessary for Paychex to provide the Service and to facilitate payroll deductions, if applicable.
- b. **Broker of Record.** Client designates Vendor as the broker of record to present and sell applicable Insurance and Benefits Products to Workers ("Broker of Record"). Vendor is authorized to disclose to Carriers that Client has designated Vendor as Broker of Record in connection with the Insurance and Benefits Products offered on the Platform and manage such Insurance and Benefits Products on behalf of Carriers. Client authorizes Paychex to disclose this Agreement to Carriers or otherwise verify to Carriers that Client has designated Vendor as Broker of Record if requested by Vendor. Client further represents that all such Insurance and Benefits Products are not, and will not be, part of an ERISA or other employee benefits plan. Client authorizes Vendor to select the available Carriers and program rules, including levels of coverage and eligibility offered to Workers. The Broker of Record designation and Vendor authorizations will remain in force until Client opts out of the Service or this Agreement is terminated.
- c. **Additional Products.** Vendor may provide Additional Products that do not require a Broker of Record designation. Client authorizes Vendor to provide its Workers access to select Additional Products offered by Providers as determined by Vendor and manage such Additional Products.
- d. **Commissions and Fees.** Client authorizes Vendor to receive commissions and fees from the Carriers and Providers as compensation for the Products purchased by Workers on the Platform. Client acknowledges that commission and fees earned from insurance policies sold to Workers during the term of the Service will be assigned to Vendor for the life of the insurance policy. Client acknowledges that Vendor may share those commissions and fees with Paychex or its affiliate Paychex Insurance Agency, Inc., a licensed insurance agency, or with eligible third parties. Client acknowledges that without the Broker of Record designation Vendor would not be compensated for the sale of insurance Products. This clause will survive the termination of this Agreement.
- e. **Enrollment and Payment.** Workers may, at their option, elect to enroll on the Platform and in one or more Products by i) completing an enrollment form, ii) accepting the cost of the Product(s), iii) authorizing the method of payment, and iv) agreeing to any applicable Vendor, Carrier, and/or Provider terms and conditions. If a Worker elects to pay for eligible Products through payroll deductions, Client acknowledges that Vendor will provide Paychex the amount to be deducted from the Worker's paycheck as a payroll deduction on Worker's and Client's behalf. Client authorizes Paychex to facilitate the payroll deductions based on Products elected by Workers and the information provided by Vendor and remit payments to Vendor. Client further authorizes and directs Vendor to remit the funds to Carrier or Provider, as applicable. Paychex shall set up any applicable payroll deductions based on the information received from Vendor and shall have no obligation to verify any payroll deductions with Client and/or Worker. It shall

be Client's responsibility to review and verify the accuracy of all payroll deductions associated with the Service. Client acknowledges that Paychex and Vendor will not be responsible for any damages that may result from Client's failure to timely review any payroll deductions.

- f. **Opt-Out of Service.** Client may opt out of the Service by visiting go.paychex.com/employee-engagement at any time. If Client opts out of or terminates, the Service, Client acknowledges that Paychex shall not provide Client's Workers access to the Platform or permit Client's Workers to enroll in any new Products, and Paychex will no longer share Worker Information with Vendor. If any of Client's Workers have enrolled in a Product requiring payroll deductions, Worker may be allowed to retain Products purchased prior to termination of the Service or the Agreement or Client's opt-out, in accordance with the Products' terms of use, and if the Worker establishes an alternative payment arrangement with Vendor, Carrier, and/or Provider. Upon termination of the Service or the Agreement, Client and its Workers will no longer have any access to the Service or the Platform.
- g. **Limit of Liability.** Client acknowledges that Vendor and/or Carriers and Providers are solely liable for the services they provide and that Paychex is not responsible for the acts or omissions of Vendor, Carriers, or Providers, including, without limitation, any acts or omissions related to the security or confidentiality of any Information on Vendor's, Carrier's or Provider's systems, networks, and/or servers. Vendor may limit the availability of the Platform and may change, add, or remove Products included on the Platform at any time and without notice.

Check Insertion. Paychex will insert Client's signed checks into individual Worker's envelopes that will be sealed and returned to Client.

Check Logo Service. Paychex will use Client's logo to create a computer-generated facsimile that will display on each of Client's payroll checks. Client warrants that Client is the owner of any logo it authorizes Paychex to use, has full right and authority to use it on its payroll checks, and that such use does not violate any other party's rights.

Check Signing. Paychex will use Client's signature to create a computer-generated facsimile that will display on each of Client's payroll checks each payday. Check Signing is not available if Client utilizes Readychex.

COBRA Administration Service. Paychex will perform certain federal COBRA and state continuation administrative functions for medical, dental, vision, or prescription drug coverage plans ("Eligible Plans") on Client's behalf ("COBRA Administration"). Client acknowledges that Paychex is not the Plan Administrator, Plan Sponsor as defined by applicable law nor is Client retaining Paychex to act as a Plan fiduciary. Paychex shall not have any discretionary authority or responsibilities with respect to the administration of the Eligible Plans. The COBRA Administration Services will be provided only to Client Employees and qualified beneficiaries Client has identified to Paychex as having had a qualifying event under COBRA or applicable state continuation law. Client will notify Paychex when an Employee is (i) no longer on its payroll; (ii) terminated from coverage under the Eligible Plan; or (iii) receiving a reduced level of health care coverage under the Eligible Plan; and Client will identify Eligible Plans of the Employee to Paychex (collectively "Required Notifications"). Client is solely responsible for determining if a matter is a qualifying event. Paychex will assist Client in determining if a matter is a qualifying event once Client provides Paychex with the Required Notifications. Paychex will begin COBRA Administration on Client's behalf, if required. If the qualified beneficiary subsequently elects COBRA coverage, Client shall be solely responsible for submitting the premium for the qualified beneficiary directly to the Eligible Plan insurance carrier. The qualified beneficiary will pay the monthly premium plus a two percent (2%) administration Fee directly to Paychex and Paychex will reimburse Client the premium collected from the qualified beneficiary less the administrative Fee. Client specifically agrees that Paychex may retain the two percent (2%) administrative Fee. Paychex and its affiliates may receive balance credit, interest or other earnings (collectively "Earnings") based on the premiums received prior to remitting to Client. Client agrees that Paychex may retain such Earnings as additional compensation for its Services under this Agreement. In the absence of the Earnings, Client agrees that the other Fees paid to Paychex under this Agreement would be greater. If Paychex receives an appeal of a denial of coverage from a potential beneficiary ("COBRA Appeal") (i) Paychex will provide Client with a copy of the COBRA Appeal; and (ii) Client agrees that it has sole responsibility to review and provide Paychex written direction on how to respond to the COBRA Appeal.

Direct Deposit. In accordance with the Agreement, Paychex will process direct deposits via Automated Clearing House (ACH) or real-time payment transactions via an instant payment network to pay Client's Workers. If the Funding Deadline is prior to the Client's check date, such amounts are to be held in an account established by Paychex until Client's check date, when funds will be deposited to Workers accounts as specified. Certain accounts may have restrictions on deposits and withdrawals. Client agrees and acknowledges that Paychex is not responsible for determining whether any account is suitable for direct deposit via ACH and/or an instant payment network or for any delayed, late, or inaccurate payments caused by (i) unavailability of Client funds, (ii) errors made by Client, Worker and/or a third party acting on behalf of either Client or Worker, and/or (iii) Worker's financial institution. If a reversal and/or correction of a transaction is required or requested for any reason, Client understands and acknowledges that (i) the reversal and/or correction may not be successful, (ii) Paychex is not liable to Client for any damages Client and/or its Worker may incur, and (iii) Client is solely responsible for obtaining any Worker authorization required to debit amounts associated with reversals and/or corrections. Additional Fees may apply per transaction and/or per payroll for premium processing, same day ACH or real-time payment transactions.

Employee Access Online (EAO). Paychex will provide Client's Workers with access to view and edit their personal and payroll related information through their Paychex Flex® account ("EAO"). Client acknowledges that it has full control over the level of access granted to its Workers, and can manage that access through Paychex Flex. Client agrees and acknowledges that EAO and its contents are not intended, and should not be construed, as providing legal or financial advice and that Paychex is not acting in a fiduciary capacity on behalf of Client or Client's Workers. Client is solely obligated to comply with any and all applicable Laws governing the distribution or retention of check stubs/wage statements. Client further acknowledges and agrees that it is responsible for the accuracy and incorporation of any changes made to Client's data

by or on behalf of Client's Workers including advising Paychex of any changes in taxability that may result. Client authorizes Paychex to access Client's EAO to perform administrative functions as necessary to provide this service.

Employee Assistance Program. At Client's option, and at no additional cost to Client, Paychex will provide Client's Employees with access to a confidential assistance program through its Vendor, which provides Employees with direct access to counseling referrals, legal consultations, wellness counseling and resources, a prescription discount card, and virtual concierge services ("EAP"). Client authorizes Paychex to transmit to Vendor Information pertaining to Client and Client's Employees, as necessary, for Vendor to perform the EAP Service. Client acknowledges that (i) the EAP Services are performed solely by a Vendor, (ii) Vendor is solely liable for the performance of the services it provides, and (iii) Paychex is not responsible for the acts or omissions of Vendor, including, without limitation, any acts or omissions related to the security or confidentiality of any Information Vendor receives in order to provide the service, including but not limited to information on Vendor's systems and/or servers or that Vendor receives in order to provide the EAP Service. Client agrees and acknowledges that Paychex is not providing, and its actions should not be construed as providing, legal or financial advice and that Paychex is not acting in a fiduciary capacity on behalf of Client and/or Client's Employees in connection with the EAP Service. *EAP is not available to Clients on Paychex Flex® Essentials.*

Employee Assistance Program Lite. At Client's option, and at no additional cost to Client, Paychex will provide Client's Employees and their dependents with access to a confidential assistance program through its Vendor which provides Employees with direct access to counseling referrals, wellness counseling and resources, a prescription discount card and virtual concierge services ("EAP Lite"). Client authorizes Paychex to transmit to Vendor Client Information and Client Confidential Information (collectively, "Information") pertaining to Client and Client's Employees, as necessary, for Vendor to perform the EAP Lite Service. Client acknowledges that (i) the EAP Lite Services are performed solely by a Vendor, (ii) Vendor is solely liable for the performance of the services it provides, and (iii) Paychex is not responsible for the acts or omissions of Vendor, including, without limitation, any acts or omissions related to the security or confidentiality of any Information Vendor receives in order to provide the service, including but not limited to information on Vendor's systems and/or servers. Client agrees and acknowledges that Paychex is not providing, and its actions should not be construed as providing, legal or financial advice and that Paychex is not acting in a fiduciary capacity on behalf of Client and/or Client's Employees in connection with the EAP Lite Service. *EAP Lite is only available to Clients on Paychex Flex® Essentials.*

Employee Handbook Builder Service. Paychex will provide Client with access to an online tool that enables Client to develop, customize, manage, and update its employee handbook, which contains a library of human resource information. Additional Fees may apply for translation of Client's handbook into any language other than English as well as any other services provided to Client through the Employee Handbook Builder Service. Client is only eligible for the Employee Handbook Builder Service while Client remains a Client of Paychex. Upon termination of the Employee Handbook Builder Service or the Agreement, Client will no longer have access to its handbook online or any of the tools available for developing, customizing, managing or updating its handbook. Client may retain any handbook downloaded prior to termination.

- a. Client acknowledges that the Employee Handbook Builder Service is provided by a Vendor of Paychex, and is subject to the Third-Party Services and Online Account provisions. Client may be required to execute and/or comply with the Vendor's terms and conditions in order to receive or continue to receive the Employee Handbook Builder Service. Paychex makes no representations concerning third-party websites and is not responsible for the accuracy or content of, or the ability of Client to access such websites.
- b. Client agrees and acknowledges that, by offering the Employee Handbook Builder Service, Paychex is not intending to provide, and its actions should not be construed as providing, legal or financial advice and that Paychex is not acting in a fiduciary capacity on behalf of, or a joint employer to, Client or Client's Employees. Client is solely responsible for ensuring that its handbook complies with all applicable federal, state, or local statutes or regulations at all times, including any updates or changes to any handbook policies. Client acknowledges that neither Paychex nor its Vendor will review the handbook created by Client for compliance or any other reason.
- c. To the fullest extent permitted by law, Client agrees that Paychex will not be liable for any content, products, and/or services provided by the Vendor. Notwithstanding any other provision of the Agreement, Client understands and acknowledges that the total liability of Paychex to Client and anyone claiming by or through the Client for any claims, losses, costs or damages, including attorneys' fees and costs, resulting from or in any way related to the Employee Handbook Builder Service shall not exceed the total amount of monthly Fees paid by Client for the Employee Handbook Builder Service during the twelve (12) months preceding the date the claim that gave rise to such liability accrued.

Employer Shared Responsibility Services (ESR). Paychex will provide the ESR Services ("ESR Services") as set forth in the Paychex ESR Service Addendum. Client must execute the separate Paychex ESR Service Addendum in order to receive the ESR Services. Unless declined by Client, ESR Services include both the ESR Complete Analysis and Monitoring AND ESR End of Year Reporting as described in the Paychex ESR Service Agreement. Client must select a filing method for ESR End of Year Reporting on Paychex ESR Service Agreement. Electronic filing for Section 6056 is required for any employer filing 250 or more 1095-Cs. Client acknowledges and understands that to the extent that it is an entity that is treated as a single employer under IRS Code section 414(b), (c), (m), or (o) ("Controlled Group"), the parent entity of the Client's Controlled Group will receive ESR reporting containing information from the Client, if the parent company elects to receive the ESR Services.

Employment and Income Verification Service. As part of the services, at no additional cost to Client or Workers, Paychex, through its Vendor will provide a Fair Credit Reporting Act employment and income verification service for Client's Workers who have authorized a third party to obtain employment and income verification from the Worker's employer ("Verification Service"). Client acknowledges that Vendor is solely liable for the services it provides, and that Paychex is not responsible for the acts or omissions of Vendor, including, without limitation, any acts or omissions related to the security or confidentiality of any Client Information on Vendor's systems and/or servers. Client may opt out of the Verification Service by visiting payx.me/work-number. Unless Client has opted out of the Verification Service, Client authorizes Paychex to transmit to Vendor Information sufficient for Vendor to identify the Workers who are eligible to receive the Verification Service. Client also authorizes Paychex to transmit employment and/or income verification Information to Vendor each time Client's Worker requests and authorizes the release of such information. Worker can opt out at any time directly with Vendor and, if a Worker opts out, employment and/or income verification Information pertaining to Worker will not be transmitted to Vendor. If a Worker disputes the accuracy of the data provided,

Client agrees to provide reasonable assistance to Paychex to resolve the dispute. Client agrees and acknowledges that, by offering the Verification Service, Paychex is not intending to provide, and its actions should not be construed as providing, legal or financial advice and that Paychex is not acting in a fiduciary capacity on behalf of Client and/or Client's Workers. Nothing in this provision creates any rights under this Agreement to any Worker. There are no person(s) intended as third party beneficiaries of this Agreement; and no person or entity (other than Client or Paychex) will have any right to enforce any part of this Agreement.

E-Verify Services. Paychex will provide Client with access to a third-party application to assist with identity verification and employment eligibility as required by some federal and/or state laws ("E-Verify Services"). Client is responsible for the accuracy and completeness of the information provided for each Worker and for compliance with all applicable Laws. Client acknowledges that the E-Verify Services (i) are provided by a Vendor of Paychex, (ii) is subject to the Third-Party Services and Online Account provisions, and (iii) is subject to any applicable terms and conditions or terms of use imposed by the Vendor. Client authorizes Paychex to collect any Fees due on behalf of the Vendor, which are set forth on the order form, fee schedule or its equivalent. Client must utilize the Form I-9 Service to use the E-Verify Services.

ExpenseWire®. Paychex will provide Client with a hosted Workers' expense reimbursement system which allows Client to manage the reimbursement of Worker expenses. Paychex may utilize a Vendor to host the application. Client understands that reimbursements may be paid, at Client's election, via the following options: (i) through Client's payroll, (ii) separate from payroll, through an EFT in accordance with the Agreement, or (iii) through the Client's existing processes that are external to the ExpenseWire application. Client data includes but is not limited to all documentation and information that Paychex requires to perform its responsibilities under the Agreement, including cardholder data. Paychex acknowledges that it is responsible for the security of all cardholder data that it obtains or otherwise stores, possesses, or transmits on behalf of Client under the Agreement. Clients electing to reimburse through EFT, separate from payroll, acknowledge that there is an additional fee for each EFT. Client acknowledges that there is no reconciliation of reimbursement data between Preview/Paychex Flex® and ExpenseWire. Additional Fees may apply depending on service bundle selected by Client.

Financial Wellness Service. As part of the Services, at no additional cost to eligible Client or Client Workers, Client authorizes Paychex to provide Workers with direct access to the Financial Wellness Service ("Service") provided by the Financial Wellness Vendor. The Service provides Workers tools and education to assist Workers in addressing financial goals and access to installment loans and lines of credit. Client acknowledges that Vendor is solely liable for the services it provides and that Paychex is not responsible for the acts or omissions of Vendor, including, without limitation, any acts or omissions related to the security or confidentiality of any Information on Vendor's systems and/or servers. Paychex may receive compensation from Vendor for the Service provided or made available to Workers.

Client authorizes Paychex to transmit Client and Worker Information to Vendor when the Service commences, including, but not limited to, Client's Paychex identification number and, Worker name, home address, and email address to contact Worker regarding the Service. Client authorizes Vendor and/or Paychex to directly contact its Workers to provide information and/or marketing regarding the Service through Worker websites, Online Account, and/or by mail, email or any other additional method selected by Worker, including text message or phone. If a Worker elects not to be directly contacted by Vendor, Worker must opt out directly with the Vendor.

Client further acknowledges that when a Worker creates an account to access the Service and/or uses the Service, Paychex is authorized to transmit additional Information to Vendor, including, but not limited to, Worker employment status, wage information, and date(s) of employment so that Vendor may provide the requested Service. Client may opt out of the Service by visiting payx.me/finfit-wellness. If Client opts out of, or terminates, the Service, Paychex shall not provide Workers access to the Service.

Client acknowledges that Vendor may limit the availability of the Service and require Worker to execute an agreement with Vendor. At their option, Workers may apply for an installment loan or line of credit (each a "Loan") and obtain a Loan from the bank selected by Vendor to provide the Loan ("Bank"). Workers shall apply for a Loan pursuant to the terms of a Loan Agreement between Bank and Worker and will be required to sign a revocable payroll direct deposit authorization form instructing Client and/or Paychex, as Client's payroll vendor, to deposit a portion of Worker's wages or compensation to Vendor in payment of the Loan ("Loan Payment"). Client authorizes Paychex to facilitate the Loan Payment to Vendor in the time and manner authorized by Workers, except to the extent Client and Paychex are otherwise prohibited from doing so by any requirement of law applicable to Client or Paychex. Nothing in this provision creates any rights under this Agreement to any Worker. There are no person(s) intended as third-party beneficiaries of this Agreement; and no person or entity (other than Client or Paychex) will have any right to enforce any part of this Agreement.

Form I-9-Service. Paychex will provide Client with access to a third-party application to assist with completion and storage of Form I-9's and related required documentation for individuals hired for employment in the United States ("Form I-9 Service"). Client is responsible for the accuracy and completeness of the information provided for each Worker, and for compliance with all applicable Laws. Client acknowledges that the Form I-9 Service (i) is provided by a Vendor of Paychex, (ii) is subject to the Third-Party Services and Online Account provisions, and (iii) is subject to any applicable terms and conditions or terms of use imposed by the Vendor. Client authorizes Paychex to collect any Fees due on behalf of the Vendor, which are set forth on the order form, fee schedule or its equivalent. At its option, Client may also use Vendor's remote Form I-9 verification service, for an additional Fee ("Remote Form I-9").

Garnishment Payment Service. In accordance with the Agreement, Paychex will process EFT transactions, one banking day prior to Client's check date, for Client's Workers garnished wages based solely on Client Information. Paychex will hold garnished wages in an account established by Paychex until such time as the amounts are due to the appropriate agencies. Client remains solely responsible for the correct calculation of the amount to garnish from its Workers' wages, accuracy and timeliness of all payments made and/or answers filed or served, and establishing priority among judgments. If a garnishment payment is voided after the payment is processed, Client acknowledges that it is solely responsible for seeking a refund from the overpaid agency. Client acknowledges and understands that Paychex does not provide legal advice regarding compliance with garnishment orders, and Client remains solely responsible for compliance with any and all applicable Laws.

General Ledger Custom Interface. For Clients using the General Ledger Service, with each payroll processed, Client's general ledger reports will be integrated with specific third-party accounting software packages and provided to Client. Client acknowledges that General Ledger Custom Interface is performed by a Vendor. General Ledger Custom Interface is only available if Client utilizes General Ledger Service.

HR Analytics. Paychex, through its Vendor, will provide Client with access to an online tool that provides insights for workforce planning and analytics ("HR Analytics" or "Service"). The Service provides reports and insights related to human resource and compensation analytics, including employee retention, internal employee movement, workforce distribution and cost, attrition, and pay distribution. For an additional Fee, the Service also includes compensation benchmarks to allow comparison of workforce analytics against relevant markets. Client acknowledges and understands that the Service uses artificial intelligence derived from machine learning, statistical modeling, and/or data analytics and that i) the Service is not intended or designed to replace or override human decision-making; ii) Client is solely responsible for its use of, or reliance on, the information provided by the Service, including, but not limited to, the accuracy, applicability, reasonableness, or bias of any content; and iii) Client is solely responsible for its use of the Service and the decisions it makes based on the output of the Service, including any unintended consequences of such use.

- a. Client acknowledges that the Service is provided by a Vendor of Paychex and is subject to the Third-Party Services provision. As part of the Service, and to use the Service, Client and Worker information from Client's Online Account is shared with Vendor. Client authorizes Paychex to transmit Client and Worker information to Vendor, including, but not limited to, i) Client information such as Client's industry or NAICS code, and address; ii) Worker's personal information such as name, date of birth, gender identity and race/ethnicity; and iii) Worker's employment information including job title, work address/location, employment status, compensation, pay frequency, and date(s) of employment (collectively, "Client and Workers' Information"). If Client terminates the Service or the Agreement, Vendor will cease use of and/or delete Client and Workers' Information within thirty (30) days after termination except that Vendor may retain portions of Client and Workers' Information as required to comply with legal, security or compliance obligations. Vendor may also process, retain, and use deidentified, anonymized, and aggregated information during and after termination of the Service.
- b. The Service is accessible only through Paychex Flex® and is accessed without directly logging into the Vendor's platform. When the Service commences, Paychex will provide access to the Service to each of Client's Authorized Users with full administrative access. Client acknowledges and understands that i) each of those Authorized Users shall then have the ability to grant access to the Service to additional Authorized Users; ii) Client is solely responsible for determining and managing who has access to the Service; iii) Client is responsible for the security of all usernames, passwords, or other login credentials used to access Paychex Flex and/or the Service, and for any actions taken on and/or through the Paychex Flex account; and iv) use of the Service is subject to the Client Online Account provision.
- c. Client further understands and acknowledges that it is solely responsible for compliance with all applicable Laws, including, but not limited to, federal, state, and local employment laws; and industry-specific laws, regulations, or security standards that may apply to it. Client agrees and acknowledges that the Service and its contents are not intended, and should not be construed, as providing legal or financial advice, and that Paychex is not acting in a fiduciary capacity, as an agent, as a legal representative, or as an employer or joint employer of Client or Client's Workers.
- d. The Service is provided on an "as is," "as available" basis, and Paychex expressly disclaims any and all liability related to Client's use of the Service. Paychex further specifically disclaims any representations, endorsements, guarantees or warranties, express or implied, including, without limitations, any and all implied warranties of merchantability, fitness for a particular purpose, title, timeliness, quality, accuracy or non-infringement of intellectual property rights. Notwithstanding any other provision of the Agreement, Client understands and acknowledges that Paychex' total liability for any claims, losses, costs or damages, including attorneys' fees and costs, resulting from, or in any, way related to the Service shall not exceed the total amount of monthly Fees paid by Client for the Service during the twelve (12) months preceding the date of the claim that gave rise to the liability, whether such liability is of Paychex to Client or is brought by any third party claiming losses, costs or damages by or through Client.
- e. Fees for the Service will be set forth in the fee schedule or its equivalent and include a one-time set-up Fee and a monthly Fee per active Worker. Client understands and acknowledges that it is solely responsible for designating the status of each Worker, and for keeping the designation current at all times. A Worker designated as active shall remain in active status until Client changes the designation.

HR Library. Paychex, through its Vendor, will provide an online library of human resource information, on a subscription basis ("Library" or "Service"). The Library is for Client's internal use only. Client agrees and acknowledges that, by offering this Service, Paychex is not intending to provide legal advice, and Client is solely responsible for its use of, or reliance on, the information contained on the Library, including but not limited to, the accuracy or applicability of any content. Client further acknowledges that i) Client is solely responsible for its use of the Library and for compliance with all applicable Laws; ii) Client may be required to have an active administrator Client Online Account to access the Library; iii) the Service is provided subject to the Client Online Account and Third-Party Services provisions; and (iv) the Service is subject to any applicable terms and conditions or terms of use imposed by the Vendor.

Human Resource Services. Paychex will provide human resource support that includes assistance with the prevention and resolution of human resource issues ("HR Services" or "Service"). Client agrees and acknowledges that, by offering this Service, Paychex is not intending to provide legal advice, and Client is solely responsible for its use of, or reliance on, the information provided in conjunction with HR Services. Client acknowledges that some HR Services may be provided by a Vendor of Paychex and is subject to the Third-Party Services provision.

Insurance Payment Service. Paychex will perform health administrative services for Client as set forth in the Paychex Health and Benefits Services Agreement. Availability of the Insurance Payment Service is dependent on insurance carrier selection and/or carrier underwriting requirements. The Service does not include the sale of health insurance coverage and is not proof of coverage. Client is solely responsible for obtaining and maintaining any required coverage. Client must execute a separate Paychex Health and Benefits Services Agreement in order to receive the Insurance Payment Service.

Labor Posters. Paychex, and/or its Vendor, will provide one hardcopy state and federal labor poster to Client for each state in which Client pays Workers ("Posters") and one hardcopy update to each Poster as it occurs. Client will be solely responsible for the timeliness of posting all Posters, including any updates thereto. Client agrees and acknowledges it is solely responsible for compliance with all applicable Laws, including but not limited to obtaining and displaying all required Posters and for any additional posters that may be required for i) specific industries; ii) Clients who are federal contractors or pursuant to municipal ordinances; iii) languages other than English; or iv) for other reasons. For Clients who are not on a Paychex payroll processing Service, updates to state and federal Posters are available upon request only.

New Hire Reporting. Paychex will report all new/rehired Worker information that is mandated by federal and state regulations, with the exception of Puerto Rico. Client is required to provide accurate and complete information for each new/rehired Worker and Client acknowledges that failure to provide such information may result in delay in reporting.

On-site Check Printing. At Client's option, Client may choose to print payroll checks through Paychex at Client's location ("On-site Check Printing"). Client may use its own check stock or, for an additional Fee, Client may order payroll check stock from Paychex. On-site Check Printing checks must be drawn on Client's own bank account, regardless of whether Client uses Readycheck. Client understands and agrees that it shall exercise due diligence and use reasonable care to protect payroll check stock from theft and any unauthorized use. Client agrees Paychex is not liable for any claims, losses, costs, or damages that Client, Client's Workers and/or any third party may incur as a result of (i) Client's failure to protect payroll check stock from theft or unauthorized use; (ii) any discrepancies between checks printed on-site and the payroll processed by Client; (iii) the Client's inability to print negotiable checks using Client's hardware; (iv) untimely distribution and/or delivery of checks printed on-site; or (v) the loss or misuse of payroll checks. Paychex reserves the right to limit, suspend, or terminate Client's use of On-site Check Printing in its own discretion.

Paycard Service. At Client's option, and at no additional cost to Client, Client may enroll in a paycard program with Paychex' Vendor to provide Client's Workers with the option to sign up for a paycard to receive their pay each pay period ("Paycard"). Client authorizes Paychex to transmit to Vendor Information, as necessary, for Vendor to provide the Paycard Service to Client and Workers. Client acknowledges that Vendor is solely liable for the services it provides, and that Paychex is not responsible for the acts or omissions of Vendor, including, without limitation, any acts or omissions related to the security or confidentiality of any Client Information on Vendor's systems and/or servers. Client agrees and acknowledges that Paychex is not providing, and its actions should not be construed as providing, legal or financial advice and that Paychex is not acting in a fiduciary capacity on behalf of Client and/or Client's Workers in connection with the Paycard Service. Client will be eligible for the Paycard Service so long as: (i) Client agrees to and complies with any agreement Vendor shall require; and (ii) the agreement with Vendor is not terminated for any reason. Client must have Direct Deposit to receive the Paycard Service.

Paychex Analytics and Reports Center. Paychex will provide Client with access to the Paychex Analytics and Reports Center (Report Center). The Report Center has various standard and custom reporting and data analysis tools available to Client for viewing, downloading, or exporting payroll and other Client data currently in Paychex Flex (collectively "Reports"). Not all Reports are included with each service bundle and additional fees may apply for certain Reports. Client may select additional Reports that are not included with their service bundle on Part A of this Agreement. Subject to availability, Reports may include, but are not limited to, Labor Distribution, Job Costing, General Ledger, On Demands, Data Exports, Live Reports, and Custom Analytics & Reports. Client agrees and acknowledges that Reports Center and its contents are not intended, and should not be construed, as providing legal or financial advice, and are for informational purposes only.

Paychex Benefit Account Services. Paychex will provide the available services set forth in the Paychex Benefit Account Services ("PBA Services") Agreement to Client. Client must execute the PBA Services Agreement to receive the PBA Services. PBA Services currently include Flexible Spending Account (FSA), Health Reimbursement Arrangement (HRA), and Health Savings Account (HSA) services. Client will be eligible to receive Health Reimbursement Arrangement (HRA) and Health Savings Account (HSA) services when the HRA and HSA services become available through the PBA Services Agreement to Paychex HR Pro Clients. The Paychex Qualified Small Employer Health Reimbursement Arrangement ("QSEHRA") Service is not included. If Client wishes to receive the Paychex QSEHRA Service, additional fees will apply. Paychex HR Pro Clients do not pay administrative and per participant monthly Fees or the setup Fee for the PBA Services while Client is a Paychex HR Pro Client. If the Paychex HR Pro Service Agreement is terminated, Client shall be obligated to pay the then current PBA Service Fees to retain the PBA Services.

Paychex Employee Screening Essentials. Client acknowledges that the Paychex Employee Screening Essentials Service (the "Screening Essentials Service") is performed by a Vendor of Paychex. Client acknowledges that it is solely responsible for compliance with all applicable Laws, including but not limited to the Fair Credit Reporting Act and applicable federal, state and local background check restrictions. Client will be eligible for such program so long as: (i) Client remains a Client of Paychex; (ii) Client complies with the Agreement; (iii) Client agrees to and complies with any agreement Vendor shall require; and (iv) Client's Agreement with Vendor is not terminated for any reason. Fees for the Screening Essentials Service, if any, will be set forth in the fee schedule or its equivalent. Additional Fees may apply for additional individual screens not included in the annual allotment, fees levied by third party agencies to complete additional screens, or any other services provided to Client through the Screening Essentials Service.

Paychex Employee Screening Services. Client acknowledges that the Paychex Employee Screening Services (the "Screening Services") are performed by a Vendor of Paychex. Client acknowledges that it is solely responsible for compliance with all applicable Laws, including but not

limited to the Fair Credit Reporting Act and applicable federal, state and local background check restrictions. Client agrees to remit payment directly to Paychex. Client will be eligible for such program so long as: (i) Client remains a Client of Paychex; (ii) Client complies with the Agreement; (iii) Client agrees to and complies with any agreement Vendor shall require; and (iv) Client's agreement with Vendor is not terminated for any reason. Fees for the Employee Screening Services will be as set forth in the fee schedule or its equivalent and consist of a set-up fee, an inspection fee, and either a monthly subscription fee or monthly à la carte fee, and any insufficient fund and premium processing Fees, as applicable. Client agrees to pay for all screens ordered through the third-party vendor. If Client has a monthly subscription and the Screening Services are terminated prior to the completion of the subscription plan, Client agrees to pay the remaining amount due on the agreement with the Vendor, after a prorating of the screens ordered has been completed.

Paychex Flex® Benefits Administration Essentials. Paychex will provide Client access to an online electronic system for group employee benefits enrollment and administration (the "Service").

- a. **Features and Paychex Responsibilities.** The following features constitute the Service in accordance with the employee benefit plan features as provided by Client: (i) online availability of Employee, spouse and dependent demographic information, as provided by the Client; (ii) Employee eligibility tracking; (iii) secure Employee access to the website for self-service; (iv) online benefit descriptions; and (v) online open enrollment, new hire enrollment and life event enrollment transactions. Paychex shall have the following additional responsibilities: (i) initial set up of the website including populating with Client Information; (ii) teleconference training of the primary user(s) of the Service identified by Client, and (iii) maintenance of an on-line help system. Paychex is not required, under the terms of the Agreement, to review Client's actions or those of Client's plan administrator(s), and Paychex will not incur any liability by taking or permitting any actions on the basis of any of Client's actions or those of Client's plan administrator(s) or for carrying out either Client's or Client's plan administrator's directions.
- b. **Submission of Client Information.** Client shall provide Paychex with initial data in accordance with Paychex's standard data import requirements, including all Employee and dependent demographic data and current enrollment elections. If data is not submitted in electronic format, initial client setup cannot be performed and Paychex shall not be obligated to perform the Services. Client shall also (i) provide all information necessary to assist in initial Client setup in accordance with the Paychex implementation schedule; (ii) assign a trained primary user(s) to perform administrative enrollment tasks and to resolve all data discrepancies to facilitate electronic data integration; (iii) approve all data changes prior to the next regularly scheduled data transmission; (iv) upon confirmation of an electronic connection, make all enrollment and demographic changes through the Service only, unless otherwise instructed; (v) make all updates to the system, including but not limited to all enrollment and demographic changes; and (vi) verify that all eligibility restrictions, effective date and premium calculations, and all other specific plan rules are in place and working correctly after initial implementation, and after any Client directed changes. Client authorizes Paychex to collect and store all enrollment and demographic data online on Client's behalf.
- c. **Accuracy of Client Information.** Paychex shall not have any obligation to verify or determine the accuracy, validity or completeness of information provided by Client or Client's plan administrator, including the hire and termination date of any of Client's Employees, and shall not be responsible for errors, delays or additional costs resulting from the receipt of inaccurate, invalid, incomplete or untimely information or information provided in an unacceptable format or media.
- d. **Termination.** Client is only eligible for the Service while Client remains a Client under the Agreement. Termination of the Agreement shall terminate the Service pursuant to this Section. If the Service is terminated, Client is entitled to all enrollment data and history collected by Paychex under the Agreement. Following termination of the Service, Paychex will provide Client with access to its data history for thirty (30) days via the reporting tool within its Paychex Flex Benefits Administration site.

Paychex Flex® Hiring. Paychex will provide Client with an online recruiting and applicant tracking service to facilitate the recruiting, qualifying and tracking of applicants ("Hiring Service"). Additional Fees may apply for customized or additional modules as well as any other additional services selected by Client through the Hiring Service. Client agrees and acknowledges that Hiring Service and its contents are not intended, and should not be construed, as providing legal or financial advice, that Paychex is not acting in a fiduciary capacity on behalf of Client or Client's Workers or as an employer or joint employer of Client's Workers, and that Client is solely responsible for compliance with all applicable Laws. Additional Fees may apply for certain Hiring Services as set forth on the order form, fee schedule or its equivalent. Client acknowledges that some Hiring Services may be provided by a Vendor of Paychex and authorizes Paychex to collect any Fees due on behalf of the Vendor. The Hiring Service may provide links to third-party websites. Paychex makes no representations concerning third-party websites and is not responsible for the accuracy or content of, or the ability of Client to access, such websites. Client authorizes Paychex to access Client's Hiring Service account to perform administrative functions as necessary to provide the Hiring Service.

Paychex Flex® HR Administration. Paychex Flex HR Administration services (the "HR Administration Services"), is an online human resource information system which provides Client with access to a dashboard of tools, data and insights that combine HR technology, analytics, self-service, and support. Not all solutions may be included with each service bundle and additional Fees may apply for certain solutions. Client agrees and acknowledges that, by offering HR Administration Services, Paychex is not intending to provide, and its actions should not be construed as providing legal or financial advice and that Paychex is not acting in a fiduciary capacity on behalf of Client and/or Client's Workers or as an employer or joint employer of Client's Workers. Client is solely responsible for its use of HR Administration Services and for compliance with all applicable Laws. Client acknowledges and agrees that Paychex will not review Client's use of HR Administration Services for efficacy, compliance, or any other reason. Client further acknowledges that (i) some of the Service may be provided by a Vendor of Paychex, and is subject to the Third-Party Services provision, and (ii) that this Service is accessed by it and its Workers through its Paychex Flex account, and is subject to the Client Online Account provision. Client authorizes Paychex to access Client's HR Administration account to perform administrative functions as necessary to provide the HR Administration Service.

As part of the HR Administration Services, Client may choose to create, modify, upload and store documents in Paychex Flex ("Document Management"). If Client chooses to use the Document Management solution, Client further acknowledges that Client is solely responsible for (i) Client's legal obligations to create, modify, maintain, or obtain signatures (electronic or otherwise) and/or acknowledgements with respect to

any documents stored by Client; and (ii) determining (a) which records and/or documents (“Documents”) to upload, (b) whether such Documents may be uploaded, executed, acknowledged and/or stored in the manner provided through the Service, and (c) whether any Document is valid or legally binding. Client understands and acknowledges that it is responsible for downloading and/or otherwise retaining all Documents, data or information stored in the HR Administration Service, and/or Document Management solution, for its own retention purposes at all times, and that termination or suspension of its Paychex Flex account will terminate its ability to access Documents. Client further acknowledges and understands that Client’s Workers may access the HR Administration Service only while they are active Workers of Client, and that Client is solely responsible for providing copies of any Documents, data or information to terminated Workers. Client is eligible for the HR Administration Service only while Client remains a Client under the Agreement.

Paychex Flex® Onboarding. Paychex will provide Client with access to an online onboarding service that includes i) the ability to provide and receive information regarding newly hired Workers, ii) provide company and/or Worker specific documents and policies, iii) Form I-9 Service, and iv) E-Verify Services (“Onboarding Service”). Additional Fees may apply for certain Onboarding Services as set forth on the order form, fee schedule or its equivalent. Client is responsible for the accuracy and completeness of the information provided for each Worker and Client acknowledges that failure to timely provide such information may result in delay in payroll processing and/or the onboarding process. Client agrees and acknowledges that Onboarding Service and its contents are not intended, and should not be construed, as providing legal or financial advice, that Paychex is not acting in a fiduciary capacity on behalf of Client or Client’s Workers or as an employer or joint employer of Client’s Workers, and that Client is solely responsible for compliance with all applicable Laws. As part of Onboarding Service, Client may use Document Management for creating, modifying, uploading, and storing documents in Paychex Flex, subject to the Document Management terms and conditions. Client acknowledges that some Onboarding Services may be provided by a Vendor of Paychex and authorizes Paychex to collect any Fees due on behalf of the Vendor. Client authorizes Paychex to access Client’s Flex Onboarding Service account to perform administrative functions as necessary to provide this Service.

Paychex Flex® Onboarding Essentials. Paychex will provide Client with access to an online onboarding service that includes i) the ability to provide and receive essential onboarding information regarding newly hired Workers and ii) Form I-9 Service (“Onboarding Essentials Service”). Additional Fees may apply for certain Onboarding Essentials Services as set forth on the order form, fee schedule or its equivalent. Client is responsible for the accuracy and completeness of the information provided for each Worker and Client acknowledges that failure to timely provide such information may result in delay in payroll processing and/or the onboarding process. Client agrees and acknowledges that the Onboarding Essentials Service and its contents are not intended, and should not be construed, as providing legal or financial advice, that Paychex is not acting in a fiduciary capacity on behalf of Client or Client’s Workers or as an employer or joint employer of Client’s Workers, and that Client is solely responsible for compliance with all applicable Laws. Client acknowledges that some Onboarding Essentials Services may be provided by a Vendor of Paychex and authorizes Paychex to collect any Fees due on behalf of the Vendor. Client authorizes Paychex to access Client’s Paychex Flex Onboarding Essentials Service account to perform administrative functions as necessary to provide this Service.

Paychex Flex® Time-off Management. Paychex will provide Client and Client’s Workers with access to a time off management system to allow Workers to submit requests for time off and Client to approve those requests, as well as to allow Clients to track Worker time off and report accruals (“Service”). Client will determine the approval workflow, including designating authorized contact(s) with approval and/or denial capabilities. Service features may not satisfy requirements for all Workers in all states and/or localities. Paychex Flex® Time or stratustime® are required for tracking based on certain time off allocation methods, including an hours worked accrual method. Client acknowledges that it is solely responsible for the accuracy of all information provided to Paychex and for compliance with any and all applicable Laws, including but not limited to Laws related to Client’s time off benefits. The Service is accessed by Client and its Workers through their Paychex Flex account and is subject to the Client Online Account provision. Client agrees to pay Fees as set forth in the order form, fee schedule, or its equivalent. Certain Fees are based on the status of the Worker, and Client acknowledges that it is solely responsible for designating the status of each Worker and for keeping all designations current at all times. Paychex Flex Time-off Management is not available if Client utilizes Time Off Accrual Service. Available with applicable Paychex Time and Attendance Services or as a stand-alone service.

Paychex HR Essentials. Paychex HR Essentials includes Human Resource Services, HR Library, Labor Posters, Safety Service, Employee Assistance Program and Employee Handbook Builder Service. Each of the product and service terms and conditions are listed alphabetically in this Part C.

Paychex HR Partner Plus. Paychex HR Partner Plus may be selected as a standalone service bundle or as an optional Service to a payroll bundle. Paychex HR Partner Plus includes Human Resource Services, Employee Handbook Builder Service, Employee Assistance Program, HR Library, Labor Posters and Safety Service. The following optional Services can be selected for additional Fees: Paychex Flex Hiring, Paychex Employee Screening Services, Paychex Flex Onboarding, Paychex Learning Enhanced and Paychex Flex HR Administration + Paychex Learning Enhanced. If an optional Service is not listed as an optional Service in Client’s payroll bundle, it is not available as part of Paychex HR Partner Plus. Each of the product and service terms and conditions are listed alphabetically in this Part C.

Paychex Integrations. Paychex and/or a Vendor of Paychex will provide Client with the ability to connect and share data and/or Information between Paychex Flex and custom or third-party software and/or systems (“Paychex Integrations”). Client acknowledges that it is solely responsible for choosing which integrations to use, the configuration of the integration and accuracy of all information shared through the integration, and the incorporation of any changes made by or on behalf of Client or Client’s Workers. Client further acknowledges that Paychex makes no representations concerning any third-party integration, regardless of whether it is offered as an existing integration or created under this Agreement, and that Paychex is not responsible for the accuracy, security or availability of the integration at any time. Paychex reserves the right, in its own discretion, to approve or deny any integration and/or to limit, suspend, or terminate access to, or use of any integration for any reason without prior notice to Client. Client acknowledges that Paychex Integrations is subject to the Client Online Account, Client Contacts, and Third-Party Services provisions. Additional Fees may apply for certain integrations, created, offered and/or used as part of the Service.

Paychex Learning Enhanced. In addition to the Paychex Learning Essentials Service, Paychex and/or its Vendor will provide Client with the ability to add or create custom trainings (“Learning Enhanced” or “Service”). Client agrees that its designated administrator, author and/or purchaser within the Paychex Learning System shall have full authority to purchase and/or create trainings for Client’s Workers on Client’s behalf. Additional Fees may apply and will be set forth in the fee schedule or its equivalent. Client acknowledges that the Service is provided by a Vendor of Paychex. Client agrees to remit payment directly to Paychex. Client agrees and acknowledges that, by offering this Service, Paychex is not intending to provide legal advice, and Client is solely responsible for its use of, or reliance on, the information contained in the Paychex Learning System, including but not limited to the accuracy or applicability of any trainings used by Client. Client is responsible for compliance with all applicable laws or regulations, and acknowledges that neither Paychex nor its Vendor will review the trainings for compliance or any other reason. Client will be eligible for this Service so long as: (i) Client remains a Client of Paychex; (ii) Client complies with the Agreement; (iii) Client complies with the Terms of Use, which can be found within the Paychex Learning System and are incorporated herein, and any other agreement Vendor shall require; and (iv) Client’s agreement with Vendor is not terminated for any reason. Upon termination of the Service or the Agreement, Client will no longer have access to the Service or any of the content, but may print or download tracking transcripts prior to termination. Client may only retain those trainings created or uploaded by Client during the term of the Agreement.

Paychex Learning Essentials. Paychex and/or its Vendor will provide access to the Paychex Learning System, an online library of training resources and information and a tool for providing and tracking Worker trainings (“Learning Essentials” or “Service”). Client agrees that its designated administrator and/or purchaser within the Paychex Learning System shall have full authority to purchase trainings for Client’s Workers on Client’s behalf. Additional Fees may apply and will be set forth in the fee schedule or its equivalent. Client acknowledges that the Service is provided by a Vendor of Paychex. Client agrees to remit payment directly to Paychex. Client agrees and acknowledges that, by offering this Service, Paychex is not intending to provide legal advice, and Client is solely responsible for its use of, or reliance on, the information contained in the Paychex Learning System, including but not limited to the accuracy or applicability of any trainings used by Client. Client is responsible for compliance with all applicable laws or regulations, and acknowledges that neither Paychex nor its Vendor will review the trainings for compliance or any other reason. Client will be eligible for this Service so long as: (i) Client remains a Client of Paychex; (ii) Client complies with the Agreement; (iii) Client complies with the Terms of Use, which can be found within the Paychex Learning System and are incorporated herein, and any other agreement Vendor shall require; and (iv) Client’s agreement with Vendor is not terminated for any reason. Upon termination of the Service or the Agreement, Client will no longer have access to the Service or any of the content, but may print or download tracking transcripts prior to termination.

Paychex Retirement Services. Upon Client’s election, Paychex, or an affiliate, will perform third-party recordkeeping, and/or other administrative services (“Retirement Services”) for one or more Qualified Retirement Plans that the Client sponsors or in which the Client participates, as set forth in a separate agreement governing such Retirement Services. Client must execute the separate agreement for Retirement Services in order to receive such Services. Some Retirement Services may result in additional fees as set forth in the applicable agreement and/or Client Fee Disclosure.

Paychex Time and Attendance Services. Paychex will provide one of the following Time and Attendance Services selected by Client: Paychex Flex® Time, Paychex Flex® Time Essentials, Paychex Trueshift® or stratustime® (“Time and Attendance Services”). Paychex is only required to provide the Time and Attendance Services when the Application and Time Clock, if applicable, are operated by Client according to the user manual or other applicable terms of use and in an environment that meets the minimum requirements.

- a. **Paychex Time and Attendance Application.** Paychex will provide all Clients that select Time and Attendance Services with the right to access and use Paychex’ online time and attendance solution for recording hours for the specific Time and Attendance Service Client selects (the “Application”). The term Application will be deemed to include the Time Clock Software. Access to the Application will end upon termination of the Agreement and/or the Service. Client agrees that ownership of all rights in and to the Application remain the sole and exclusive property of Paychex.
- b. **Telephone Support.** Paychex will provide all Clients that select Time and Attendance Services with telephone support consisting of unlimited telephone calls.
- c. **Time Clock Software.** Paychex will provide Client with all necessary Paychex time and attendance software (“Time Clock Software”). *This section does not apply to Clients that select Paychex Flex® Time Essentials.*
- d. **Purchase or Leased Hardware.** Client may elect to lease or purchase time and attendance data collection devices (“Time Clock(s)”) and/or other equipment (collectively, Time Clocks and any other equipment leased or purchased from Paychex are referred to as “Hardware”). All leases are month-to-month unless otherwise indicated on Client’s order form or fee schedule. If Client leases Hardware from Paychex (“Leased Hardware”), Client agrees that (i) Leased Hardware is the sole and exclusive property of Paychex; (ii) Client has no right, title, or interest in any Leased Hardware except as stated in the Agreement; (iii) Client cannot transfer, sell, or in any way encumber Leased Hardware; (iv) Leased Hardware is not a fixture; (v) Client will not allow any third party to file any lien or security interest on Leased Hardware; and (vi) the Agreement does not cover damage to Leased Hardware from or related to fire, flood, lightning or sudden accidental events, theft, misuse or abuse, or modification or servicing of the Leased Hardware by Client or any other third party. Upon demand by Paychex, Client agrees to deliver to Paychex any and all financing statements under the Uniform Commercial Code and any other documents Paychex demands to protect or record Paychex’ interest in the Leased Hardware. If permitted by applicable law, Paychex may file any such documents or instruments signed only by Paychex. Client agrees not to damage Paychex’ Leased Hardware and to return it in the original condition, normal wear and tear excepted, upon termination of the Agreement or as otherwise required. In the event of damage to any of Paychex’ Leased Hardware as a result of Client’s, its Workers’, or its agents’ acts or omissions, or if Client fails to return Paychex’ Leased Hardware, Client agrees to pay for all necessary repairs or replacement. This section does not apply to Clients that select Paychex Flex® Time Essentials.
- e. **Maintenance Services.** If Client has leased Hardware, Paychex will provide maintenance services (“Maintenance Services”) at no additional fee, if Client has purchased Hardware, Maintenance Services are available for an additional annual Fee (“Maintenance Services Fee”). Maintenance Services Fees must be paid in full before Paychex is obligated to perform any Maintenance Services. The Maintenance Services Fee shall automatically renew unless Client notifies Paychex that it no longer requires the Maintenance Services

at least thirty (30) days prior to renewal. All service, labor, and ground shipping charges for Time Clocks are covered by Client's monthly payments for Leased Hardware or by the Maintenance Services Fee, as applicable. Client must promptly notify Paychex of any issues or concerns with the Hardware. At Paychex' sole option, it may either repair a Time Clock or replace it with either a new or refurbished Time Clock of the same or a comparable model. Paychex will supply connection cables for the comparable model, if necessary. Client agrees to separately purchase any other accessories or components required for the replacement model. Upon receipt of replacement Hardware, the Client is required to ship all replaced items to Paychex within five (5) business days of receipt of the replacement Hardware. Paychex will not provide Maintenance Services for any accessories purchased by Client. If Client does not purchase Maintenance Services or declines to renew Maintenance Services, Client shall be solely responsible for all Time Clock maintenance, including replacement or repair costs. All renewals, regardless of when requested, will be charged the annual Maintenance Services Fee. *This section does not apply to Clients that select Paychex Flex® Time Essentials.*

- f. **Termination.** Upon termination, Client is required to (i) complete termination paperwork provided by Paychex, if applicable (ii) cease use of the Application; and (iii) return all Leased Hardware to Paychex within ten (10) business days, if applicable. If Client fails to return the Leased Hardware in the time required, or damages it beyond normal wear and tear, Client will be charged a fee for each Time Clock as set forth in the fee schedule or its equivalent.
- g. **Compliance with Applicable Laws.** Client agrees that it shall be solely responsible for compliance with all applicable Laws in connection with use of the Application and any Leased or Purchased Hardware including, without limitation, local, state and federal wage and hour laws and regulations and laws relating to collection, storage, and use of biometric information. Client agrees that the Services and/or Application are not intended, and should not be construed, as providing legal or financial advice and that Paychex is not acting in a fiduciary capacity on behalf of Client or Client's Workers.
- h. **Disclaimer of Warranty.** With regard to any Leased and/or Purchased Hardware and Time Clock Software, Paychex hereby disclaims any and all warranties, and makes no representation or warranty of any kind, whether express or implied, including any warranties as to the condition, quality, value, suitability, durability, operability, or any other matter. Without limiting the general nature of this disclaimer, Paychex disclaims any and all warranties concerning the merchantability or fitness for a particular purpose of any Leased or Purchased Hardware and all Hardware is expressly provided "as is," subject to Maintenance Services, if applicable.
- i. **Fees.** Client agrees to pay Fees as set forth in the order form, fee schedule or its equivalent. Certain Fees are based on the status of the Worker, and Client acknowledges that it is solely responsible for designating the status of each Worker and for keeping all designations current at all times.

Pay-on-Demand Service. As part of the Services, at no additional cost to Client, Paychex will provide Client's Workers with access to a membership program through its Vendor that allows eligible Workers to gain access to an amount equal to a portion of their earned but unpaid wages before a scheduled check date ("On Demand Wages"), plus other financial wellness services, for a membership fee ("Pay-on-Demand Service"). Client acknowledges that Vendor is solely liable for the services it provides, and that Paychex is not responsible for the acts or omissions of Vendor, including, without limitation, any acts or omissions related to the security or confidentiality of any Client Information on Vendor's systems and/or servers. Client authorizes Paychex to transmit to Vendor Information sufficient for Vendor to identify the Workers who may be eligible to receive the Pay-on-Demand Service. Client also authorizes Paychex to transmit additional Information to Vendor, as necessary, for Vendor to provide services to Worker for each Worker that has enrolled in the Vendor's service. If Client utilizes a Paychex time and attendance Service, Client also authorizes Paychex to transmit Information to Vendor from that Service. Client agrees and acknowledges that Paychex is not providing, and its actions should not be construed as providing, legal or financial advice and that Paychex is not acting in a fiduciary capacity on behalf of Client and/or Client's Workers in connection with the Pay-on-Demand Service. Client will be eligible for the Pay-on-Demand Service so long as (i) Client complies with the Agreement; (ii) Client agrees to and complies with any agreement Vendor shall require; and (iii) Client's agreement with Vendor is not terminated for any reason. Paychex reserves the right to modify and/or discontinue availability of the Pay-on-Demand Service and to make the Service available through different Vendors. Client acknowledges that Vendor may require Workers to execute agreements directly with Vendor and may limit the availability and/or scope of services provided in accordance with the terms and conditions of any separate agreement(s) and/or any applicable Laws. If a Worker elects to settle any On Demand Wages through future payroll deduction(s), Client authorizes Paychex to process the deduction(s) based on information received from Vendor on the Worker's next check date(s). Client acknowledges and understands that Paychex will not be responsible for verifying the deduction(s) with Client and/or Worker. Paychex may receive compensation from Vendor in connection with the Service.

Payroll Processing. Paychex will process Client's payroll based solely on Client Information, prepare payroll checks drawn on Client's bank account or as otherwise directed by Client, and prepare payroll reports and/or documents for each payroll processed by Client, for Client's for review and distribution, if applicable. Client acknowledges that Client is responsible for (i) any delayed remittance of Reimbursement Amounts and additional processing Fees resulting from its failure to submit Client Information at least two (2) banking days prior to a payroll check date; and (ii) ensuring that any checks or check stubs/wage statements are timely and accurately prepared and delivered. Paychex shall not be required to obtain authorization from Client to act on Client Information. Paychex will prepare payroll tax returns for taxes identified as being paid by Paychex on the Cash Requirements, Tax Payment Report and/or Payroll Cover Letter Report or its equivalent for the Client to review, sign, and file. Paychex will not be responsible for the remittance of payroll taxes, or other taxes, or for the filing of tax returns for Clients who elect not to receive the Taxpay service or for any tax agencies that are not enrolled in Taxpay or that are not identified on the reports as being paid by Paychex. **Despite any product terms or conditions to the contrary contained herein, Client acknowledges that Paychex Express Payroll is a completely paperless payroll service and that Paychex will not be providing any reports, documents, data, checks, or check stubs/wage statements in paper form.**

Premium Only Plan (POP). Paychex will act as plan service provider for Client's POP. Paychex will provide Client with the following plan installation documentation: (i) Basic Plan Document; (ii) Adoption Agreement; and (iii) Summary Plan Description (collectively, "Plan Documents"). Client acknowledges that Client is responsible for (i) reviewing and signing the Adoption Agreement setting forth the terms and conditions of the plan; and (ii) distributing the Summary Plan Description to plan participants. Paychex will perform the calculations for the Key Employee Concentration Test. Client is solely responsible for all other testing. If Client has a Health Savings Account (HSA), the pretax salary

reductions for Client's HSA will not be incorporated into the compliance testing results. Client will be solely responsible for any aggregate testing. Client acknowledges that if the plan fails the testing as outlined above, the Client is responsible for correcting the failure and bringing the plan into compliance with the applicable requirements as defined in section 125 of the Internal Revenue Code.

Readychex®. In accordance with the Agreement, Paychex will (i) process EFT transactions on the Funding Deadline to pay Client's Workers; (ii) hold such amounts in an account established by Paychex until Client's check date, if the Funding Deadline is prior to the Client's check date; and (iii) prepare checks payable to Client's Workers on Client's check date and provide those checks to Client. Client will distribute checks on check date or thereafter. Checks distributed to Workers before check date will not be honored and it will be Client's responsibility to pay the Workers. If Client's Worker fails to present a check for payment within six (6) months of check date ("Stale Check"), Paychex will refund the amount debited for the Stale Check back to Client minus any balances owed by Client and charge a Fee for the transfer of the Stale Check funds back to Client. Client will be solely responsible for remitting to its Workers or former Workers, any amounts due and following any state unclaimed property laws in regards to outstanding Worker funds. If a Readychex check is lost, stolen, destroyed, or otherwise not able to be cashed ("Voidable Readychex"), Client agrees to notify Paychex immediately and request to void the check. Client agrees to mark as voided and destroy any Voidable Readychex checks for which a refund has been requested or issued if it should be ultimately found or discovered. If the voided check is cashed, negotiated, or otherwise presented for payment, and Paychex and/or the financial institution that the Readychex check is drawn upon requires a lost/stolen check affidavit, Client agrees that Client is responsible for producing the affidavit. If Client is unable to produce the affidavit, Client agrees to accept all liability that results from Paychex voiding and replacing the lost/stolen check if the check is later cashed, negotiated, or otherwise presented for payment. If Client's Worker or former Worker or other third party cashes, negotiates, or otherwise presents a Readychex check for payment after it has been voided or more than once, Client agrees that it is responsible for reimbursing Paychex for the amount of the check plus any additional expenses, losses, or damages that Paychex may incur from a third party. Readychex is not available if Client utilizes Check Signing.

Safety Service. As requested by Client, Paychex will conduct a safety interview with Client and obtain a description of Client's operations. Based on the information provided by Client, Paychex will assist Client in identifying general safety hazards and applicable OSHA standards and assist Client in the development of written safety plans and corresponding safety training. Paychex will consult with Client to promote a safe work environment. Client will report to Paychex any changes to its operations that will change its safety hazards, applicable OSHA standards, or written safety plans. As required by OSHA, Client is ultimately responsible for the work-related health and safety of its Workers. Client will remain solely responsible for compliance with all Laws regulating Workers' safety and health issues and any citations, penalties, or costs associated with noncompliance.

State Unemployment Insurance Service (SUIS). Paychex will provide the following services relating to unemployment insurance for Client's employees ("Employees"): claim and appeal processing, pre-hearing preparation, analytical review of voluntary contributions, and charge statement balancing. Client agrees to complete applicable power of attorney and record of address forms where needed. For an additional Fee, Client can request and authorize Paychex to appear and represent Client by telephone at any unemployment insurance hearing for a specified Employee ("SUI Representation Service"), provided the state in which the hearing is being held will allow such representation. The SUI Representation Service will be performed only for any unemployment insurance hearing regarding the specified Employee. By representing Client at any unemployment insurance hearing for the specified Employee, Paychex is not acting as Client's attorney nor will Paychex provide Client legal advice. Paychex does not guarantee the outcome of the hearing. Paychex expressly reserves the right to decline the Client's request to represent Client at the unemployment insurance hearing, or any appeal. Client expressly agrees that the SUI Representation Service will be performed pursuant, and subject to, the terms of the Agreement. Upon termination of the SUI Service, Client will notify their state unemployment agency and remove Paychex as their agent of record. Following termination, Paychex will not forward any unemployment notices or communications it receives from a state unemployment agency to Client and Client will be solely responsible for responding to any unemployment notices and hearings. Paychex will not be liable for Client's failure to timely respond to notices received by Paychex following termination of the SUI Service.

Tax Credit Service. Tax Credit Service provides Client with assistance in locating, preparing and filing for certain tax credit and hiring-based incentive programs (the "Tax Credit Service"). Client acknowledges that (i) the Tax Credit Service is performed solely by a Vendor, (ii) Vendor is solely liable for the performance of the services it provides, and (iii) Paychex is not responsible for the acts or omissions of Vendor, including, without limitation, any acts or omissions related to the security or confidentiality of any Client Information on Vendor's systems and/or servers. Client authorizes Paychex to transmit to Vendor Information pertaining to Client and Client's Employees, as necessary, for Vendor to perform the Tax Credit Service. Client will be eligible for the Tax Credit Service so long as: (i) Client agrees to and complies with any agreement Vendor shall require; (ii) Client agrees to and pays to Vendor the additional fees as detailed in the separate agreement with Vendor; and (iii) the agreement with Vendor is not terminated for any reason. Client acknowledges that Vendor may remit a percentage of the fees Vendor receives to Paychex and Client authorizes Paychex to receive these fees as additional compensation for the Services. Client further authorizes Vendor to provide to Paychex information pertaining to the tax credits and Paychex to forward information received from Vendor to the IRS if required.

Taxpay®. On the Funding Deadline, Paychex will (i) process EFT transactions in accordance with the Agreement to pay the payroll taxes that are specifically identified as being paid by Paychex on the Cash Requirements, Tax Payment Report and/or Payroll Cover Letter Report or its equivalent; (ii) hold such amounts in an account established by Paychex until such time as these amounts are due to the appropriate taxing authorities; and (iii) prepare, sign, and file with proper taxing authorities all returns for such taxes on an ongoing basis. Paychex is not responsible for the payment of taxes or the filing of returns prior to the Taxpay Service Effective Date, after a Client default, and/or for payroll taxes which Paychex did not collect from Client, and/or for additional taxes owed due to a change in tax rate. Paychex has the right, in its sole discretion, to abate and/or appeal any interest or penalties assessed by taxing authorities against Client, and Client agrees to fully cooperate in any abatement or appeals pursued by Paychex. Client understands that there may be different Taxpay Service Effective Dates for each tax agency.

Time Off Accrual Service (TOA). Paychex will provide a tracking and reporting service for Worker time off benefits based on Client Information provided by Client each pay period. Client acknowledges that it is solely responsible for the accuracy of information provided to Paychex and for compliance with all applicable Laws related to Client's time off benefits. Time Off Accrual Service is not available if Client utilizes Paychex Flex® Time-off Management Service.

W-2 Service. Unless Client directs Paychex in writing not to provide the W-2 Service, Paychex will (i) prepare Forms W-2 and W-3 and Forms 1099 and 1096, if applicable ("Forms"); (ii) file the Forms with the appropriate federal and state agencies; and (iii) provide electronic access to Forms to Client and/or Client's Workers and/or provide hardcopy Forms. For Clients receiving hardcopy Forms, Paychex reserves the right, at its discretion, to only provide Forms electronically after notice of the change at least fifteen (15) days prior to the deadline for distribution of Forms to Workers. Client acknowledges that it is required to have an Online Account with an active administrator to access and review Forms electronically, and that each Worker must have an active user Online Account to access their own Forms, if applicable. As part of the Service, Paychex allows Workers to consent to receive Forms only electronically through Paychex Flex®. Paychex will not provide hardcopy Forms for any Worker that has consented to receive Forms electronically. Client agrees and acknowledges it is solely responsible for (i) ensuring Workers receive their Forms as required under any applicable Laws, regardless of how they are provided to Client by Paychex; (ii) compliance with all state and/or federal statutes or regulations regarding consent of, and distribution to, each Worker, regardless of how Worker has elected to receive Forms; (iii) reviewing all Forms for accuracy, including providing accurate addresses; and (iv) any delay or inability to access Forms electronically due to not having active Online Accounts. Client authorizes Paychex to directly contact its Workers regarding the W-2 Service through Online Account, and/or by mail, email, or any other method selected by Worker, including text message or phone. W-2 Service Fees, if applicable, include a base Fee, a per Form Fee, and/or handling Fees. If Client is in breach of its obligations for payment of any Amounts Due, Paychex shall not be obligated to provide the W-2 Service, including online access to Forms.

Workers' Compensation Payment Service. Paychex will perform workers' compensation payment services (the "WCP Service") for Client as set forth in the Paychex Workers' Compensation Payment Service Agreement. Availability of the WCP Service is dependent on insurance carrier selection and/or carrier underwriting requirements. The WCP Service does not include the sale of workers' compensation insurance coverage and is not proof of coverage. Client is solely responsible for obtaining and maintaining any required coverage. Client must execute a separate Paychex Workers' Compensation Payment Service Agreement in order to receive the WCP Service. If Client selects Workers' Compensation Payment Service, but either terminates or elects not to receive the Service, Client is solely responsible for contacting Paychex to begin receiving the Workers' Compensation Report Service.

Workers' Compensation Report Service. Paychex will provide Client with access to a monthly report with the calculated workers' compensation premium amounts consisting of the payroll wages and workers' compensation premiums in each class code for each payroll processed by Client ("Report"). Additional Reports may be purchased for an additional Fee. The Workers' Compensation Report Service does not include the sale of workers' compensation insurance coverage and is not proof of coverage. Client is solely responsible for obtaining and maintaining any required coverage. Workers' Compensation Report Service is only available to Client's that do not currently receive Workers' Compensation Payment Service.

Skylight PayOptions Program Order Form and Agreement (for Paychex Referred Clients)

Complete the requested information below and return this form to a Paychex representative in order to initiate the Skylight PayOptions Program to offer it to your employees and/or independent contractors.

PLEASE NOTE: All fields below are required including last page. Forms with illegible or missing information will not be processed.

| Company Data and Physical Street Address | |
|--|--|
| Company FEIN (Not SSN) | 16-6002346 |
| Company Legal Name | TOWN OF PITTSFORD |
| DBA, Trade Name | |
| Company Business Address (Physical Address, No P.O. Boxes) Including City, State, Zip | 11 S Main Street Pittsford NY 14534 |
| NAICS/SIC Category/Type of Business | 921120 |
| Date Business Was Established | |
| Total Number of Employees/Independent Contractors | 225 |
| Enrollment (indicate which type) | Instant Issue or Direct (Cards sent to Client) (Cards sent to Cardholder) |
| Type of Cardholders | Employees Only: Independent Contractors Only: Both Employees and Independent Contractors: |
| Company Contact Information | |
| Company Contact First and Last Name | |
| Company Contact Phone Number | |
| Company Contact Email Address | |
| APPLICATION APPROVAL | |
| Notwithstanding anything to the contrary set forth in this Order Form, the entity listed beside "Company Legal Name" above ("Client") acknowledges and agrees that NetSpend Corporation ("NetSpend") is under no obligation to fulfill any order submitted by Client until Client has completed and passed NetSpend's due diligence application process to NetSpend's complete satisfaction. | |
| PAYCHEX OFFICE USE ONLY | |

For Paychex Employees Only:

Once all pages of the form are completed, forward this form as an attachment in a secure email. Use the Client's FEIN (no dashes) as the name of the attachment. Use the Client's FEIN (no dashes) and Client name as the subject line of the email (ex. 123456789 Company Name).

Secure Email: paychex@netspend.com **Fax:** 512-532-8341

Paychex Referral Number: 100355

Is this Paychex Core Advanced\Preview\Advantage Payroll client?
Yes or No

Bank referral or national franchise name (if applicable)

Paychex Sales Rep Name Cassandra Brown

Sales Rep ID T687

CARDHOLDER FEE SCHEDULE*

550302420

| MONTHLY USAGE | | |
|--|---|---|
| Monthly Fee | \$0 | No fee. |
| PER PURCHASE | | |
| Signature Purchase Transaction Fee | \$0 | During checkout, select "CREDIT" on the keypad to make a Signature Purchase. |
| PIN Purchase Transaction Fee | \$0 | During checkout, select "DEBIT" and enter your PIN to make a PIN Purchase. |
| SPEND MONEY | | |
| MoneyGram® Bill Payment Service | Fee varies | Per bill payment. Fee is determined and assessed by MoneyGram. This is a third-party fee and subject to change. You must be fully CIP verified to have access to this feature. |
| Automated Clearing House (ACH) Payments | \$0 | Provide the biller with the Bank's routing number and your assigned Skylight Account Number. You must be fully CIP verified to have access to this feature. |
| CHECK YOUR BALANCE | | |
| Customer Service (Automated or Live Agent) | \$0 | No fee for calling Customer Service (Automated or Live Agent) for general inquiries, including for balance inquiries. 1-877-814-7679. |
| ATM Balance Inquiry Fee – Domestic | \$1.00 | Per balance inquiry. You may also be charged a fee by the ATM operator. This fee does not apply if you are a resident of New York. |
| Balance Inquiry via Online Account Center | \$0 | Log in to the Online Account Center at www.skylightpaycard.com . |
| Balance Inquiry via Anytime Alerts™ | \$0 | Standard text message or data rates may apply. |
| WITHDRAW CASH | | |
| Over-the-Counter ("OTC") Withdrawal Fee at a Financial Institution | \$0 | You will not be charged a fee to withdraw cash at a Mastercard-member bank. A fee may be assessed by a financial institution that is not a Mastercard-member bank. Any additional fees assessed are third party fees and subject to change. |
| Skylight Checks | \$0 | Skylight Checks can be cashed for no fee at all U.S. Bank® locations, at participating Walmart locations and at participating ACE Cash Express locations. Other check cashers set their own policies regarding check acceptance and may charge you a fee to cash Skylight Checks. These are third-party fees and are subject to change. |
| OTC Withdrawal Fee at a Netspend Reload Network Location | Up to the greater of 2.75% of the withdrawal amount or \$4.00 | Per withdrawal. Fee may be either a flat fee or a percentage of the withdrawal amount. Fee is determined and assessed by operator of Netspend Reload Network location and varies depending on location and amount of cash withdrawn. This is a third-party fee and is subject to change. |
| ATM Withdrawal Fee – Domestic/ on Allpoint® or MoneyPass ATM Network | \$0 | No fee for ATM withdrawals on Allpoint or MoneyPass Network ATMs. ATM Balance Inquiry Fee still applies. See www.skylightpaycard.com for Allpoint or MoneyPass Network ATM locator. |
| ATM Withdrawal Fee – Domestic/ out of Allpoint or MoneyPass ATM Network | \$1.75 | Per withdrawal. You may also be charged a fee by the ATM operator. You can avoid ATM fees by using the Allpoint or MoneyPass ATM Network or if you select "DEBIT" and enter your PIN to get cash back when making purchases at many retailers, such as grocery stores. |
| MoneyGram Cash Out | \$0 | Funds can only be sent in the name of the Primary Paycardholder. Feature only available if you do not have an active card on your Skylight Account (i.e., card lost/stolen and waiting for a replacement card). You must have a valid state or government-issued ID to pick up funds from a MoneyGram location. Maximum withdrawal amount is the balance of your Skylight Account, subject to applicable state law (e.g., the maximum amount that may be withdrawn at a MoneyGram location in Arizona is \$499.00 per day). You must be fully CIP verified to have access to this feature. |
| ADD MONEY TO YOUR SKYLIGHT ACCOUNT | | |
| Direct Deposit (ACH Deposit) | \$0 | No fee. |
| Cash Reload at a Netspend Reload Network Location | Up to \$3.95 | Per cash load. Fee determined and assessed by operator of retail location, and may be lower depending on the retail location. This is a third party fee and is subject to change. See www.loadnetspend.com for cash reload locations. You must be fully CIP verified to load your card with cash. |
| Mobile Check Load Fee – Standard | \$0 | This is a third-party fee and is subject to change. Standard text message or data rates may apply. You must be fully CIP verified to use the mobile check load service. |
| Mobile Check Load Fee – Expedited (Government and Payroll Checks with a Pre-printed Signature) | Greater of 2.0% of total check amount or \$5.00 | Per check load. Percentage taken of total check amount. Fee discounted from check total prior to loading your Skylight Account. This is a third-party fee and is subject to change. Standard text message or data rates may apply. You must be fully CIP verified to use the mobile check load service. |
| Mobile Check Load Fee – Expedited (All Other Accepted Check Types) | Greater of 5.0% of total check amount or \$5.00 | Per check load. Percentage taken of total check amount. Fee discounted from check total prior to loading your Skylight Account. This is a third-party fee and is subject to change. Standard text message or data rates may apply. You must be fully CIP verified to use the mobile check load service. |
| MOVE MONEY TO AND FROM YOUR SKYLIGHT ACCOUNT | | |

| | | |
|---|---------|--|
| Account-to-Account Transfer Fee via Website | \$0 | Per transfer from your Skylight Account via www.skylightpaycard.com to another account managed by Netspend. You must be fully CIP verified to have access to this feature. |
| Account-to-Account Transfer – CS Agent | \$0 | 1-877-814-7679. You must be fully CIP verified to have access to this feature. |
| USING YOUR CARD OUTSIDE THE U.S. | | |
| Foreign Transaction Surcharge | 3.5% | Per foreign transaction. Calculated based on the U.S. dollar amount of the purchase transaction or cash withdrawal, and is charged in addition to any applicable Purchase Transaction Fee or OTC Withdrawal Fees. You must be fully CIP verified to have access to this feature. This fee does not apply if you are a resident of New York. |
| ATM Withdrawal Fee – International | \$3.00 | Per transfer from your Skylight Account via Customer Service to another account managed by Netspend. You must be fully CIP verified to have access to this feature. |
| ATM Balance Inquiry Fee – International | \$1.00 | Per inquiry. You may also be charged a fee by the ATM operator. You must be fully CIP verified to use your card outside the U.S. This fee does not apply if you are a resident of New York. |
| ATM Transaction Decline Fee – International | \$1.00 | Per declined transaction. You may also be charged a fee by the ATM operator. This fee does not apply if you are a resident of Connecticut, New York, or Illinois. You must be fully CIP verified to use your card outside the U.S. |
| TRANSACTION DECLINES | | |
| ATM Transaction Decline Fee – Domestic | \$1.00 | Per declined transaction. You may also be charged a fee by the ATM operator. This fee does not apply if you are a resident of Connecticut, New York, or Illinois. |
| POS Decline Fee (Signature and PIN) | \$1.00 | Per declined transaction. This fee does not apply if you are a resident of Connecticut, New York, or Illinois. |
| ACH/Preauthorized Payment Transaction Decline Fee | \$5.00 | Per declined ACH transaction. This fee does not apply if you are a resident of Connecticut or Illinois. |
| ADD OR REPLACE A CARD | | |
| Additional Card Fee | \$0 | For each additional card requested that is not a replacement card. |
| Replacement Card Fee | \$7.00 | There is no fee for your first replacement card in any twelve (12) month period. Fee applies for each additional lost, stolen, or damaged card replaced in any twelve (12) month period. |
| Custom Card Fee | \$4.95 | Per custom card. You must be fully CIP verified to have access to this feature. |
| Card Delivery Fee – 7-10 Business Days | \$0 | No fee. |
| Card Delivery Fee – 3 Business Days | \$20.00 | Charged in addition to Additional Card Fee or Replacement Card Fee. Fee will be assessed when this service is requested for order of additional or replacement card. |
| Card Delivery Fee – 1-2 Business Days | \$25.00 | Charged in addition to Additional Card Fee or Replacement Card Fee. Fee will be assessed when this service is requested for order of additional or replacement card. |
| OTHER | | |
| Additional Statement Mailing Fee | \$5.00 | The fee for first written transaction history requested in any calendar month is \$0. If you request more than one written transaction history in a given month, each additional request is \$5.00. Statements are always available for no fee online at www.skylightpaycard.com . You can also opt in to receive written monthly statements for no fee. This fee does not apply if you are a resident of New York. |
| Stop Payment Fee | \$0 | Per stop payment request on an ACH Debit/Preauthorized Payment Transaction. Also includes stop payments regarding a return of funds check or Skylight Check. |
| Check Request Fee | \$0 | Per check request. For processing and mailing of a return of funds check at Skylight Account closure. Refund checks are not issued for less than \$1.00. See “Withdraw Cash” above for alternative options to remove the funds from your card. |
| Inactivity Fee | \$5.00 | Per month. Fee applies if there are funds in the Skylight Account and the Skylight Account has had no activity, i.e., no purchases; no cash withdrawals; no deposits; and no Balance Inquiry Fees, for ninety (90) days. This fee does not apply if you are a resident of Minnesota or New York, and it does not apply until after twelve (12) months of inactivity if you are a resident of Connecticut, Pennsylvania, or Illinois. Inactivity fees are void in states where prohibited by law. |

*Any terms not defined in this Cardholder Fee Schedule are defined in the applicable cardholder agreement. The use of certain features identified above with the Card requires full verification of the cardholder's identity through our Customer Identification Program ("CIP"). If the cardholder is not fully CIP verified, they will not have access to these features until they become fully CIP verified as described in the "Opening a Skylight Account; identity verification" section of the cardholder agreement. Due to certain state and federal laws, some of the services listed in the Cardholder Fee Schedule may not be available in some states or to some cardholders, and in some states, certain cardholder fees may not be charged or may differ from those set forth in the Order Form.

GENERAL TERMS AND CONDITIONS

- 1. The Parties and the General Terms and Conditions.** (A) This Skylight PayOptions Program Order Form and Agreement (for Paychex Referred Clients), including these General Terms and Conditions (collectively, this “Order Form”) is by and between NetSpend Corporation (“NetSpend”) and the entity listed beside “Company Legal Name” on the first page (“Client”) (Client and NetSpend, together, the “Parties”). Client agrees to purchase and NetSpend agrees to sell the goods identified in this Order Form subject to the pricing and terms and conditions set forth on this Order Form. NetSpend’s sale of and/or provision of any products to Client is expressly made conditional upon Client’s agreement to and acceptance that this Order Form is the sole and exclusive agreement between NetSpend and Client, and shall supersede all prior agreements, understandings and representations, whether written or oral, between the Parties, including, without limitation, any order form executed by Client and submitted to NetSpend prior to the date of Client’s signature below. By providing this Order Form to NetSpend (or by directing Paychex to provide this Order Form to NetSpend) or by otherwise requesting (whether online, by phone, or otherwise), at any time, any orders of instant issue card packs (“Instant Issue Card Packs”) or direct card packs (“Direct Card Packs”) or accepting either of the same from NetSpend, Client hereby accepts and agrees to this Order Form. (B) NetSpend’s acceptance of Client’s order shall not constitute an acceptance of any term, condition or other provision contained on Client’s order (or any other document supplied by Client) which is different from or additional to any of the terms, conditions or provisions of this Order Form, unless NetSpend expressly accepts in writing such different or additional term, condition or provision. NetSpend otherwise hereby expressly rejects all such different or additional terms, conditions and provisions, all of which are hereby rendered null, void and of no effect. (C) Notwithstanding subsections (A) and (B) of this Section 1, each Party agrees that Client may change the enrollment election type indicated on this Order Form by emailing NetSpend at paychex@netspend.com (or any successor email as provided to Client by NetSpend) and indicating a different enrollment type in such email. In all cases, NetSpend may rely on the authority of the person sending such email, the Parties will work together in good faith to effectuate such change, and the Order Form will be amended without a further a writing between the Parties to indicate the enrollment election type set forth by the Client in the most recent email. (D) If Client desires to receive any product or service from NetSpend other than the Skylight PayOptions Program (the “Program”), then the Parties shall enter into a written agreement regarding such product or service. Further, NetSpend has the right at any time for any reason to not accept an Order Form or any order from Client. (E) Additionally, NetSpend may terminate an Order Form at any time upon notice to Client. (F) All orders made by Client to NetSpend of any Card Packs, Direct Card Packs, or related materials are subject to and governed by this Order Form.
- 2. Ordering; Client Pricing.** If using Instant Issue Card Packs, upon NetSpend’s acceptance and approval of this Order Form, NetSpend’s implementation department will determine the initial quantity of Instant Issue Card Packs required by Client. This initial Instant Issue Card Pack order will be shipped at no cost to Client. In addition, with the initial order made by Client for any Instant Issue Card Packs, NetSpend will provide the following marketing materials in electronic/.pdf format: (a) the Program “features and benefits” summary; (b) FAQ; (c) marketing poster; and (d) “bucksliip” or insert for paychecks. If using Direct Card Packs, Client will inform Paychex when it desires to order Direct Card Packs, and if NetSpend has accepted and approved this Order Form, NetSpend will fulfill Client’s order for Direct Card Packs as received from Paychex. If a Client using Direct Card Packs desires any of the materials listed in the immediately preceding sentence, such Client should contact Paychex. In the case of both Clients using Direct Card Packs and Instant Issue Card Packs, NetSpend will also provide assistance with system set-up and training, via conference calls or webinars, related to the use of the Instant Issue Card Packs and/or the Direct Card Packs. Client may request printed inventory of materials above-listed; fees may apply. Client acknowledges and agrees that it shall order Instant Issue Card Packs only as needed and pursuant to NetSpend’s inventory management system recommendations; Client shall not be charged any shipping charges for any orders of Instant Issue Card Packs following its initial order and any orders of Direct Card Packs that are shipping via standard shipping. Client shall pay to NetSpend all shipping charges for any Instant Issue Card Packs or Direct Card Packs that are shipped via expedited shipping at Client’s request.
- 3. Cardholder Pricing.** The cardholder fees set forth in this Order Form are payable by a cardholder to NetSpend based on usage and will be automatically debited from the applicable cardholder Account (as defined herein). Due to certain state and federal laws, some of the services listed in the cardholder fees may not be available in some states or to some cardholders, and in some states, certain cardholder fees may not be charged or may differ from those set forth in the Order Form. Additionally, any fees are void where prohibited by applicable law. Subject to the applicable cardholder agreement and applicable law, NetSpend may modify these fees without notice to, or the agreement of, Client or the cardholders. More information about the cardholder fees can be found on the fee schedule included with the cardholder agreement.
- 4. Delivery Dates; Risk of Loss; Client’s Acceptance.** Any delivery and performance dates or periods provided by NetSpend are approximations only, and shall not be binding upon NetSpend. NetSpend reserves the rights to make partial shipments to Client. Risk of loss shall be passed to Client upon delivery of the products (including, without limitation, Instant Issue Card Packs) to Client’s business address as set forth on this Order Form, or in the case of Direct Card Packs, to the applicable cardholder address provided by Client. Client’s acceptance of the delivery of any products provided hereunder shall constitute acceptance of such products.
- 5. Client’s Use of Instant Issue Card Packs and Direct Card Packs; Multiple Programs.** (A) When using Instant Issue Card Packs, Client hereby agrees: (i) to ensure that it provides each potential cardholder with a complete Instant Issue Card Pack prior to any potential cardholder’s election to be paid via the Program; (ii) not to alter any portion of an Instant Issue Card Pack or any marketing material; (iii) to store all Instant Issue Card Packs in a secure manner until they are distributed; and (iv) to notify NetSpend of any loss or theft of any Instant Issue

Cards Packs or that any Skylight and/or NetSpend card ("Card"), or Instant Issue Card Pack is being used, or is likely to be used, in connection with any fraudulent or other illegal activity. (B) When using Direct Card Packs, Client hereby agrees: (i) to ensure that it provides each potential cardholder, prior to any such potential cardholder's election to be paid via the Program, with a printed hard-copy paper set of the Direct Disclosures (as defined herein) in their entirety, (ii) not to alter any portion of any of the Direct Disclosures or any marketing materials, (iii) to notify NetSpend if any Card is being used, or is likely to be used, in connection with any fraudulent or other illegal activity; and (iv) not to use any type of online marketing or online acquisition site relating to the Program or any electronic delivery of any Direct Disclosures without NetSpend's prior written approval. (C) In the event that NetSpend or the applicable bank partner deems it necessary to modify all or any portion of the Instant Issue Card Pack, the Direct Disclosures or any marketing materials, or issue new Instant Issue Card Packs, new Direct Disclosures or new marketing materials, Client shall comply with all instructions from NetSpend (or Paychex) regarding such modifications or new issuance, including, without limitation: (i) refraining from further distributing any Instant Issue Card Pack, Direct Disclosures or marketing materials it may have in its possession until NetSpend (or Paychex, as the case may be) is able to provide Client with new and/or modified materials; (ii) refraining from enrolling any potential cardholder in the Program; and (iii) replacing the existing Instant Issue Card Packs, Direct Disclosures and/or marketing materials with the revised Instant Issue Card Packs, revised Direct Disclosures and/or revised marketing materials according to the time schedule directed by NetSpend. (D) If Client orders products related to multiple NetSpend programs pursuant to this Order Form (e.g. both the employee and the independent contractor program), then Client will be solely responsible for: (i) correctly designating which potential cardholder is eligible for which program (e.g. the designation of whether an individual is an employee or an independent contractor); (ii) informing NetSpend which program each order relates to; and (iii) ensuring that it provides, in the case of Instant Issue Card Packs, the Instant Issue Card Pack for the applicable program to the appropriate potential cardholder, and in the case of Direct Card Packs, the Direct Disclosures for the applicable program to the appropriate potential cardholder. (E) Client agrees that it will not offer the Program to any potential cardholder who does not reside within the fifty United States or the District of Columbia. (F) Client acknowledges that all Cards included in the Instant Issue Card Packs and/or the Direct Card Packs are subject to cancellation by the bank partner in accordance with the terms of the applicable cardholder agreement. Further, Client understands that NetSpend (and any applicable bank partner) may offer additional or upgraded products and services to any cardholder, subject to the applicable cardholder agreement. "Direct Disclosures" are the disclosures related to the Program provided to Client by Paychex or NetSpend, which include the cardholder agreement, the privacy policy for the Program and the Skylight Enrollment Form (which includes the long form fee schedule and the short form fee schedule) as well as any other disclosures regarding the Program provided by either Paychex or NetSpend.

- 6. Enrollment and Activation of Account.** Only after (a) first providing the disclosures described in Section 5 (A) or (B), as applicable, to each potential cardholder, (b) second, obtaining the consents described in Section 7(c) and as otherwise may be required by applicable law, and (c) third, waiting for the expiration of any applicable waiting period, Client may request that NetSpend establish an account (each, an "Account") for any potential cardholder by sending securely the enrollment information required by NetSpend to NetSpend (or to Paychex to send to NetSpend). Client further understands that if either NetSpend and/or the bank partner is not satisfied with the results of the verification of any potential cardholder, they may decline to open an Account for such potential cardholder. If NetSpend is able to open an Account for the potential cardholder, then, if Client is using Direct Card Packs, NetSpend will mail a Card to the address provided by Client for the applicable potential Cardholder. Client understands that funding any Account prior to its activation is at Client's risk and Client will be responsible for any liability to any of its employees or independent contractors for any funds transferred to un-activated Account or an Account that is unable to accept funds.
- 7. Compliance with Law.** Client will be solely responsible for compliance with all federal, state and local laws, rules and regulations relating to payroll, compensation of employees and independent contractors, and employment and independent contractor related matters (including, without limitation, the designation of any individual as an independent contractor or an employee) relating to its use of the Cards, Instant Issue Card Packs and Direct Card Packs (including all content thereof). Further, Client shall comply with all laws applicable to its participation in the Program. Without limiting the foregoing, Client shall be responsible for: (a) ensuring that the payment of wages or other compensation through the use of the Accounts and Cards is permissible under applicable law, (b) making all required disclosures to pay wages or other compensation through the use of the Accounts and Cards, at the times such disclosures are required by applicable law to be made, including without limitation, that all Direct Disclosures (if using Direct Card Packs) and all disclosures contained within the Instant Issue Card Pack (if using Instant Issue Card Packs) are viewed and agreed to by each potential cardholder prior to his or her election to be paid via an Account, (c) obtaining all authorizations to pay wages or other compensation through the use of the Accounts and Cards, including, without limitation the consent of each potential cardholder to be paid via the Program and to provide his or her identification information to NetSpend (and Paychex, if applicable) for the purpose of opening an Account, each to the extent required by and in a manner compliant with applicable law, (d) maintaining a copy of all identification information and documentation obtained by Client from an employee or independent contractor who is a prospective cardholder as required by applicable law for the time period required by applicable law, including, without limitation, a copy of each consent document referenced in subsection (c) above, (e) transmitting any employee, independent contractor, or other user identification information required by NetSpend to activate an Account pursuant to the methods designated by NetSpend and otherwise maintaining the confidentiality of such information, (f) offering all of its employees and independent contractors all wage and compensation payment options required by applicable law, including, at a minimum, offering all of its employees the option of direct deposit into an account of each such employee's own choice, (g) complying with any applicable waiting periods; (h) promptly providing to NetSpend any information that NetSpend may deem necessary to comply with applicable law; (i) the payment of wages and any other compensation to its employees and independent contractor; and (j) if Client is using the Direct Disclosures, ensuring that the method it uses to provide the Direct Disclosures to potential cardholders is compliant with applicable law. Client shall

indemnify NetSpend and be responsible for any and all fines, liabilities and assessments imposed as a result of any violations under this section or any other failure by it to comply with any of its obligations under this Order Form.

- 8. Record Review.** As long as Client or any of Client's employees or independent contractors are using the Program, and for a period of one (1) year thereafter, Client will permit NetSpend (or NetSpend's bank partner) to review and, to the extent necessary for NetSpend (or its bank partner) to comply with applicable law, copy Client's records relating to its use of the Program. Additionally, Client shall: (a) submit to any examination which may be required by any regulatory authority with audit and examination authority over NetSpend, any of its affiliates, or one of its bank partners; and (b) provide to NetSpend and each applicable bank partner any information that may be required by any regulatory authority in connection with their audit or review of NetSpend, any of its affiliates, or such bank partner or the subject matter hereof and reasonably cooperate with such regulatory authority in connection with such any audit or review.
- 9. No Warranties.** ALL PRODUCTS (AND ANY RELATED SERVICES) PROVIDED BY THE NETSPEND ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS, AND NETSPEND MAKES NO WARRANTIES, AND HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, RELATING TO OR ARISING OUT OF THIS ORDER FORM, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT AND ANY IMPLIED WARRANTIES ARISING FROM COURSE OF DEALING OR COURSE OF PERFORMANCE.
- 10. LIMITATION OF LIABILITY.** NETSPEND SHALL NOT BE LIABLE TO CLIENT, WHETHER IN CONTRACT, TORT, EQUITY OR OTHERWISE, FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES, INCLUDING LOST PROFITS (EVEN IF SUCH DAMAGES ARE FORESEEABLE, AND WHETHER OR NOT NETSPEND HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES), ARISING FROM RELATING TO THIS ORDER FORM, ANY CARD, THE PROGRAM, OR ANY SERVICES OR PRODUCT RELATED HERETO OR THERETO. NOTWITHSTANDING ANYTHING TO THE CONTRARY SET FORTH HEREIN, NETSPEND'S TOTAL AGGREGATE LIABILITY (WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY, BY STATUTE, OR OTHERWISE) TO CLIENT OR TO ANY THIRD PARTY RELATED TO THIS ORDER FORM SHALL BE LIMITED TO AN AMOUNT EQUAL TO NETSPEND'S GROSS PROFIT ATTRIBUTABLE TO CARDS ORDERED PURSUANT TO THIS ORDER FORM FOR THE TWELVE (12) MONTHS IMMEDIATELY PRIOR TO THE EVENT GIVING RISE TO SUCH ACTION; PROVIDED THAT IF SUCH EVENT OCCURS PRIOR TO THE TWELFTH MONTH ANNIVERSARY OF THE DATE OF THE ORDER FORM, THEN THE PARTIES SHALL ESTIMATE THE LIMITATION BASED UPON AN ANNUALIZATION OF NETSPEND'S GROSS PROFIT FOR THE MONTHS PRECEDING THE EVENT.
- 11. NetSpend's Intellectual Property Rights.** Nothing in this Order Form shall be interpreted to convey any of NetSpend's intellectual property rights in the Cards, Accounts or any related materials to Client.
- 12. Confidentiality.** Each Party shall keep the Order Form confidential and disclose such only to the extent necessary to fulfill its obligations hereunder.
- 13. Severability.** If any provision of this Order Form (or any portion thereof) is determined to be invalid or unenforceable, the remaining provisions of this Order Form shall not be affected thereby and shall be binding upon the Parties and shall be enforceable, as though said invalid or unenforceable provision (or portion thereof) were not contained herein. The failure by any Party to insist upon strict performance of any of the provisions contained in this Order Form shall in no way constitute a waiver of its rights as set forth herein, at law or in equity, or a waiver of any other provisions or subsequent default by the other Party in the performance of or compliance with the Order Form.
- 14. Force Majeure.** NetSpend shall not be liable for any failure or delay on its part to perform, and shall be excused from performing any of its obligations hereunder if such failure, delay or non-performance results in whole or in part from any cause beyond its absolute control.
- 15. Authority.** Client represents and warrants that the person executing this Order Form on its behalf has the full power and authority to bind Client to the terms and conditions hereof. Additionally, Client represents and warrants that all application and order data that Client has provided or will provide to NetSpend (or has authorized Paychex or any other entity or person to so provide) is (or will be, as the case may be) true, complete and accurate in all respects.
- 16. No Assignment.** Client may not assign or otherwise transfer this Order Form to any other party, including, without limitation to any successor-in-interest due to a change in control (or otherwise) or to an affiliate, without NetSpend's written consent.
- 17. Governing Law.** This Order Form shall be governed by the laws of the State of Texas, without regard to principles of conflicts of laws. The Parties agree to submit to the exclusive jurisdiction to any state court sitting in Travis County, Texas or any federal district court for the district in which such county is located. Further, each Party hereby irrevocably waives all right to trial by jury in any action, proceeding or counterclaim arising out of or relating to this Order Form.

- 18. **Notice.** All notices required by this Order Form shall be in writing and, if to Client, addressed to the address set forth on this Order Form and, if to NetSpend at 10900-A Stonelake Blvd, Suite 200, Austin, TX 78759, Attn: Legal Counsel, or such other address of which the notifying party hereafter receives notice in conformity with this section. All such notices shall be deemed given: (a) when personally delivered, (b) one (1) day after being sent by a reputable national overnight courier; or (c) three (3) business days after being mailed by certified or registered mail
- 19. **Electronic Signature.** This Order Form may be executed manually or via electronic signature. This Order Form may be delivered by facsimile, pdf, electronic mail, or other electronic transmission method. In each case, NetSpend may rely on such document so executed and delivered as if the original had been received and it shall be fully enforceable against the Client.

| CLIENT'S ACCEPTANCE AND APPROVAL | |
|--|-------------------|
| Client hereby accepts and agrees to this Skylight PayOptions Program Order Form and Agreement (for Paychex Referred Clients), including the General Terms and Conditions. | |
| Company Legal Name | TOWN OF PITTSFORD |
| Name of Authorized Signer | |
| Title of Authorized Signer | |
| DOB of Authorized Signer | |
| Residential Address of Authorized Signer | |
| Signed | |
| Date | |



ESR POS Client Information

Office/Client Number _____ Federal ID Number _____

Company Name _____

Address _____

City _____ State _____ Zip _____ County _____

Telephone (_____) _____ - _____ Fax (_____) _____ - _____

HR/BENEFITS POINT OF CONTACT ESR

Contact Name _____ Title _____

Email Address _____

Is the Client categorized as an educational institution? Yes No

Answer "Yes" if the Client's NAICS/SIC/IRS/BAC categorizes them as an educational institution.

Is the Client offering a self-insured plan? Yes No

Does the Client have Union Employees? Yes No

1. Service Election

When would you like ESR Services to start? ____/____/____
MM / DD / YYYY

Filing Year Requested _____

2. Control Group Questions

Is the business part of a controlled group? Yes No

Is Client including any of the related entities in the ESR Services Addendum? Yes No

If Yes, every included related entity must be listed on the Controlled Group Information Schedule.

If No, then Client does not receive the Controlled Group Information Schedule.

Are the Child Clients' email addresses and contact information the same as the Parent Client? Yes No

If No, the related Child contact information for each must be entered on the Controlled Group Information Schedule.

3. Measurement and Default Period Set Up

What is your most recent medical insurance renewal date? ____/____/____
MM / DD / YYYY

Does the Client want to use the default 12 month period and align the stability period to the medical plan year? Yes No

If No, complete the fields below:

Ongoing Measurement Period _____ (3 or 6 to 12 months)

Ongoing Administrative Period _____ (no greater than 90 days) Ending Last Day of the Month

What is the first measurement start date? ____/____/____
MM / DD / YYYY

Does the Client want to use the default new hire periods of 11 month measurement period, 12 month stability period, and the first of the month after 30 day administrative period? Yes No

If No, complete the fields below:

New Hire Measurement Period _____ (3 or 6 to 12 months)

New Hire Administrative Period _____ (no greater than 90 days) Ending Last Day of the Month

What date do you want the new hire measurement period to start on? Date of hire 1st of the following month

Will the Client be using permissible categories in addition to the default? Yes No

4. Fees and Bank Information

Setup Fee*

_____ Number of employees

\$ _____ **Total Setup**

*If the ESR Service start date is between October 1st and December 31st for current tax year reporting, refer to the ESR Year-End Setup Fee Guide for guidance on the correct setup fee.

\$ _____ Monthly Admin Fee

\$ _____ Per EE Monthly Fee

\$ _____ Affordable Care Act (ACA) Notice Support Fee (one-time charge)

Bank Name _____ Account Number _____

Routing & Transit Number _____

Sales Representative/HRG _____ Sales Rep ID _____

Read and sign this form.

Paychex ESR Services Addendum

Company Name
Office/Client Number
Federal ID Number

Client currently has a service agreement with Paychex, Inc. ("Paychex") for the provision of payroll and related services to Client ("Paychex Client") or Paychex Business Solutions, LLC ("PBS") for the provision of professional employer organization or related services ("PBS Client"). The Client's service agreement with Paychex or PBS shall be referred to in this ESR Services Addendum as the "Agreement"¹. Client agrees to amend its Agreement to add the Employer Shared Responsibility ("ESR") Services ("ESR Services") as described in this ESR Addendum. The ESR Services shall be provided pursuant to the terms and conditions of this ESR Addendum and Client's Agreement. Client agrees that the ESR Services may be provided by subsidiaries or related entities to Paychex (if a Paychex Client) or PBS (if a PBS Client). In the event Client is executing this addendum on behalf of related entities, Client shall include the Company named above and each Company listed on the Controlled Group Information Schedule which shall be incorporated and made a part of this ESR Services Addendum. For purposes of this ESR Services Addendum Paychex and PBS shall be referred to collectively as Paychex.

- 1. **ESR Services.** The ESR Services consist of the Complete Analysis and Monitoring Services and ESR End of Year Reporting Services as more fully described in Section 2 of this Addendum. **Paychex is not rendering legal or financial advice in connection with the ESR Services nor shall Paychex be deemed a fiduciary of Client or the employer or co-employer of Client's employees for purposes of providing the ESR Services.** Paychex shall not be responsible for Client's compliance with federal, state, or local statutes, regulations, or ordinances. Unless Client elects otherwise Paychex will provide the Direct Filing Service to Client. In the event that Client's current Agreement terminates for any reason the ESR Services will terminate as of the effective date of the termination of the Agreement except as set forth in Section 2.2.

Paychex will not commence any of the ESR Services until Paychex receives all documents necessary to begin each of the Services and notifies Client of the date Paychex will commence each of the Services ("Service Effective Date"). Client acknowledges that each of the ESR Services may have separate Service Effective Dates and Paychex may commence performance of one (1) or more ESR Services without obligating itself to commence all ESR Services selected by Client. **Until the ESR Services Effective Date, Client shall continue to provide for itself the ESR Services requested of Paychex. Paychex assumes no responsibility for ESR Services prior to the ESR Services Effective Date.**

By signing this Addendum (Rev. 11/2020), Client warrants that it possesses full power and authority to enter into this Addendum to its Agreement and the Agreements of each Company listed on the Controlled Group Information Schedule to this Addendum, and has read and agrees to the terms and conditions listed in this Addendum as set forth in Sections 1-3 and the Controlled Group Information Schedule if applicable. This Addendum shall supersede any previous Paychex ESR Services Addendum. The person signing below as the Client's representative warrants, as an individual, that he or she is the Client's representative authorized to sign this Addendum for the Company listed above and each Company listed on the Controlled Group Information Schedule to this Addendum and that his or her signature is genuine.

Authorized Officer's Name _____ Title _____
PRIN William Smith

Authorized Officer's Signature _____ Date _____

¹Agreement shall refer to the then current service agreement between (i) Paychex, Inc., ("Paychex"), located in, Rochester, New York and the Company identified on the Paychex Service Agreement and the Controlled Group Information Schedule for the provision of payroll, Taxpay®, Readychex®, human resource or insurance administration services; or (ii) Paychex Business Solutions, LLC and its affiliated and subsidiary companies located in Saint Petersburg, Florida and the Client identified on the PBS Agreement. Collectively the Paychex and PBS Agreements shall be referred to as the "Agreement".

2. **ESR Services Terms and Conditions.** Client acknowledges and understands that, to the extent that it is an entity that is treated as a single employer under Internal Revenue Code (IRC) section 414(b), (c), (m), or (o) (“Controlled Group”), the parent entity of the Client’s Controlled Group will receive ESR reporting which includes all of the reporting Paychex provides Client as part of the ESR Services if the parent company elects to receive the ESR Services.
- 2.1. **ESR Complete Analysis and Monitoring Services.** Client authorizes and directs Paychex to perform the ESR Complete Analysis and Monitoring Services set forth below. To receive the ESR Complete Analysis and Monitoring Service Client must process payroll with Paychex. Should Client terminate payroll with Paychex the ESR Complete Analysis and Monitoring Service shall automatically be terminated.
- 2.1.1 **Applicable Large Employer Analysis and Monitoring.** Paychex will (i) provide Client an estimated calculation of the number of full-time employees and full-time equivalent employees (FTEs) each month in a format which Client can manipulate; and (ii) calculate whether Client is an applicable large employer as of the date of the calculation. Client acknowledges that the report provided is subject to the information provided by Client and may require additional input to finalize the calculation of whether Client is an applicable large employer.
- 2.1.2 **Full-Time Employee Analysis and Monitoring.** Paychex will provide Client reporting that monitors all current and new employees within Client’s selected measurement, administrative, and stability periods and calculate whether an employee is a full-time employee.
- 2.1.3 **Coverage Adequacy Analysis and Monitoring.** Paychex will provide Client reporting to assist Client in determining the adequacy of the health coverage Client is offering to its employees. The reporting will evaluate whether Client’s health insurance is providing minimum essential coverage, is of a minimum actuarial value and is affordable as set forth in the then current Employer Shared Responsibility regulations. The Coverage Adequacy Analysis and Monitoring Service is available only to clients of Paychex Business Solutions, LLC who are on the PBS Sponsored benefit plan or Clients for whom Paychex Insurance Agency, Inc. is their agent of record for group health insurance.
- 2.2. **ESR End of Year Reporting Services.** If Client is an applicable large employer Client authorizes and directs Paychex to perform the ESR End of Year Reporting Services set forth below. To receive the ESR End of Year Reporting Services for a particular calendar year Client must either (i) be processing payroll with Paychex; or (ii) if a Client receiving the ESR End of Year Reporting Services has terminated payroll, Client must provide Paychex all required information in a form acceptable to Paychex. If Client fails to provide required information to Paychex (either through payroll or otherwise) Paychex shall not be obligated to provide the ESR End of Year Reporting Service. If Client terminates payroll following the completion of a calendar year (i) Paychex will provide the ESR End of Year Reporting Services for the previous calendar year as set forth below; (ii) Paychex will not provide, nor will it be obligated to provide, any ESR Service other than the ESR End of Year Reporting Service following Client’s payroll termination date; (iii) the ESR End of Year Reporting Services shall terminate upon completion of the End of Year Reporting Services for the previous calendar year; and (iv) Client agrees to pay all Fees due for the Paychex ESR through the later of the IRS Electronic Filing Deadline for Client’s ESR Reporting or the completion of the End of Year Reporting Services.
- 2.2.1 **Reporting Services.** Paychex will (i) provide Client reporting that monitors full time employee status of Client’s employees and whether Client offered coverage for any employee active during the current calendar year, whether the employee was full time or part time; and (ii) estimate how many employees Client will be required to furnish Form 1095-C information.
- 2.2.2 **Forms 1094-C and 1095-C.** Paychex will prepare and provide Client an electronic copy through email and/or Client’s Online Account of: (i) Form 1094-C for Client; and (ii) a Form 1095-C for each individual for whom a Form 1095-C is required under IRC section 6056. If Client requests, and Paychex is able to provide, Paychex will provide a hard copy of the required forms. Clients who are currently receiving forms in hard copy will be deemed to have requested to receive forms in hard copy. Paychex reserves the right, at its discretion, to only provide required forms electronically. If Paychex will not provide the required forms in hard copy Paychex will provide Client notice of the change at least fifteen (15) days prior to the deadline for distribution of the forms to Client’s employees. Client shall be solely obligated to provide a Form 1095-C to each individual for whom a Form 1095-C is required unless Client elects the Direct to Employee Form 1095-C Service. Paychex will (i) file the Form 1094-C and Form 1095-C if Client is an Electronic Filing Services Client; or (ii) provide Client with File Ready Forms as set forth below. Should the ESR Services terminate prior to the end of a calendar year, Paychex will not complete Forms 1094-C or 1095-C or provide the Direct to Employee Form 1095-C Service, but will provide Client electronic access to its information for a period of six (6) months after termination. Should Client require information after this time frame, Paychex may, in its sole discretion, apply an information retrieval fee.
- 2.2.3 **Direct to Employee Form 1095-C Service.** To receive the Direct to Employee form 1095-C Service Client must direct Paychex to provide the Direct to Employee Form 1095-C Service and provide Paychex all required information in a form acceptable to Paychex. The Direct to Employee Form 1095-C Service is subject to availability, and Paychex reserves the right, at its discretion, to only provide required forms as set forth in Section 2.2.2 above. If Paychex will not provide the Direct to Employee Form 1095-C Service, Paychex will provide Client notice of the change at least fifteen (15) days prior to the deadline for distribution of the forms to Client’s employees. If Client directs Paychex to provide the Direct to Employee Form 1095-C Service Paychex will mail the Form 1095-C to each individual for whom a Form 1095-C is required under IRC section 6056 with the proper taxing authorities. Paychex will mail the Form 1095-C to the address supplied by Client and Client shall be solely responsible for providing a correct mailing address for each individual receiving the Form 1095-C. Paychex Clients authorize Paychex to charge the Direct to Employer Form 1095-C Service Fees if Client directs Paychex to provide the Direct to Employee Form 1095-C Service. The Direct to Employee Form 1095-C Service is included at no extra fee for PBS Clients. Paychex will continue to provide this Service until the ESR Service Addendum or Paychex Service Agreement between the parties is terminated.
- 2.2.4 **Electronic Filing Services.** Client authorizes Paychex to electronically file Form 1094-C for Client; and (ii) file Form 1095-C for each individual for whom a Form 1095-C is required under IRC section 6056 with the proper taxing authorities. Paychex is not responsible for the payment of penalties or the filing of returns prior to the ESR End of the Year Reporting Services Effective Date. Unless Client elects otherwise Paychex will provide the Electronic Filing Service to Client.

- 2.2.5 File Ready Forms Services.** If Paychex is unable to provide Electronic Filing or Client has directed Paychex to provide only File Ready Forms Paychex will provide Client electronic copies of Form 1094-C for the employer filing and Form 1095-C for each individual such form is required under IRC section 6056. File Ready Form Service is not available for any Client who has in excess of the number of employees which require electronic filing. In the event that Client elects File Ready Forms and is required to file electronically Client directs Paychex to provide the Electronic Filing Service to Client. File Ready Form Clients shall be solely responsible for filing the required forms provided. Additional fees may apply if Client requests, and Paychex is able to provide, a hard copy of the required forms.
- 2.2.6 Reviewing and approval of Filing Information.** Paychex will provide reporting and all required forms for filing in advance of the filing date for Client to review. Client is solely obligated to review all reporting and filing information Paychex provides to Client. Client authorizes and directs Paychex to file the Form 1094-C and Form 1095-C provided to Client for review unless Client directs Paychex not to electronically file. Unless Client directs Paychex not to file Client is attesting to the accuracy of the information contained in the reporting provided to Client.
- 2.2.7 Completion of Information on the reporting to Client.** Client acknowledges that the reporting provided by Paychex relies on the information provided by Client as well as any information which is defaulted as set forth in Section 2.2.8 below. Client is solely obligated to review any information it provides, or which is defaulted and acknowledges that Paychex may require additional input to finalize the calculations of employee status and information related to coverage offered. Paychex will evaluate the information provided by Client and provide Client reporting that communicates potential errors and omissions that may hinder Paychex's ability to assist in filing 1094-C and 1095-C Form information. Client acknowledges and understands that to the extent it has failed to provide sufficient information to enable Paychex to provide the Services Paychex will be precluded from providing and/or filing the forms 1094-C and 1095 C. In such case, Paychex will notify Client of its inability to perform and Client shall assume responsibility for completing and timely filing its forms. No fees will be refunded.
- 2.2.8 Default Information.** In order to efficiently complete the reporting required to generate IRS Forms 1094 –C and 1095-C, and in the absence of any direction from Client, Paychex will default information as set forth in Default Direction Schedule to this Addendum.
- 2.2.9 Affordable Care Act (ACA) Notice Support.** Upon Request by Client, Paychex will review any notices Client receives from the IRS indicating the Client is non-compliant with the Internal Revenue Code IRC 6056 for a given calendar year ("Non-Compliance Notice"). Paychex will review the Non-Compliance Notice and assist the Client with determining what is required to respond. If requested, Paychex will assist Client with preparing supplemental documentation to respond to any Non-Compliance Notice received. Client is solely obligated to refile any response to the Non-Compliance Notice. Client must be receiving ESR Services to receive the ACA Notice Support Service. The ACA Notice Support Service is available to (i) Clients that subscribed to ESR Services for the calendar year to which the IRS notice pertains; and (ii) Clients receiving ESR Services that that did not have ESR Services for the calendar year at issue in the Non-Compliance Notice. The ACA Notice Support Service is subject to additional fees as set forth in your fee schedule or separate fee documentation provided by Paychex. The ACA Notice Support Service is not, and is not intended to be, legal or financial advice.

3. Fees and Electronic Funds Transfer.

- 3.1. Fees.** Client will pay all applicable fees for the ESR Services ("Fees"), unless otherwise included in their Agreement's Fees, through an Electronic Funds Transfer (EFT), or such other payment method as required by Paychex when due. Paychex' Fees are subject to change upon thirty (30) days written notification to Client.
- 3.2. Electronic Funds Transfer.** If Paychex requires payment of Fees through an EFT, Client will execute all documentation needed by Paychex to originate EFT transactions. Client authorizes Paychex to collect all Fees from Client's bank account on the date that an EFT to collect the Fees is presented ("Funding Deadline"). Client agrees that the funds representing the Fees will be on deposit in Client's bank account in collectible form and in sufficient amount on the Funding Deadline. All EFTs are performed in compliance with the National Automated Clearing House Association operating rules ("NACHA"). Client agrees (i) to follow NACHA as they are amended from time-to-time and assumes the responsibilities of an initiator of EFTs; (ii) that it will not initiate any EFT that violates any law; and (iii) that Paychex may identify Client to banks involved in the EFT.

**Controlled Group Information Schedule
Paychex Employer Shared Responsibility (“ESR”)
Services Addendum**

Child Office /Client Number _____ Company Name _____ Federal ID Number _____

Contact _____ Email _____

Is the Client categorized as an educational institution? Yes No

Is the Client offering a self-insured plan? Yes No

Does the Client have Union Employees? Yes No

Child Office /Client Number _____ Company Name _____ Federal ID Number _____

Contact _____ Email _____

Is the Client categorized as an educational institution? Yes No

Is the Client offering a self-insured plan? Yes No

Does the Client have Union Employees? Yes No

Child Office /Client Number _____ Company Name _____ Federal ID Number _____

Contact _____ Email _____

Is the Client categorized as an educational institution? Yes No

Is the Client offering a self-insured plan? Yes No

Does the Client have Union Employees? Yes No

Child Office /Client Number _____ Company Name _____ Federal ID Number _____

Contact _____ Email _____

Is the Client categorized as an educational institution? Yes No

Is the Client offering a self-insured plan? Yes No

Does the Client have Union Employees? Yes No

Child Office /Client Number _____ Company Name _____ Federal ID Number _____

Contact _____ Email _____

Is the Client categorized as an educational institution? Yes No

Is the Client offering a self-insured plan? Yes No

Does the Client have Union Employees? Yes No

Child Office /Client Number _____ Company Name _____ Federal ID Number _____

Contact _____ Email _____

Is the Client categorized as an educational institution? Yes No

Is the Client offering a self-insured plan? Yes No

Does the Client have Union Employees? Yes No

Default Direction Schedule
Paychex Employer Shared Responsibility (“ESR”)

- **Offer of Coverage.** Form 1095-C requires an employer to specify the type of coverage, if any, offered to an employee, an employee’s spouse, and the employee’s dependents. In the event Client does not provide Paychex information that Client offered an applicable individual minimum essential coverage in a particular month, Paychex will utilize the following defaults:
 - **Declination of Coverage.** Paychex will default that an employee declined coverage in the event that Paychex does not receive an enrollment form from an employee of (i) a Client of Paychex Business Solutions, LLC which is on the PBS Sponsored benefit plan; or (ii) a Client for whom Paychex Insurance Agency, Inc. is their agent of record for group health insurance.
 - **No offer of Coverage Made.** For all remaining Clients Paychex will default to reporting that Client did not make an offer of coverage.
- **Safe Harbor.** For each employee for whom Client has not provided Paychex information on whether the coverage offered was affordable or not Paychex will analyze the affordability based on Client’s elected Safe Harbor. If Client has not indicated what safe harbor Client has elected for purposes of affordability Paychex will utilize a default Safe Harbor as set forth below:
 - **Rate of Pay Safe Harbor.** Paychex will utilize the Rate of Pay Safe Harbor for (i) Clients of Paychex Business Solutions, LLC who are on the PBS Sponsored benefit plan; and (ii) Clients for whom Paychex Insurance Agency, Inc. is their agent of record for group health insurance.
 - **W-2 Safe Harbor.** All remaining Clients direct Paychex to utilize the W-2 Safe Harbor.
- **Limited Non Assessment Period (LNAP).** During the months of their initial (new hire) measurement period, an employee will qualify for the LNAP Safe Harbor under Section 4980H. For any month during the new hire’s initial measurement period in which the employee does not qualify Client’s elected Safe Harbor, or the Default Safe Harbor if client has not elected a Safe Harbor Paychex will enter that the employee is in a section 4980H(b) Limited Non-Assessment Period.
- **Controlled Ownership Group Information.** In the event that Client does not provide information regarding its Controlled or Affiliated Service Group status, Paychex ESR Services will treat the Client as not belonging to a Controlled or Affiliated Service Group.
- **Measurement Periods.** For measurement periods if Client has not elected Measurement periods Client directs Paychex to use a one year measurement period as described below.

| Period | Paychex ESR Services | Description |
|-------------------------------|---|---|
| Ongoing Measurement Period | 12 months - Beginning on October 15 th through December 31 st . A new measurement period continues to commence on October 15 th in each subsequent year. | A time period of 3 months or between 6 and 12 months, which an employer selects and uses in determining whether an existing employee is considered a full time employee. |
| Ongoing Administrative Period | Ending last of month after 60 days, October 15 th through December 31 st each year | An optional period of up to ninety (90) days immediately following a measurement period and ending at the end of the month before the subsequent Stability Period in which employers can identify, notify, and offer existing full time employees health coverage. |
| Ongoing Stability Period | 12 months - Beginning on January 1 st through December 31 st . A new ongoing stability period continues to commence each subsequent January 1 st . | A time period selected by the employer immediately following the Administrative Period or the Measurement Period if there is no Administrative Period is established. If an existing employee is determined to be full time in the preceding measurement period, the stability period must be at least six (6) calendar months and no shorter than the associated measurement period. In general, during the stability period, a full-time employee must be treated as a full-time employee for the entire stability period and may not be treated as a part-time employee, even if the full-time employee no longer works thirty (30) hours per week. For employees determined not to be full time during the preceding measurement period, the stability period can be no longer than the Measurement Period. |

| | | |
|--|---|---|
| New Hire / Initial Measurement | 11 months - Starts on the first full pay period after the date of hire. | A time period selected by the employer of at least three but not more than 12 consecutive calendar months used to determine if New Variable Hour, New Part-time and New Seasonal Employees are Full-Time Employees under the Look Back Measurement Period. The Employer may begin the Initial Measurement Period on any date between the employee's start date and the first day of first calendar month following the employees start date. For example, for an employee hired on January 10, Employer must commence the start of the Initial Measurement Period by February 1. Employer should note that there are limits on the combined length of the Initial Measurement Period and optional Administrative Period. Specifically, the two combined cannot extend beyond the last day of first calendar month following the one-year anniversary of the employee's hire date. Additionally, there are rules regarding use of payroll periods that must be factored in when determining when the new hire measurement period begins. |
| New Hire / Initial Administrative Period | Last of month after 30 days | An optional period of up to ninety (90) days following an initial measurement period and ending at the end of the month before the subsequent Stability Period in which employers can identify, notify, and offer their New Variable Hour and New Seasonal full time employees health coverage. |
| New Hire / Initial Stability Period | 12 months | A time period selected by the employer immediately following the Administrative Period or the Measurement Period if there is no Administrative Period is established. If a New Variable Hour or New Seasonal employee is determined to be full time in the preceding measurement period, the stability period must be at least six (6) calendar months and no shorter than the associated measurement period. In general, during the stability period, a full-time employee must be treated as a full-time employee for the entire stability period and may not be treated as a part-time employee, even if the full-time employee no longer works thirty (30) hours per week. For newly hired variable hour, part-time or seasonal employees, the Stability Period can exceed the Measurement Period by one month. The stability period must be the same length as it is for ongoing employees. |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2024**

| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|---------------------------------|---------|------------|----------------|--|-----------------|
| ABVI - GOODWILL | JRH | 165239 | IN0014868 | 2024 FEBRUARY SENIORS MEALS BILLING | 3,165.90 |
| | | | | VENDOR TOTAL | 3,165.90 |
| ADAMS LECLAIR, LLP | BWL | 165226 | 3846 | PITTSFORD NORTHFIELD COMMONS | 260.00 |
| | BWL | 165226 | 3847 | PITTSFORD GENERAL MATTERS | 162.50 |
| | BWL | 165226 | 3845 | PITTSFORD MARK GIANNINY | 975.00 |
| | | | | VENDOR TOTAL | 1,397.50 |
| ADMAR SUPPLY COMPANY, INC | PJS | 165150 | RO2052643 | HAMMER KIT | 1,129.00 |
| | | | | VENDOR TOTAL | 1,129.00 |
| ALLIANCE DOOR & HARDWARE | PJS | 165162 | 236151 | REPAIR PARKS GARAGE DOOR | 305.00 |
| | PJS | 165148 | 236106 | OVERHEAD REPAIR | 463.29 |
| | PJS | 165157 | 236140 | OVER HEAD DOOR REPAIR | 292.86 |
| | | | | VENDOR TOTAL | 1,061.15 |
| ALTA ENTERPRISES, LLC | PJS | 165141 | S11/4791 | DEF SENSOR UNIT 475-2 | 3,191.05 |
| | PJS | 165159 | S11/4869 | 476-2 LOADER DIAGNOSTIC AND REPAIR | 2,525.97 |
| | | | | VENDOR TOTAL | 5,717.02 |
| AMAZON CAPITAL SERVICES, INC. | AMM | 165103 | 1RTJ-QNFC-CTRF | UPS 800VA 450W SURGE PROTECTOR & ADAPTER | 207.48 |
| | AMM | 165099 | 1JLY-HPD7-9XV7 | SEYMAC CASE FOR SAMSUNG GALAXY TAB | 96.08 |
| | | | | VENDOR TOTAL | 303.56 |
| AMERICAN ROCK SALT COMPANY, LLC | PJS | 165136 | 0762307 | 142.46 TON | 9,467.90 |
| | PJS | 165136 | 0762037 | 665.39 TON | 44,221.84 |
| | PJS | 165136 | 0761874 | 193.52 TON | 12,861.34 |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2024**

| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|-----------------------------|---------|------------|----------------|---|------------------|
| | | | | VENDOR TOTAL | 66,551.08 |
| ANDERSON | JRH | 165256 | 32024/ANDERSON | 2024 MARCH INSTRUCTOR PAYMENT | 1,400.00 |
| | | | | VENDOR TOTAL | 1,400.00 |
| ANDERSON MECHANICAL SERVICE | BWL | 165189 | 1903 | GAS LIGHT WORK | 670.00 |
| | | | | VENDOR TOTAL | 670.00 |
| AP PLUMBING | PJS | 165169 | 308595 | GREASE TRAP CLEANING | 524.95 |
| | | | | VENDOR TOTAL | 524.95 |
| AP TECHNOLOGY, LLC | AMM | 165131 | IN040454 | ANNUAL SECURECHECK STANDARD MAINTENANCE | 695.00 |
| | | | | VENDOR TOTAL | 695.00 |
| APPLIED BUSINESS SYS INC | RM | 165067 | 02282024 | 2024 TOWN AND COUNTY ESCROW RECEIPTS PO | 1,600.00 |
| | | | | VENDOR TOTAL | 1,600.00 |
| AUTO VALUE PARTS STORES | PJS | 165266 | 682980/L | 337-2 BRAKES | 447.50 |
| | | | | VENDOR TOTAL | 447.50 |
| BEEMAN | JRH | 165251 | 32024/BEEMAN | 2024 MARCH INSTRUCTOR PAYMENT | 756.00 |
| | | | | VENDOR TOTAL | 756.00 |
| BENEFIT RESOURCE, LLC | BWL | 165079 | 1008397 | FSA MONTHLY ADMIN FEBRUARY 2024 | 150.00 |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2024**

| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|-------------------------|---------|------------|---------------------|--|-----------------|
| | | | | VENDOR TOTAL | 150.00 |
| BLACKBURN MFG. CO. | PJS | 165235 | 0728444-IN | MARKING FLAGS | 388.92 |
| | | | | VENDOR TOTAL | 388.92 |
| BONADIO & CO., LLP | BWL | 165187 | BN369242 | PROGRESS BILLING FOR DEFERRED COMP AUDIT | 2,250.00 |
| | | | | VENDOR TOTAL | 2,250.00 |
| BRIDGE TOWER OP CO, LLC | RM | 165198 | 745680157 | LEGAL NOTICE-PERMISSIVE REFERENDUM-WATER | 54.54 |
| | | | | VENDOR TOTAL | 54.54 |
| CASTLE BRANCH INC | BWL | 165037 | 0920034-IN | EMPLOYMENT SCREENINGS | 245.00 |
| | | | | VENDOR TOTAL | 245.00 |
| CHASE CARD SERVICES | BWL | 165130 | 22580075 | ZORO.COM | 53.84 |
| | BWL | 165130 | GAS2143 | GASLIGHTS.COM | 67.00 |
| | AMM | 165070 | 0000488481 | EXPERTS EXCHANGE PREMIUM SERVICES YEARLY | 199.95 |
| | JRH | 165194 | 111-9517753-1214610 | BREAK CAMP SUPPLIES | 5.99 |
| | JRH | 165195 | 111-0984274-2107421 | BREAK CAMP SUPPLIES | 210.43 |
| | JRH | 165076 | 113-3067620-2429838 | SENIORS SPECIAL EVENT SUPPLIES | 48.00 |
| | JRH | 165076 | 113-8881106-2681832 | REC OFFICE SUPPLIES | 74.26 |
| | JRH | 165076 | 113-1822352-6807454 | PROGRAM EXPENSE | 64.96 |
| | BWL | 165072 | 113-9066290-6646628 | TIMER AND FRAMES | 113.41 |
| | BWL | 165231 | 03132024 | 2024 ENVIRONMENTAL INNOVATION AWARDS AND | 55.00 |
| | JRH | 165243 | 113-7231001-0244236 | SENIORS SPECIAL EVENT SUPPLIES | 156.18 |
| | JRH | 165242 | 111-9364535-9877002 | PANTHER PALS PROGRAM SUPPLIES | 13.87 |
| | | | | VENDOR TOTAL | 1,062.89 |
| CHEDIAK | JRH | 165277 | 03052024CHEDIAK | EMPLOYEE REIMBURSEMENT - TUESDAY LUNCH & | 24.46 |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2024**

| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|---|---------|---------------|-----------------|--|-----------------|
| CHEDIAK | JRH | 165118 | 022024CHEDIAK | EMPLOYEE REIMBURSEMENT SENIORS CRAFT CLU | 34.96 |
| | JRH | 165244 | 032024CHEDIAK | EMPLOYEE REIMBURSEMENT- SENIOR TRIPS | 42.73 |
| VENDOR TOTAL | | | | | 102.15 |
| CINTAS CORPORATION #411 | PJS | 165047 | 4183462678 | RUG AND MOP SERVICE - ALL BUILDINGS | 396.77 |
| | PJS | 165092 | 4184909575 | RUG AND MOP SERVICE - ALL BUILDINGS | 396.77 |
| VENDOR TOTAL | | | | | 793.54 |
| COLLIERS ENGINEERING & DESIGN | BWL | 165225 | 0000929526 | ZONING CODE UPDATE | 3,537.50 |
| VENDOR TOTAL | | | | | 3,537.50 |
| COLONY HARDWARE CORP. | PJS | 165091 | INV-2053638 | RAMSET PISTON | 47.65 |
| | PJS | 165236 | INV-2073944 | SLEDGE HAMMER | 52.13 |
| | PJS | 165102 | INV-2062207 | HAND TOOLS, PAINT, GLOVES | 879.92 |
| VENDOR TOTAL | | | | | 979.70 |
| CONWAY GMC TRUCK DIVISION | PJS | 165144 | 386877R | TWO SLACK ADJUSTER 467 | 252.90 |
| VENDOR TOTAL | | | | | 252.90 |
| COPPOLA | JRH | 165246 | 32024/COPPPOLA | 2024 MARCH INSTRUCTOR PAYMENT | 2,159.19 |
| VENDOR TOTAL | | | | | 2,159.19 |
| CORNELL COOPERATIVE EXTENTION - MONROE COUNTY | JRH | 165276 | R102856 | TUESDAY MEETING SPEAKER 9/22/23 HONORARI | 50.00 |
| VENDOR TOTAL | | | | | 50.00 |
| CREIGHTON SELF-DEFENSE INC | JRH | 165257 | 32024/CREIGHTON | 2024 MARCH INSTRUCTOR PAYMENT | 3,953.78 |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2024**

| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|----------------------------------|---------|---------------|-----------|--|------------------|
| | | | | VENDOR TOTAL | 3,953.78 |
| CROWN CASTLE INTERNATIONAL CORP. | AMM | 165133 | 1524624 | FIBER SERVICE #S269684 - 170 W. JEFFERSO | 1,075.16 |
| | | | | VENDOR TOTAL | 1,075.16 |
| CROWNE PLAZA ALBANY | RM | 165178 | 03072024 | NYS TOWN CLERKS ASSOCIATION CONFERENCE | 765.00 |
| | | | | VENDOR TOTAL | 765.00 |
| CUMMINS INC. | PJS | 165240 | W2-25182 | GENERATOR REPAIR, REPLACE ALTERNATOR | 12,560.42 |
| | | | | VENDOR TOTAL | 12,560.42 |
| CYNCON EQUIPMENT INC. | PJS | 165298 | 94209 | PARTS FOR SWEEPER | 264.96 |
| | | | | VENDOR TOTAL | 264.96 |
| DAVID SMITH IRRIGATION | BWL | 165123 | 03042024 | REFUND OF PERMIT FEE | 50.00 |
| | | | | VENDOR TOTAL | 50.00 |
| DEBBIE SUPPLY INC | PJS | 165285 | 670563 | PLEXIGLASS | 124.19 |
| | PJS | 165287 | 670495 | FITTINGS 440 | 7.43 |
| | | | | VENDOR TOTAL | 131.62 |
| DECKMAN OIL COMPANY | PJS | 165310 | 788321 | GREASE | 311.95 |
| | | | | VENDOR TOTAL | 311.95 |
| DEMOCRAT & CHRONICLE | BWL | 165181 | DC1187406 | MONTHLY NEWSPAPER | 35.00 |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2024**

| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|---------------------------------|---------|------------|-----------------|-----------------------------|-----------------|
| | | | | VENDOR TOTAL | 35.00 |
| DIRECT ENERGY BUSINESS | PJS | 165203 | 240640053831727 | 37 CANDLEWOOD DR PS | 21.90 |
| | PJS | 165203 | 240610053820142 | BRICKSTON DR PS | 6.33 |
| | PJS | 165203 | 240610053820143 | 20 POINCIANA DR PS | 17.04 |
| | PJS | 165203 | 240600053812233 | 3950 EAST AVE KNOWLTON | 0.00 |
| | PJS | 165203 | 240610053819802 | 295 FAIRPORT ROAD PS | 0.00 |
| | PJS | 165203 | 240640053831728 | 4358 EAST AVE PS | 0.00 |
| | PJS | 165179 | 240590053802326 | 5 DUNNEWOOD CT | 227.44 |
| | PJS | 165179 | 240330053616031 | EAST AVE KNOWLTON | 0.14 |
| | PJS | 165179 | 240570053784859 | 529 MARSH ROAD | 72.51 |
| | PJS | 165179 | 240540053770539 | 6 DOWNING DRIVE | 10.39 |
| | PJS | 165179 | 240590053802325 | PARK ROAD | 157.63 |
| | PJS | 165179 | 240590053802324 | PITTSFORD MANOR LANE | 62.49 |
| | PJS | 165179 | 240460053720132 | REITZ PARKWAY | 122.39 |
| | PJS | 165180 | 240590053802328 | KINGS BEND | 155.27 |
| | PJS | 165180 | 240590053802327 | 631 MARSH ROAD | 16.37 |
| | PJS | 165180 | 240590053802323 | KINGS BEND | 14.08 |
| | PJS | 165180 | 240580053792047 | 625 MARSH ROAD | 0.35 |
| | PJS | 165180 | 240590053802329 | 500 MENDON RD THORNELL PARK | 0.00 |
| | BWL | 165227 | 240650053841678 | TN @ LARG | 257.52 |
| | BWL | 165227 | 240650053842031 | STREET LIGHTING 1-2 POLES | 195.51 |
| | BWL | 165227 | 240650053842032 | STREET LIGHTING 3-6 POLES | 209.27 |
| | BWL | 165227 | 240650053842033 | STREET LIGHTING 7 OR MORE | 357.95 |
| | BWL | 165227 | 240650053842035 | STREET LIGHTING STONETN | 55.57 |
| | BWL | 165227 | 240650053842034 | STREET LIGHTING POLE MAIN | 40.73 |
| | PJS | 165228 | 240640053831729 | PSD | 303.31 |
| | PJS | 165228 | 240610053820141 | 210 MENDON RD - MILE POST | 10.06 |
| | PJS | 165228 | 240600053812235 | 5 BARKER ROAD PARK | 94.22 |
| | PJS | 165228 | 240600053812234 | 35 LINCOLN AVE - SCC | 3,672.48 |
| | PJS | 165228 | 240640053831730 | TOWN HALL | 1,294.07 |
| | | | | VENDOR TOTAL | 7,375.02 |
| DOLOMITE PRODUCTS CO INC | PJS | 165138 | 1154604 | BUILDING BLOCK | 560.00 |
| | PJS | 165138 | 1154600 | BUILDING BLOCK | 720.00 |
| | PJS | 165138 | 1154596 | BUILDING BLOCK | 800.00 |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
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| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|---|---------|------------|--------------|--|-----------------|
| | | | | VENDOR TOTAL | 2,080.00 |
| EDWARDS TREE & LANDSCAPE | PJS | 165087 | 2984 | DROP TREE NEXT TO 22 HUNTERS POINTE | 700.00 |
| | | | | VENDOR TOTAL | 700.00 |
| ELDERLEE, INC. | PJS | 165101 | 124839 | SPLIT PLATES, BOLTS | 84.78 |
| | | | | VENDOR TOTAL | 84.78 |
| EMERGENCY ENCLOSURES INC. | BWL | 165082 | R0112246899 | EMERGENCY ENCLOSURE 360 THORNELL RD | 908.00 |
| | | | | VENDOR TOTAL | 908.00 |
| EMPIRE TENNIS, LLC | JRH | 165258 | 32024/SPEIRS | 2024 MARCH INSTRUCTOR PAYMENT | 95.20 |
| | | | | VENDOR TOTAL | 95.20 |
| ENVIRONMENTAL PRODUCTS & ACCESSORIES, LLC | PJS | 165109 | 270076 | FLUSH TRUCK PARTS | 1,311.79 |
| | | | | VENDOR TOTAL | 1,311.79 |
| EPIC TRAININGS | JRH | 165263 | 69-24 | 2024 MARCH INSTRUCTOR PAYMENT | 319.20 |
| | | | | VENDOR TOTAL | 319.20 |
| EVEVSKY | JRH | 165110 | 5131 | 2024 FEBRUARY SENIORS TAI CHI, SUN AND G | 700.00 |
| | | | | VENDOR TOTAL | 700.00 |
| EXODUS EXTERMINATING INC | PJS | 165200 | 471023 | EXTERMINATING SERVICES | 175.00 |
| | PJS | 165084 | 458185 | PARKS MOUSE CONTROL | 50.00 |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
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| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|--------------------------------------|---------|------------|-----------------------|-------------------------------|-----------------|
| EXODUS EXTERMINATING INC | PJS | 165165 | 458202 | FEBRUARY SERVICE | 50.00 |
| | | | | VENDOR TOTAL | 275.00 |
| FAIRPORT CHILDREN'S THEATER | JRH | 165252 | 32024/ROCHA | 2024 MARCH INSTRUCTOR PAYMENT | 3,110.10 |
| | | | | VENDOR TOTAL | 3,110.10 |
| FINGER LAKES CASTLE | PJS | 165053 | 897314 | LUBES | 221.20 |
| | PJS | 165291 | 898106 | STOCK CHEMICALS | 354.81 |
| | | | | VENDOR TOTAL | 576.01 |
| FJ1, LLC | JRH | 165253 | 32024/JOYNER | 2024 MARCH INSTRUCTOR PAYMENT | 770.00 |
| | | | | VENDOR TOTAL | 770.00 |
| FLEET PRIDE | PJS | 165301 | 115228465 | SLACK ADJUSTER | 42.25 |
| | | | | VENDOR TOTAL | 42.25 |
| FORBES COURT REPORTING SERVICES, LLC | VM | 165094 | 2 | FEB 2024 STENOGRAPHER | 600.00 |
| | | | | VENDOR TOTAL | 600.00 |
| FOULKELIZABETH | JRH | 165262 | 32024/FOULK | 2024 MARCH INSTRUCTOR PAYMENT | 1,759.80 |
| | | | | VENDOR TOTAL | 1,759.80 |
| FRONTIER COMMUNICATIONS | BWL | 165190 | 03182024 | PHONE BILL MARCH 2024 | 75.10 |
| | BWL | 165197 | 585-100-2618-050219-6 | MONTHLY PHONE PYMT | 1,253.61 |
| | PJS | 165124 | 585-248-2520-052517-6 | PARKS FIRE SECURITY | 73.95 |
| | PJS | 165124 | 585-248-3897-052517-6 | PSD FIRE SECURITY | 64.12 |
| | PJS | 165125 | 585-248-6205-052517-6 | HWY FIRE SEC | 63.62 |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2024**

| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|--|---------------------|------------|-----------------------|--|-----------------|
| FRONTIER COMMUNICATIONS | PJS | 165125 | 585-586-4739-052517-6 | SCC FIRE SEC | 96.41 |
| | PJS | 165125 | 585-248-6202-052517-6 | TOWN HALL FIRE SEC | 538.44 |
| | PJS | 165125 | 585-385-052517-6 | LIBRARY FIRE SEC | 0.00 |
| | PJS | 165125 | 585-198-6080-060617-6 | COURT FIRE SEC | 65.83 |
| | PJS | 165174 | 585-100-1313-010717-6 | PUMP STATIONS PHONE LINES | 684.78 |
| | PJS | 165174 | 585-218-9325-051517-6 | AUTUMN WOODS PS | 57.99 |
| | AMM | 165127 | 0301/6430-092614-6 | 6430 KBP NORTH PHONE SERVICE 03/01/24 - | 90.18 |
| VENDOR TOTAL | | | | | 3,064.03 |
| GOTTA III | JRH | 165114 | GC240223 | 2024 FEBRUARY SENIORS SQUARE DANCE CALLI | 80.00 |
| | VENDOR TOTAL | | | | |
| GRAINGER, INC. | PJS | 165107 | 9029285419 | PIPE FITTINGS | 28.82 |
| | PJS | 165311 | 9043392258 | OFFICE SUPPLIES | 298.59 |
| VENDOR TOTAL | | | | | 327.41 |
| GRASSLAND EQUIPMENT AND IRRIGATION CORPORATION | BWL | 165149 | 1358184 | VEHICLE #340-2 - TORO 96" DIESEL TURBO M | 45,421.33 |
| | VENDOR TOTAL | | | | |
| GRUPO CULTURAL LATINOS EN ROCHESTER, INC | JRH | 165255 | 32024/GCLER | 2024 MARCH INSTRUCTOR PAYMENT | 577.50 |
| | VENDOR TOTAL | | | | |
| HADLOCK PAINT CO. INC. | PJS | 165156 | P0157673 | PAINT SUPPLIES | 47.68 |
| | PJS | 165270 | PO158027 | DRYWALL PRIMER | 28.03 |
| VENDOR TOTAL | | | | | 75.71 |
| HADLOCK'S ACE HARDWARE | PJS | 165142 | 003423 | PIPE FITTING 451 | 20.96 |
| | PJS | 165137 | 003432 | SLEDGE HAMMER,BATTERIES, LIGHT BULBS | 89.96 |
| | PJS | 165137 | 003428 | SLEDGE HAMMER,BATTERIES, LIGHT BULBS | 24.58 |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2024**

| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|--|---------|------------|--------------|--|-----------------|
| | | | | VENDOR TOTAL | 135.50 |
| HANSON | JRH | 165261 | 32024/HANSON | 2024 MARCH INSTRUCTOR PAYMENT | 2,431.73 |
| | | | | VENDOR TOTAL | 2,431.73 |
| HEIDELBERG MATERIALS NORTHEAST NEW YORK LLC | PJS | 165294 | 7820462 | CREDIT | -321.99 |
| | PJS | 165294 | 696931 | CONCRETE FOR BINS | 2,110.30 |
| | PJS | 165294 | 697016 | CONCRETE FOR BINS | 2,117.30 |
| | PJS | 165294 | 4428162 | COLD PATCH | 133.10 |
| | | | | VENDOR TOTAL | 4,038.71 |
| HERZOG | JRH | 165078 | 121 | 2024 FEBRUARY INSTRUCTOR PAYMENT | 320.00 |
| | | | | VENDOR TOTAL | 320.00 |
| HILLYARD, INC. | PJS | 165163 | 605411714 | CLEANING AND PAPER SUPPLIES ALL BUILDING | 293.72 |
| | PJS | 165167 | 605405869 | CLEANING AND PAPER SUPPLIES ALL BUILDING | 2,438.61 |
| | PJS | 165264 | 605414617 | CLEANING SUPPLIES | 314.34 |
| | | | | VENDOR TOTAL | 3,046.67 |
| HM CROSS & SONS, INC. | PJS | 165139 | 21569-1 | 467 SPINNER BEARING | 140.20 |
| | | | | VENDOR TOTAL | 140.20 |
| HOME DEPOT | PJS | 165057 | 4032455 | DOOR PULL, TIE DOWNS, MISC HARDWARE | 105.19 |
| | PJS | 165051 | 4022872 | POP DOCK HARDWARE | 255.31 |
| | PJS | 165051 | 4032410 | POP DOCK HARDWARE | 81.84 |
| | PJS | 165083 | 8023605 | RAKE, TAPE MEASURES | 103.89 |
| | PJS | 165083 | 9510281 | CLAMPS, STRAPS, PUTTY | 101.49 |
| | PJS | 165083 | 0023334 | SCREWS, WASHERS | 218.58 |
| | PJS | 165083 | 0212214 | REFUND FOR WASHERS | -44.10 |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2024**

| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT | |
|---------------------|---------------------------|------------|--------------|--|---------------|-----------------|
| HOME DEPOT | PJS | 165083 | 9023444 | TAPCONS | 7.67 | |
| | PJS | 165083 | 9023443 | DRILL BITS, TAPCONS | 44.11 | |
| | PJS | 165083 | 0023372 | DRILL BITS, TAPCONS | 74.98 | |
| | PJS | 165088 | 7364404 | TOOLS | 458.87 | |
| | PJS | 165265 | 9073668 | HARDWARE & LUMBER POP DOCK | 433.20 | |
| | PJS | 165232 | 0010308 | MOTH BALLS, RODENT KILLER, KNIVES | 198.51 | |
| | PJS | 165100 | 8023625 | PLIER SET, BIT SETS | 124.91 | |
| | PJS | 165183 | 0162230 | VACUUM FILTERS | 187.79 | |
| | PJS | 165171 | 6351071 | DOOR LOCK FOR CLERK OFFICE | 149.00 | |
| | PJS | 165281 | 1193279 | SCREWS, DRILL BITS | 109.92 | |
| | PJS | 165282 | 0183390 | CLR FOR 440-1 | 49.36 | |
| | PJS | 165302 | H1264-240709 | ROOF MATERIAL | 1,876.76 | |
| | PJS | 165304 | H1247-310742 | LUMBER FOR TOP SOIL BARN | 1,812.11 | |
| | VENDOR TOTAL | | | | | 6,349.39 |
| | INTERSTATE BATTERY SYSTEM | PJS | 165201 | 23516752 | BATTERIES | 283.80 |
| VENDOR TOTAL | | | | | 283.80 | |
| INTIVITY, INC. | JRH | 165273 | 1894836-2 | REC SAFETY SUPPLIES | 18.88 | |
| | JRH | 165273 | 1894811-2 | REC SAFETY SUPPLIES | 4.27 | |
| | JRH | 165062 | C1885627-1 | CREDIT REC OFFICE EQUIPMENT | -138.22 | |
| | JRH | 165061 | 1893821-0 | REC OFFICE EQUIPMENT | 138.22 | |
| | JRH | 165060 | 1894836-0 | REC SAFETY SUPPLIES | 16.89 | |
| | JRH | 165075 | 1894811-1 | CLEANING SUPPLIES | 64.15 | |
| | JRH | 165075 | 1894800-0 | PRINTER CARTRIDGES | 103.98 | |
| | JRH | 165075 | 1894811-0 | CLEANING SUPPLIES | 14.00 | |
| | JRH | 165105 | 1894836-1 | REC SAFETY SUPPLIES | 56.91 | |
| | JRH | 165238 | 1897293-0 | RECREATION OFFICE SUPPLIES | 53.29 | |
| VENDOR TOTAL | | | | | 332.37 | |
| IRON MOUNTAIN, INC | RM | 165066 | JGRH222 | RECORD RETENTION-03/01/2024 - 03/31/2024 | 919.48 | |
| VENDOR TOTAL | | | | | 919.48 | |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
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| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|-------------------------------------|---------|------------|-------------------|--|------------------|
| JACOB | JRH | 165113 | 10 | 2024 FEBRUARY SENIORS ZUMBA | 120.00 |
| | | | | VENDOR TOTAL | 120.00 |
| JESSIE HOLLENBECK - PETTY CASH | JRH | 165074 | 02282024PETTYCASH | PETTY CASH REIMBURSEMENT PANTHER PALS SU | 1.50 |
| | JRH | 165279 | 03122024PETTYCASH | PETTY CASH REIMBURSEMENT AFTER SCHOOL SU | 3.66 |
| | JRH | 165280 | 03082024PETTYCASH | PETTY CASH REIMBURSEMENT AFTER SCHOOL SU | 8.98 |
| | | | | VENDOR TOTAL | 14.14 |
| JOE BASIL CHEVROLET, INC. | BWL | 165073 | FG628 | CHEVROLET 2500HD PICKUP TRUCK VEH. #519- | 49,875.00 |
| | | | | VENDOR TOTAL | 49,875.00 |
| JOHNSON CONTROLS FIRE PROTECTION LP | PJS | 165168 | 51663076 | FIRE EXTINGUISHER INSPN, MAINT & REPLAC | 90.00 |
| | PJS | 165230 | 51600905 | FIRE EXTINGUISHER INSPN, MAINT & REPLAC | 80.00 |
| | | | | VENDOR TOTAL | 170.00 |
| JOHNSTONE SUPPLY OF CNY | BWL | 165129 | B036005 | PROGRAMMABLE THERMOSTAT | 185.49 |
| | | | | VENDOR TOTAL | 185.49 |
| KASEYA US, LLC | BWL | 165185 | INV2464549182034 | TECHNOLOGY DEPARTMENT ARPA: DATA BACKUP | 25,229.40 |
| | | | | VENDOR TOTAL | 25,229.40 |
| KAWCZYNSKI | JRH | 165065 | 022024KAWCZYNSKI | 2024 FEBRUARY SENIORS YOGA CLASSES | 320.00 |
| | JRH | 165081 | 012024KAWCZYNSKI2 | 2024 JANUARY SENIORS YOGA CLASS 1/29/24 | 40.00 |
| | | | | VENDOR TOTAL | 360.00 |
| KENWORTH NORTHEAST GROUP, INC | PJS | 165158 | R68134 | 453-1EMISSION REPAIR | 8,249.23 |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
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| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|-----------------------------------|---------|------------|--------------|--|-----------------|
| | | | | VENDOR TOTAL | 8,249.23 |
| KUZNIAREK | BWL | 165151 | 1154 | DESIGN AND EDITS FOR 2024 PITTSFORD SOLA | 560.00 |
| | | | | VENDOR TOTAL | 560.00 |
| LAKESIDE TOOL, INC. | PJS | 165286 | 329536 | RATCHET WRENCH | 92.81 |
| | | | | VENDOR TOTAL | 92.81 |
| LEWIS GENERAL TIRES, INC. | PJS | 165111 | 180781 | TIRES FOR FLUSH TRUCK | 2,111.48 |
| | | | | VENDOR TOTAL | 2,111.48 |
| LOWES CREDIT SERVICES | PJS | 165186 | 384991335 | CLEANING SUPPLIES, HARDWARE | 238.35 |
| | | | | VENDOR TOTAL | 238.35 |
| M R B GROUP | PJS | 165115 | 000000054566 | ENGINEERING FEES KILBOURN SANITARY SEWER | 695.54 |
| | | | | VENDOR TOTAL | 695.54 |
| M.E. SERVICES COMMUNICATION, INC. | BWL | 165191 | 25200 | INTERPRETING 2/29/24 - SPANISH | 97.50 |
| | | | | VENDOR TOTAL | 97.50 |
| MCVEAN | JRH | 165249 | 32024/MCVEAN | 2024 MARCH INSTRUCTOR PAYMENT | 973.43 |
| | | | | VENDOR TOTAL | 973.43 |
| MIALE | JRH | 165116 | 022924MIALE | EMPLOYEE REIMBURSEMENT SENIOR BUS TRIP D | 15.76 |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
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| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|---------------------------------------|---------|---------------|----------------|--|---------------|
| | | | | VENDOR TOTAL | 15.76 |
| MILTON RENTS INC | PJS | 165160 | 001570670 | EXPANSION TAPE, CAULK | 108.32 |
| | PJS | 165164 | 001570610 | SUPPLIES FOR BINS | 71.66 |
| | PJS | 165295 | 001570610-1 | CAULK, EXPANSION JOINT | 84.66 |
| | | | | VENDOR TOTAL | 264.64 |
| MILTSCH | JRH | 165108 | 040224 | SENIORS MUSICAL ENTERTAINMENT 4/2/24 | 125.00 |
| | | | | VENDOR TOTAL | 125.00 |
| MITCHELL1 | PJS | 165152 | IB30617014 | MARCH BILLING | 410.51 |
| | | | | VENDOR TOTAL | 410.51 |
| MONROE COUNTY CLERK | BWL | 165068 | 300024-12-2023 | DEED COPIES DECEMBER 2023 | 26.65 |
| | | | | VENDOR TOTAL | 26.65 |
| NAPA AUTO PARTS | PJS | 165143 | 178758 | PLUG IN HARNESS | 32.88 |
| | PJS | 165292 | 180937 | DIAL INDICATOR 423 | 76.91 |
| | | | | VENDOR TOTAL | 109.79 |
| NEAL | PJS | 165229 | 031324 | LOWES PURCHASE REIMBURSEMENT | 349.21 |
| | | | | VENDOR TOTAL | 349.21 |
| NEW YORK MARKING DEVICES CORP. | RM | 165188 | 103757 | RETURN STAMP FOR COUNTY FILLINGS | 38.75 |
| | RM | 165095 | 102979 | NOTARY STAMP AND EMBROSSER SEAL FOR MEGH | 78.85 |
| | RM | 165096 | 103444 | NAME PLATES FOR MAUREEN NIX AND VICKI MA | 35.70 |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2024**

| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|--|---------|---------------|------------|--|-----------------|
| | | | | VENDOR TOTAL | 153.30 |
| NEW YORK STATE RECREATION AND PARK SOCIETY | JRH | 165289 | 117455 | CONFERENCE REGISTRATION & HOTEL ROOM - K | 700.00 |
| | JRH | 165290 | 117472 | CONFERENCE REGISTRATION - CASSIE SCHROM | 350.00 |
| | | | | VENDOR TOTAL | 1,050.00 |
| NOCO ENERGY CORP. | PJS | 165153 | SP12766830 | FUEL 58.8 | 181.46 |
| | PJS | 165296 | SP12776960 | 407. GALLONS | 1,210.42 |
| | | | | VENDOR TOTAL | 1,391.88 |
| NORTHERN STAR MEDICAL HEALTH, PLLC | BWL | 165121 | 9153 | DRUG SCREENING FEBRUARY 2024 | 405.00 |
| | | | | VENDOR TOTAL | 405.00 |
| NORTHERN SUPPLY INC | PJS | 165135 | 121181 | SNOW FENCE | 1,600.00 |
| | | | | VENDOR TOTAL | 1,600.00 |
| NRG BUSINESS MARKETING, LLC | PJS | 165269 | HS44120624 | DIRECT ENERGY TOWN WIDE AND PUMP STATION | 3,726.38 |
| | | | | VENDOR TOTAL | 3,726.38 |
| NYS TOWN CLERK'S ASSOC. | RM | 165177 | 03072024 | NYS TOWN CLERKS ASSOCIATION 2024 CONFERE | 125.00 |
| | | | | VENDOR TOTAL | 125.00 |
| OIL FILTER SERVICE, INC. | PJS | 165147 | 66143 | FILTER FOR SWEEPER | 26.45 |
| | PJS | 165154 | 66295 | BALANCE FROM RETURN | 0.67 |
| | PJS | 165303 | 66637 | FUEL/WATER FILTER 457 | 19.62 |

ACCOUNTS PAYABLE LISTING
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| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|---------------------------|---------|------------|------------|--|-----------------|
| | | | | VENDOR TOTAL | 46.74 |
| PAYCHEX, INC. | BWL | 165089 | 2024022900 | MONTHLY PAYROLL PROCESSING | 4,566.95 |
| | BWL | 165196 | 28679514 | ANALYSIS & MONITORING SERVICE MARCH 2024 | 417.59 |
| | BWL | 165176 | 4846135 | ONBOARDING MONTHLY SERVICES | 100.00 |
| | | | | VENDOR TOTAL | 5,084.54 |
| PERINA | BWL | 165146 | 20240305 | INTERPRETING SERVICES FEBRUARY 2024 | 150.00 |
| | | | | VENDOR TOTAL | 150.00 |
| PERINTON RV RENTALS INC. | PJS | 165112 | WR1331 | PROPANE | 25.00 |
| | | | | VENDOR TOTAL | 25.00 |
| PIPITONE ENTERPRISES, LLC | PJS | 165173 | 18271 | BOILER REPAIR - SCC | 1,050.00 |
| | | | | VENDOR TOTAL | 1,050.00 |
| PITTSFORD CENTRAL SCHOOLS | PJS | 165192 | 4527-24A | NYS CONTRACT | 809.38 |
| | PJS | 165202 | 4525-24A | MONTHLY PARKS FUEL USAGE | 1,054.24 |
| | PJS | 165237 | 4526-24A | PSD DIESEL AND UNLEAD FUEL | 893.93 |
| | JRH | 165272 | 4522-24A | 2024 FEBRUARY SENIORS GASOLINE | 183.79 |
| | PJS | 165297 | 4524-24A | HIGHWAY FUEL | 6,752.37 |
| | | | | VENDOR TOTAL | 9,693.71 |
| POWER DRIVES, INC. | PJS | 165166 | RRS968491 | HYDRAULIC LINE FOR DYNO-PAC ROLLER | 89.33 |
| | PJS | 165293 | RRS969455 | HYDRAULIC HOSE SWEEPER | 64.22 |
| | | | | VENDOR TOTAL | 153.55 |

**ACCOUNTS PAYABLE LISTING
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| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|----------------------------|---------|---------------|------------------|--|---------------|
| R.W. LINDSAY, INC. | PJS | 165305 | 14692-1 | WASTE OIL | 545.29 |
| | | | | VENDOR TOTAL | 545.29 |
| RAY KERHAERT'S TOWING, INC | PJS | 165161 | 025471 | TOW 423 | 225.00 |
| | | | | VENDOR TOTAL | 225.00 |
| RAY SANDS GLASS | PJS | 165284 | 1-10998 | PAYLOADER WINDOWS | 350.00 |
| | PJS | 165284 | 1-10999 | PAYLOADER WINDOWS | 250.00 |
| | | | | VENDOR TOTAL | 600.00 |
| ROBINSON | JRH | 165250 | 32024/ROBINSON | 2024 MARCH INSTRUCTOR PAYMENT | 358.79 |
| | | | | VENDOR TOTAL | 358.79 |
| ROCHESTER GAS & ELECTRIC | PJS | 165170 | 11411350920 | WILLARD ROAD PARK ELECTRIC AND CONSTELL | 229.16 |
| | PJS | 165170 | 12711134455 | BARKER ROAD ELECTRIC | 87.38 |
| | PJS | 165172 | 11811287753 | 295 FAIRPORT RD PUMP STATION | 26.27 |
| | BWL | 165182 | 0188930224000003 | MONTHLY GAS LIGHTS MARCH 2024 | 64.19 |
| | | | | VENDOR TOTAL | 407.00 |
| ROSE | JRH | 165063 | 022024ROSE | 2024 FEBRUARY SENIORS FITNESS SESSIONS | 320.00 |
| | | | | VENDOR TOTAL | 320.00 |
| ROTOLITE-ELLIOTT CORP. | RM | 165035 | 117799 | TOWN OF PITTSFORD STREET INDEX MAPS 18X2 | 495.00 |
| | BWL | 165069 | 164438 | 2024 ECLIPSE POSTERS | 315.00 |
| | | | | VENDOR TOTAL | 810.00 |
| S & S WORLDWIDE, INC | JRH | 165059 | IN101348179 | PANTHER PALS CRAFT SUPPLIES | 89.55 |

**ACCOUNTS PAYABLE LISTING
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| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|------------------------------------|---------|---------------|---------------|--|------------------|
| S & S WORLDWIDE, INC | JRH | 165106 | IN101349581 | CRAFT CLUB CRAFT SUPPLIES | 5.56 |
| | | | | VENDOR TOTAL | 95.11 |
| SAFETY - KLEEN CORP. | PJS | 165233 | 93702021 | USED OIL PICKUP | 83.81 |
| | | | | VENDOR TOTAL | 83.81 |
| SEYREK SEALERS, LLC | PJS | 165086 | 242636 | DUMPSTER POP DOCK | 1,304.95 |
| | | | | VENDOR TOTAL | 1,304.95 |
| SHERWIN-WILLIAMS | PJS | 165155 | 3025-3 | PAINT | 62.00 |
| | | | | VENDOR TOTAL | 62.00 |
| SICA | JRH | 165259 | 32024/SICA | 2024 MARCH INSTRUCTOR PAYMENT | 399.00 |
| | | | | VENDOR TOTAL | 399.00 |
| SOFTWARE HOUSE INTERNATIONAL, INC. | AMM | 165064 | S59135073 | ADOBE ACROBAT PRO & PHOTOSHOP - ANNUAL S | 6,997.86 |
| | | | | VENDOR TOTAL | 6,997.86 |
| SOLARA CONCEPTS | PJS | 165299 | 2024-109 | SNOW AND ICE PROGRAMMING | 225.00 |
| | | | | VENDOR TOTAL | 225.00 |
| SPRINGBROOK SOFTWARE, LLC | AMM | 165132 | TM INV-007407 | SPRINGBROOK CIRRUS MIGRATION PROFESSIONA | 141.75 |
| | AMM | 165134 | INV-016325 | ANNUAL SOFTWARE SUBS & PHONE SUPPORT FOR | 28,534.33 |
| | | | | VENDOR TOTAL | 28,676.08 |

ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2024

| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|----------------------------|---------|------------|--------------------|--|-----------------|
| STAPLES | RM | 165199 | 8073451820 | GENERAL OFFICE SUPPLIES | 57.47 |
| | BWL | 165268 | 8073455953 | COURT OFFICE SUPPLY 3/2/24 | 304.56 |
| VENDOR TOTAL | | | | | 362.03 |
| STATE COMPROLLER | BWL | 165055 | 2636690-2024-01-01 | JANUARY 2024 TOWN COURT FEES | 3,256.75 |
| | BWL | 165032 | 2636690-2023-12-01 | DECEMBER 2023 TOWN COURT FEES | 454.00 |
| VENDOR TOTAL | | | | | 3,710.75 |
| STEIDLE | JRH | 165117 | 022924STEIDLE | EMPLOYEE REIMBURSEMENT SENIOR BUS TRIP C | 15.76 |
| | JRH | 165245 | 032024STEIDLE | EMPLOYEE REIMBURSEMENT FOR SENIORS SUPPL | 20.48 |
| VENDOR TOTAL | | | | | 36.24 |
| THOMSON REUTERS - WEST | BWL | 165300 | 849798849 | FEBRUARY 2024 WESTLAW DATABASE | 336.70 |
| VENDOR TOTAL | | | | | 336.70 |
| THRU-WAY SPRING, INC | PJS | 165085 | 193062 | WIRING FOR TOMMY GATE 336-1 | 175.00 |
| | PJS | 165306 | 192581 | WIRING HARNESS 423-2 | 349.04 |
| VENDOR TOTAL | | | | | 524.04 |
| TOPS MARKETS LLC | JRH | 165278 | 022024TOPSSRS | 2024 FEBRUARY SENIORS BILLING | 33.43 |
| VENDOR TOTAL | | | | | 33.43 |
| TOSHIBA BUSINESS SOLUTIONS | PJS | 165140 | 6233932 | PSD MONTHLY COPIER MAINTENANCE | 45.77 |
| | RM | 165175 | 6228016 | MAINTENANCE INVOICE 1ST FLOOR COPIER-02/ | 191.60 |
| | JRH | 165271 | 6233931 | SENIORS COPIER BILLING 02/10/24-03/09/24 | 19.97 |
| | AMM | 165312 | 6227702 | DOCUWARE-SOLUTIONS SOFTWARE SUPPORT 3/1/ | 1,000.00 |
| | PJS | 165288 | 6233923 | 2/10-3/10 BILLING | 19.07 |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2024**

| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|-------------------------------|---------|---------------|----------------------|--|-----------------|
| | | | | VENDOR TOTAL | 1,276.41 |
| ULINE INC. | PJS | 165054 | 173902789 | PAPER AND CUSTODIAL | 1,835.85 |
| | PJS | 165184 | 174616185 | CUSTODIAL SUPPLIES, SALT | 1,238.56 |
| | | | | VENDOR TOTAL | 3,074.41 |
| URMC DEPARTMENT OF PSYCHIATRY | BWL | 165090 | TOP0324 | EAP SERVICES MARCH 2024 | 210.83 |
| | | | | VENDOR TOTAL | 210.83 |
| VAN BORTEL FORD | PJS | 165052 | 445930 | TRANSMISSION PAN AND PARTS 336-1 | 222.42 |
| | PJS | 165308 | 446956 | BEARING AND UBOLTS 423 | 1,187.65 |
| | PJS | 165307 | 446957-1 | AXLE HOUSING 423 | 1,330.35 |
| | PJS | 165309 | 447607 | BUCKING PLATE AND SHOES423 | 743.40 |
| | | | | VENDOR TOTAL | 3,483.82 |
| VAN SCOTT | PJS | 165234 | 031424 | UDIG CERTIFICATION REIMBURSEMENT | 25.00 |
| | | | | VENDOR TOTAL | 25.00 |
| VERMONT SYSTEMS | AMM | 165031 | VS011512 | PASS MANAGEMENT SENIORS REC | 712.00 |
| | | | | VENDOR TOTAL | 712.00 |
| VICKI PROFITT - PETTY CASH | JRH | 165058 | 02222024PETTYCASHSRS | PETTY CASH REIMBURSEMENT LUNCH FOR CHAPE | 32.00 |
| | | | | VENDOR TOTAL | 32.00 |
| VICTOR POWER EQUIPMENT | PJS | 165145 | 318046 | 50 GAUGE BAR FOR TRIM SAW | 49.99 |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2024**

| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|---|---------|------------|--------------|--|-----------------|
| | | | | VENDOR TOTAL | 49.99 |
| VILLAGE OF PITTSFORD | BWL | 165056 | 02272024 | JANUARY 2024 TOWN COURT FEES | 280.00 |
| | BWL | 165033 | 02232024 | DECEMBER 2023 TOWN COURT FEES | 150.00 |
| | | | | VENDOR TOTAL | 430.00 |
| VILLAGE OF SLOAN - WNY STORMWATER COALITION | PJS | 165126 | MAR2624 | WNY STORMWATER CONFERENCE - APRIL | 110.00 |
| | | | | VENDOR TOTAL | 110.00 |
| VP SUPPLY CORP. | PJS | 165267 | 5587711 | SWITCH PLATES | 7.37 |
| | PJS | 165267 | 5586520 | PHOTO EYES | 66.09 |
| | PJS | 165267 | CR5588514 | REFUND / PHOTO EYES | -59.48 |
| | | | | VENDOR TOTAL | 13.98 |
| W. B. MASON CO., INC. | RM | 165093 | 244744064 | GENERAL OFFICE SUPPLIES | 419.38 |
| | | | | VENDOR TOTAL | 419.38 |
| WARD | RM | 165193 | 03112024 | COURIER REIMBURSEMENT FOR MILEAGE- 2/26/ | 20.37 |
| | RM | 165050 | 02262024 | COURIER REIMBURSEMENT FOR MILEAGE | 17.82 |
| | | | | VENDOR TOTAL | 38.19 |
| WEGMANS FOOD MARKETS INC | JRH | 165275 | 022024WEGSRS | 2024 FEBRUARY SENIORS WEGMANS BILLING | 360.53 |
| | JRH | 165274 | 022024WEGREC | 2024 FEBRUARY RECREATION WEGMANS BILLING | 1,176.48 |
| | | | | VENDOR TOTAL | 1,537.01 |
| WERNER | JRH | 165247 | 32024/WERNER | 2024 MARCH INSTRUCTOR PAYMENT | 422.10 |

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2024**

| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|--------------------------|---------|------------|--------------|--|-------------------|
| | | | | VENDOR TOTAL | 422.10 |
| WISSET | JRH | 165260 | 32024/WISSET | 2024 MARCH INSTRUCTOR PAYMENT | 618.70 |
| | | | | VENDOR TOTAL | 618.70 |
| WOODCRAFT | PJS | 165283 | 1025678 | OFFICE FRAME | 35.97 |
| | | | | VENDOR TOTAL | 35.97 |
| WRIGHT WRIGHT | JRH | 165080 | 022 | 2024 FEBRUARY SENIORS CHORUS AND NIA FIT | 345.00 |
| | JRH | 165248 | 32024/WRIGHT | 2024 MARCH INSTRUCTOR PAYMENT | 183.75 |
| | | | | VENDOR TOTAL | 528.75 |
| ZHANG | JRH | 165254 | 32024/ZHANG | 2024 MARCH INSTRUCTOR PAYMENT | 840.00 |
| | | | | VENDOR TOTAL | 840.00 |
| ZIOLKO | JRH | 165241 | 5 | 2024 FEBRUARY SENIORS INSTRUCTOR PAYMENT | 120.00 |
| | | | | VENDOR TOTAL | 120.00 |
| | | | | REPORT TOTAL | 379,864.51 |

END OF REPORT

**PREPAID ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2024**

| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|---|---------|------------|----------------------|--|---------------|
| CHARTER COMMUNICATIONS | AMM | 165048 | 142206901022124 | FIBER INTERNET 50/50 MBPS & 5 STATIC IPS | 540.00 |
| | | | | VENDOR TOTAL | 540.00 |
| EXCELLUS | BWL | 165036 | 000038179855 | 55086-0002: | 67.06 |
| | BWL | 165036 | 000038179343 | 55086-0003: | 47.90 |
| | BWL | 165036 | 000038180243 | 55086-0004: | 28.74 |
| | BWL | 165036 | 000038180168 | 55086-0001: | 57.48 |
| | BWL | 165036 | 000038180048 | 55086-0005: | 23.95 |
| | BWL | 165036 | 000038179865 | 55086-0006: | 47.90 |
| | BWL | 165036 | 000038180334 | 55086-0007: | 62.27 |
| | BWL | 165036 | 000038180269 | 55086-0008: | 62.27 |
| | BWL | 165036 | 000038180050 | 55086-0009: | 4.79 |
| | BWL | 165036 | 000038180054 | 55086-0010: | 71.85 |
| | BWL | 165036 | 000038180287 | 55086-0011: | 14.37 |
| | BWL | 165036 | 000038180417 | 55086-0012: | 296.98 |
| | BWL | 165036 | 000038180181 | 55086-0013: | 86.22 |
| | BWL | 165036 | 000038179342 | 55086-0014: | 9.58 |
| | | | | VENDOR TOTAL | 881.36 |
| FIDELITY SECURITY LIFE COMPANY OF NY | BWL | 165119 | 166194111 | EYEMED VISION PREMIUM MARCH 2024 | 494.47 |
| | | | | VENDOR TOTAL | 494.47 |
| FRONTIER COMMUNICATIONS | AMM | 165049 | 022224-6431-052517-6 | IT DEPT EMERGENCY PHONE SERVICE 2/22/24 | 75.20 |
| | JRH | 165077 | 022024FRONTIERREC | RECREATION TELEPHONE SERVICE 02/22/24-03 | 75.39 |
| | BWL | 165097 | FEB 2024 | DPW-FAX | 75.31 |
| | BWL | 165098 | FEB2024 | HWY EMISSIONS | 76.20 |
| | BWL | 165120 | 022024FRONTIERSRS | SENIORS TELEPHONE SERVICE 02/22/24-03/21 | 63.82 |
| | | | | VENDOR TOTAL | 365.92 |
| MVP HEALTH CARE | BWL | 165071 | 000000019285202 | MONTHLY HEALTH CARE BILL MARCH 2024 | 199,445.46 |

**PREPAID ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
MARCH 2024**

| VENDOR NAME | APPV BY | VOUCHER NO | INV # | DESCRIPTION | AMOUNT |
|-------------------------------------|----------------|-----------------------|--------------|----------------------------|-------------------|
| | | | | VENDOR TOTAL | 199,445.46 |
| ROCHESTER GAS & ELECTRIC | BWL | 165034 | 17900271552 | ELECT & GAS - TOWN WIDE | 15,525.96 |
| | BWL | 165039 | 12711127653 | 631 MARSH ROAD | 297.34 |
| | | | | VENDOR TOTAL | 15,823.30 |
| VERIZON WIRELESS | BWL | 165122 | 9956326515 | MONTHLY CELL PHONE CHARGES | 424.10 |
| | | | | VENDOR TOTAL | 424.10 |
| | | | | REPORT TOTAL | 217,974.61 |

END OF REPORT

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2024 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 | 23,561.52 | 78,538.48 | 0.00 | 78,538.48 | 23.08 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 150.00 | 4,000.00 | 4,000.00 | 150.00 | 3,850.00 | 0.00 | 3,850.00 | 3.75 |
| Total Dept 1010 | TOWN BOARD | 4,076.92 | 106,100.00 | 106,100.00 | 23,711.52 | 82,388.48 | 0.00 | 82,388.48 | 22.35 |
| Dept 1110 | TOWN JUSTICES | | | | | | | | |
| 0001 | PERSONAL SERVICES | 8,685.31 | 251,484.00 | 251,484.00 | 46,269.03 | 205,214.97 | 0.00 | 205,214.97 | 18.40 |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 1,113.86 | 152,730.00 | 153,093.96 | 27,475.23 | 125,618.73 | 363.96 | 125,254.77 | 17.95 |
| Total Dept 1110 | TOWN JUSTICES | 9,799.17 | 404,714.00 | 405,077.96 | 73,744.26 | 331,333.70 | 363.96 | 330,969.74 | 18.20 |
| Dept 1220 | TOWN SUPERVISOR | | | | | | | | |
| 0001 | PERSONAL SERVICES | 7,447.82 | 196,879.00 | 196,879.00 | 42,491.37 | 154,387.63 | 0.00 | 154,387.63 | 21.58 |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 69.85 | 6,950.00 | 6,985.60 | 1,139.82 | 5,845.78 | 4.35 | 5,841.43 | 16.32 |
| Total Dept 1220 | TOWN SUPERVISOR | 7,517.67 | 204,329.00 | 204,364.60 | 43,631.19 | 160,733.41 | 4.35 | 160,729.06 | 21.35 |
| Dept 1230 | COMMUNITY SERVICE | | | | | | | | |
| 0001 | PERSONAL SERVICES | 4,255.90 | 111,079.00 | 111,079.00 | 21,279.50 | 89,799.50 | 0.00 | 89,799.50 | 19.16 |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 86.24 | 21,000.00 | 21,000.00 | 86.24 | 20,913.76 | 0.00 | 20,913.76 | 0.41 |
| Total Dept 1230 | COMMUNITY SERVICE | 4,342.14 | 132,579.00 | 132,579.00 | 21,365.74 | 111,213.26 | 0.00 | 111,213.26 | 16.12 |
| Dept 1310 | DIRECTOR OF FINANCE | | | | | | | | |
| 0001 | PERSONAL SERVICES | 4,539.34 | 120,600.00 | 120,600.00 | 22,463.01 | 98,136.99 | 0.00 | 98,136.99 | 18.63 |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 37.42 | 5,550.00 | 5,550.00 | 609.75 | 4,940.25 | 0.00 | 4,940.25 | 10.99 |
| Total Dept 1310 | DIRECTOR OF FINANCE | 4,576.76 | 127,150.00 | 127,150.00 | 23,072.76 | 104,077.24 | 0.00 | 104,077.24 | 18.15 |
| Dept 1320 | INDEPENDENT AUDIT | | | | | | | | |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 2,250.00 | 55,000.00 | 55,000.00 | 3,550.00 | 51,450.00 | 0.00 | 51,450.00 | 6.45 |
| Total Dept 1320 | INDEPENDENT AUDIT | 2,250.00 | 55,000.00 | 55,000.00 | 3,550.00 | 51,450.00 | 0.00 | 51,450.00 | 6.45 |
| Dept 1330 | TAX COLLECTION | | | | | | | | |
| 0001 | PERSONAL SERVICES | 1,948.46 | 51,000.00 | 51,000.00 | 9,742.31 | 41,257.69 | 0.00 | 41,257.69 | 19.10 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 18.26 | 6,500.00 | 6,500.00 | 813.46 | 5,686.54 | 0.00 | 5,686.54 | 12.51 |
| Total Dept 1330 | TAX COLLECTION | 1,966.72 | 57,500.00 | 57,500.00 | 10,555.77 | 46,944.23 | 0.00 | 46,944.23 | 18.36 |

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2024 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 | 6,749.55 | 196,311.00 | 196,311.00 | 33,747.75 | 162,563.25 | 0.00 | 162,563.25 | 17.19 |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 500.00 | 1,500.00 | 0.00 | 1,500.00 | 1,000.00 | 500.00 | 0.00 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 79.43 | 19,535.00 | 19,559.55 | 592.56 | 18,966.99 | 0.00 | 18,966.99 | 3.03 |
| Total Dept 1355 | ASSESSOR | 6,828.98 | 216,346.00 | 217,370.55 | 34,340.31 | 183,030.24 | 1,000.00 | 182,030.24 | 15.80 |
| Dept 1375 | CREDIT CARD FEES | | | | | | | | |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 0.00 | 38,000.00 | 38,000.00 | 2,000.33 | 35,999.67 | 0.00 | 35,999.67 | 5.26 |
| Total Dept 1375 | CREDIT CARD FEES | 0.00 | 38,000.00 | 38,000.00 | 2,000.33 | 35,999.67 | 0.00 | 35,999.67 | 5.26 |
| Dept 1410 | TOWN CLERK | | | | | | | | |
| 0001 | PERSONAL SERVICES | 7,368.76 | 200,000.00 | 200,000.00 | 38,434.10 | 161,565.90 | 0.00 | 161,565.90 | 19.22 |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 442.00 | 558.00 | 0.00 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 971.08 | 11,900.00 | 12,852.85 | 2,681.95 | 10,170.90 | 15.29 | 10,155.61 | 20.87 |
| Total Dept 1410 | TOWN CLERK | 8,339.84 | 212,900.00 | 213,852.85 | 41,116.05 | 172,736.80 | 457.29 | 172,279.51 | 19.23 |
| Dept 1420 | ATTORNEY | | | | | | | | |
| 0001 | PERSONAL SERVICES | 1,968.16 | 51,173.00 | 51,173.00 | 11,808.97 | 39,364.03 | 0.00 | 39,364.03 | 23.08 |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 250.00 | 250.00 | 0.00 | 250.00 | 0.00 | 250.00 | 0.00 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 1,740.29 | 21,375.00 | 23,657.00 | 3,129.14 | 20,527.86 | 2,282.00 | 18,245.86 | 13.23 |
| Total Dept 1420 | ATTORNEY | 3,708.45 | 72,798.00 | 75,080.00 | 14,938.11 | 60,141.89 | 2,282.00 | 57,859.89 | 19.90 |
| Dept 1430 | PERSONNEL | | | | | | | | |
| 0001 | PERSONAL SERVICES | 3,437.80 | 84,864.00 | 84,864.00 | 16,906.04 | 67,957.96 | 0.00 | 67,957.96 | 19.92 |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 5,106.96 | 145,200.00 | 145,315.42 | 16,839.01 | 128,476.41 | 79.70 | 128,396.71 | 11.59 |
| Total Dept 1430 | PERSONNEL | 8,544.76 | 231,064.00 | 231,179.42 | 33,745.05 | 197,434.37 | 79.70 | 197,354.67 | 14.60 |
| 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 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| Total Dept 1450 | ELECTIONS | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| Dept 1460 | RECORDS MANAGEMENT | | | | | | | | |
| 0004 | CONTRACTUAL & MISC. | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2024 Period From: 1 To: 12

| | | Curr. Month Total Expended | Original Budget | YTD Adjusted Budget | YTD Actual Expended | YTD Unexpended Balance | YTD Encumbered | YTD Available Balance | Percent Exp. Balance |
|------------------------|---------------------------------------|----------------------------------|--------------------|------------------------|------------------------|------------------------------|-------------------|-----------------------------|----------------------------|
| Fund 0001 | GENERAL FUND | | | | | | | | |
| Dept 1460 | RECORDS MANAGEMENT EXPENSE | | | | | | | | |
| Total Dept 1460 | RECORDS MANAGEMENT | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| Dept 1490 | PUBLIC WORKS | | | | | | | | |
| 0001 | PERSONAL SERVICES | 9,523.79 | 257,200.00 | 257,200.00 | 44,438.12 | 212,761.88 | 0.00 | 212,761.88 | 17.28 |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 491.69 | 19,770.00 | 19,888.69 | 1,092.66 | 18,796.03 | 1,200.00 | 17,596.03 | 5.49 |
| Total Dept 1490 | PUBLIC WORKS | 10,015.48 | 277,970.00 | 278,088.69 | 45,530.78 | 232,557.91 | 1,200.00 | 231,357.91 | 16.37 |
| Dept 1620 | BUILDING | | | | | | | | |
| 0001 | PERSONAL SERVICES | 199.44 | 5,200.00 | 5,200.00 | 997.20 | 4,202.80 | 0.00 | 4,202.80 | 19.18 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 9,168.14 | 313,615.00 | 313,959.83 | 40,105.01 | 273,854.82 | 1,935.05 | 271,919.77 | 12.77 |
| Total Dept 1620 | BUILDING | 9,367.58 | 318,815.00 | 319,159.83 | 41,102.21 | 278,057.62 | 1,935.05 | 276,122.57 | 12.88 |
| Dept 1670 | CENTRAL MAILING | | | | | | | | |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 0.00 | 65,000.00 | 65,000.00 | 2,029.45 | 62,970.55 | 0.00 | 62,970.55 | 3.12 |
| Total Dept 1670 | CENTRAL MAILING | 0.00 | 65,000.00 | 65,000.00 | 2,029.45 | 62,970.55 | 0.00 | 62,970.55 | 3.12 |
| Dept 1680 | DATA PROCESSING | | | | | | | | |
| 0001 | PERSONAL SERVICES | 9,223.18 | 243,000.00 | 243,000.00 | 46,115.90 | 196,884.10 | 0.00 | 196,884.10 | 18.98 |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 303.56 | 2,500.00 | 2,958.06 | 964.31 | 1,993.75 | 0.00 | 1,993.75 | 32.60 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 57,470.27 | 162,615.00 | 194,135.50 | 75,601.81 | 118,533.69 | 6,291.10 | 112,242.59 | 38.94 |
| Total Dept 1680 | DATA PROCESSING | 66,997.01 | 408,115.00 | 440,093.56 | 122,682.02 | 317,411.54 | 6,291.10 | 311,120.44 | 27.88 |
| Dept 1910 | UNALLOCATED INSURANCE | | | | | | | | |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 0.00 | 264,000.00 | 264,000.00 | 0.00 | 264,000.00 | 0.00 | 264,000.00 | 0.00 |
| Total Dept 1910 | UNALLOCATED INSURANCE | 0.00 | 264,000.00 | 264,000.00 | 0.00 | 264,000.00 | 0.00 | 264,000.00 | 0.00 |
| Dept 1920 | MUNICIPAL ASSOCIATION DUES | | | | | | | | |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 0.00 | 1,900.00 | 1,900.00 | 1,650.00 | 250.00 | 0.00 | 250.00 | 86.84 |
| Total Dept 1920 | MUNICIPAL ASSOCIATION DUES | 0.00 | 1,900.00 | 1,900.00 | 1,650.00 | 250.00 | 0.00 | 250.00 | 86.84 |
| Dept 1930 | JUDGEMENTS/CLAIMS | | | | | | | | |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 0.00 | 6,000.00 | 6,000.00 | 0.00 | 6,000.00 | 0.00 | 6,000.00 | 0.00 |
| Total Dept 1930 | JUDGEMENTS/CLAIMS | 0.00 | 6,000.00 | 6,000.00 | 0.00 | 6,000.00 | 0.00 | 6,000.00 | 0.00 |
| Dept 1950 | PROPERTY TAX | | | | | | | | |
| 0004 | CONTRACTUAL & MISC. | 0.00 | 8,500.00 | 8,500.00 | 7,886.95 | 613.05 | 0.00 | 613.05 | 92.79 |

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Fiscal Year: 2024 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 1950 | PROPERTY TAX EXPENSE | | | | | | | | |
| Total Dept 1950 | PROPERTY TAX | 0.00 | 8,500.00 | 8,500.00 | 7,886.95 | 613.05 | 0.00 | 613.05 | 92.79 |
| Dept 1989 | UNCLASSIFIED | | | | | | | | |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 101,250.00 | 299,168.23 | 63,050.46 | 236,117.77 | 123,043.23 | 113,074.54 | 21.08 |
| Total Dept 1989 | UNCLASSIFIED | 0.00 | 101,250.00 | 299,168.23 | 63,050.46 | 236,117.77 | 123,043.23 | 113,074.54 | 21.08 |
| Dept 1990 | CONTINGENCY | | | | | | | | |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 0.00 | 150,000.00 | 147,000.00 | 0.00 | 147,000.00 | 0.00 | 147,000.00 | 0.00 |
| Total Dept 1990 | CONTINGENCY | 0.00 | 150,000.00 | 147,000.00 | 0.00 | 147,000.00 | 0.00 | 147,000.00 | 0.00 |
| Dept 2620 | CUSTODIAL | | | | | | | | |
| 0001 | PERSONAL SERVICES | 18,671.50 | 479,000.00 | 479,000.00 | 95,577.70 | 383,422.30 | 0.00 | 383,422.30 | 19.95 |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 4,600.00 | 18,600.00 | 14,689.15 | 3,910.85 | 0.00 | 3,910.85 | 78.97 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 6,735.06 | 197,379.00 | 210,965.06 | 39,286.45 | 171,678.61 | 57,097.55 | 114,581.06 | 18.62 |
| Total Dept 2620 | CUSTODIAL | 25,406.56 | 680,979.00 | 708,565.06 | 149,553.30 | 559,011.76 | 57,097.55 | 501,914.21 | 21.11 |
| Dept 3120 | CROSSING GUARDS | | | | | | | | |
| 0001 | PERSONAL SERVICES | 7,328.39 | 193,000.00 | 193,000.00 | 31,569.00 | 161,431.00 | 0.00 | 161,431.00 | 16.36 |
| 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 | 7,328.39 | 194,450.00 | 194,450.00 | 31,569.00 | 162,881.00 | 0.00 | 162,881.00 | 16.24 |
| Dept 3310 | TRAFFIC | | | | | | | | |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 9,000.00 | 9,000.00 | 0.00 | 9,000.00 | 0.00 | 9,000.00 | 0.00 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 0.00 | 8,000.00 | 8,996.75 | 945.97 | 8,050.78 | 631.86 | 7,418.92 | 10.51 |
| Total Dept 3310 | TRAFFIC | 0.00 | 17,000.00 | 17,996.75 | 945.97 | 17,050.78 | 631.86 | 16,418.92 | 5.26 |
| Dept 3510 | CONTROL OF ANIMALS | | | | | | | | |
| 0001 | PERSONAL SERVICES | 2,525.91 | 66,560.00 | 66,560.00 | 12,629.55 | 53,930.45 | 0.00 | 53,930.45 | 18.97 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 38.01 | 4,960.00 | 4,960.00 | 109.07 | 4,850.93 | 0.00 | 4,850.93 | 2.20 |
| Total Dept 3510 | CONTROL OF ANIMALS | 2,563.92 | 71,520.00 | 71,520.00 | 12,738.62 | 58,781.38 | 0.00 | 58,781.38 | 17.81 |
| Dept 4210 | YOUTH SERVICES | | | | | | | | |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 0.00 | 67,980.00 | 67,980.00 | 16,995.00 | 50,985.00 | 0.00 | 50,985.00 | 25.00 |
| Total Dept 4210 | YOUTH SERVICES | 0.00 | 67,980.00 | 67,980.00 | 16,995.00 | 50,985.00 | 0.00 | 50,985.00 | 25.00 |
| Dept 4560 | PHYSICIAN | | | | | | | | |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 0.00 | 1,400.00 | 1,400.00 | 500.00 | 900.00 | 0.00 | 900.00 | 35.71 |

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2024 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 4560 | PHYSICIAN | | | | | | | | |
| Total Dept 4560 | PHYSICIAN | 0.00 | 1,400.00 | 1,400.00 | 500.00 | 900.00 | 0.00 | 900.00 | 35.71 |
| Dept 5010 | SUPERINTENDENT OF HIGHWAYS | | | | | | | | |
| 0001 | PERSONAL SERVICES | 2,602.15 | 68,000.00 | 68,000.00 | 13,088.77 | 54,911.23 | 0.00 | 54,911.23 | 19.25 |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 19.07 | 500.00 | 500.00 | 437.22 | 62.78 | 0.00 | 62.78 | 87.44 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 334.56 | 1,000.00 | 1,000.00 | 437.54 | 562.46 | 10.42 | 552.04 | 43.75 |
| Total Dept 5010 | SUPERINTENDENT OF HIGHWAYS | 2,955.78 | 69,500.00 | 69,500.00 | 13,963.53 | 55,536.47 | 10.42 | 55,526.05 | 20.09 |
| Dept 5132 | HIGHWAY GARAGE | | | | | | | | |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 10,100.44 | 26,000.00 | 35,300.00 | 10,100.44 | 25,199.56 | 5,587.88 | 19,611.68 | 28.61 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 2,346.26 | 56,200.00 | 56,200.00 | 14,317.22 | 41,882.78 | 0.00 | 41,882.78 | 25.48 |
| Total Dept 5132 | HIGHWAY GARAGE | 12,446.70 | 82,200.00 | 91,500.00 | 24,417.66 | 67,082.34 | 5,587.88 | 61,494.46 | 26.69 |
| Dept 5182 | STREET LIGHTING | | | | | | | | |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 257.52 | 35,000.00 | 35,000.00 | 2,855.93 | 32,144.07 | 0.00 | 32,144.07 | 8.16 |
| Total Dept 5182 | STREET LIGHTING | 257.52 | 35,000.00 | 35,000.00 | 2,855.93 | 32,144.07 | 0.00 | 32,144.07 | 8.16 |
| Dept 6410 | PUBLICITY | | | | | | | | |
| 0001 | PERSONAL SERVICES | 4,314.97 | 112,760.00 | 112,760.00 | 21,342.75 | 91,417.25 | 0.00 | 91,417.25 | 18.93 |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 597.33 | 54,785.00 | 66,920.00 | 13,163.67 | 53,756.33 | 0.00 | 53,756.33 | 19.67 |
| Total Dept 6410 | PUBLICITY | 4,912.30 | 168,045.00 | 180,180.00 | 34,506.42 | 145,673.58 | 0.00 | 145,673.58 | 19.15 |
| 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 | 8,303.29 | 182,325.00 | 182,325.00 | 40,090.69 | 142,234.31 | 0.00 | 142,234.31 | 21.99 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 6,378.67 | 106,640.00 | 107,548.22 | 18,465.85 | 89,082.37 | 0.00 | 89,082.37 | 17.17 |
| Total Dept 6772 | PROGRAMS FOR AGING | 14,681.96 | 288,965.00 | 289,873.22 | 58,556.54 | 231,316.68 | 0.00 | 231,316.68 | 20.20 |
| Dept 7020 | RECREATION ADMINISTRATION | | | | | | | | |
| 0001 | PERSONAL SERVICES | 22,704.16 | 772,227.00 | 772,227.00 | 112,640.76 | 659,586.24 | 0.00 | 659,586.24 | 14.59 |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 5,000.00 | 5,000.00 | 552.88 | 4,447.12 | 0.00 | 4,447.12 | 11.06 |
| 0004 | CONTRACTUAL & MISC. | 29,733.93 | 439,050.00 | 442,423.30 | 95,317.64 | 347,105.66 | 566.00 | 346,539.66 | 21.54 |

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| | | Curr. Month Total Expended | Original Budget | YTD Adjusted Budget | YTD Actual Expended | YTD Unexpended Balance | YTD Encumbered | YTD Available Balance | Percent Exp. Balance |
|------------------------|---|---|----------------------------|--------------------------------|--------------------------------|---------------------------------------|---------------------------|--------------------------------------|-------------------------------------|
| Fund 0001 | GENERAL FUND | | | | | | | | |
| Dept 9950 | TRANSFER TO CAPITAL PROJECTS | | | | | | | | |
| 0009 | INTERFUND TRANSFERS | 0.00 | 100,000.00 | 100,000.00 | 9,000.00 | 91,000.00 | 0.00 | 91,000.00 | 9.00 |
| Total Dept 9950 | TRANSFER TO CAPITAL PROJECTS | 0.00 | 100,000.00 | 100,000.00 | 9,000.00 | 91,000.00 | 0.00 | 91,000.00 | 9.00 |
| Total Fund 0001 | GENERAL FUND | 332,812.85 | 11,550,629.00 | 11,893,673.27 | 1,891,210.83 | 10,002,462.44 | 231,627.55 | 9,770,834.89 | 15.90 |

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| | | Curr. Month Total Expended | Original Budget | YTD Adjusted Budget | YTD Actual Expended | YTD Unexpended Balance | YTD Encumbered | YTD Available Balance | Percent Exp. Balance |
|------------------------|-----------------------------------|---|----------------------------|--------------------------------|--------------------------------|---------------------------------------|---------------------------|--------------------------------------|-------------------------------------|
| Fund 0002 | PART TOWN FUND | | | | | | | | |
| Dept 9040 | WORKERS COMPENSATION | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 0.00 | 21,000.00 | 21,000.00 | 14,687.62 | 6,312.38 | 0.00 | 6,312.38 | 69.94 |
| Total Dept 9040 | WORKERS COMPENSATION | 0.00 | 21,000.00 | 21,000.00 | 14,687.62 | 6,312.38 | 0.00 | 6,312.38 | 69.94 |
| Dept 9045 | LIFE INSURANCE | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 0.00 | 500.00 | 500.00 | 88.35 | 411.65 | 0.00 | 411.65 | 17.67 |
| Total Dept 9045 | LIFE INSURANCE | 0.00 | 500.00 | 500.00 | 88.35 | 411.65 | 0.00 | 411.65 | 17.67 |
| 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 | 1,600.00 | 1,600.00 | 228.75 | 1,371.25 | 0.00 | 1,371.25 | 14.30 |
| Total Dept 9055 | DISABILITY INSURANCE | 0.00 | 1,600.00 | 1,600.00 | 228.75 | 1,371.25 | 0.00 | 1,371.25 | 14.30 |
| Dept 9060 | HOSPITALIZATION | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 274.23 | 213,000.00 | 213,000.00 | 53,104.75 | 159,895.25 | 0.00 | 159,895.25 | 24.93 |
| Total Dept 9060 | HOSPITALIZATION | 274.23 | 213,000.00 | 213,000.00 | 53,104.75 | 159,895.25 | 0.00 | 159,895.25 | 24.93 |
| Dept 9089 | MISC. EMPLOYEE BENEFITS | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 4.50 | 100.00 | 100.00 | 25.50 | 74.50 | 0.00 | 74.50 | 25.50 |
| Total Dept 9089 | MISC. EMPLOYEE BENEFITS | 4.50 | 100.00 | 100.00 | 25.50 | 74.50 | 0.00 | 74.50 | 25.50 |
| Total Fund 0002 | PART TOWN FUND | 75,298.54 | 1,692,108.00 | 1,862,872.48 | 389,957.12 | 1,472,915.36 | 102,118.98 | 1,370,796.38 | 20.93 |

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| | | Curr. Month Total Expended | Original Budget | YTD Adjusted Budget | YTD Actual Expended | YTD Unexpended Balance | YTD Encumbered | YTD Available Balance | Percent Exp. Balance |
|------------------------|-----------------------------------|----------------------------------|---------------------|------------------------|------------------------|------------------------------|-------------------|-----------------------------|----------------------------|
| Fund 0003 | LIBRARY FUND | | | | | | | | |
| Dept 4560 | PHYSICIAN | | | | | | | | |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 405.00 | 600.00 | 600.00 | 545.00 | 55.00 | 0.00 | 55.00 | 90.83 |
| Total Dept 4560 | PHYSICIAN | 405.00 | 600.00 | 600.00 | 545.00 | 55.00 | 0.00 | 55.00 | 90.83 |
| Dept 7410 | LIBRARY | | | | | | | | |
| 0001 | PERSONAL SERVICES | 36,784.77 | 993,889.00 | 993,889.00 | 180,407.72 | 813,481.28 | 0.00 | 813,481.28 | 18.15 |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 2,910.00 | 11,509.50 | 0.00 | 11,509.50 | 8,599.50 | 2,910.00 | 0.00 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 8,102.23 | 249,991.00 | 257,104.20 | 24,409.64 | 232,694.56 | 15,438.20 | 217,256.36 | 9.49 |
| Total Dept 7410 | LIBRARY | 44,887.00 | 1,246,790.00 | 1,262,502.70 | 204,817.36 | 1,057,685.34 | 24,037.70 | 1,033,647.64 | 16.22 |
| Dept 9010 | STATE RETIREMENT | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 0.00 | 97,000.00 | 97,000.00 | 18,946.38 | 78,053.62 | 0.00 | 78,053.62 | 19.53 |
| Total Dept 9010 | STATE RETIREMENT | 0.00 | 97,000.00 | 97,000.00 | 18,946.38 | 78,053.62 | 0.00 | 78,053.62 | 19.53 |
| Dept 9030 | SOCIAL SECURITY | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 2,713.54 | 82,000.00 | 82,000.00 | 13,341.71 | 68,658.29 | 0.00 | 68,658.29 | 16.27 |
| Total Dept 9030 | SOCIAL SECURITY | 2,713.54 | 82,000.00 | 82,000.00 | 13,341.71 | 68,658.29 | 0.00 | 68,658.29 | 16.27 |
| Dept 9040 | WORKERS COMPENSATION | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 0.00 | 9,725.00 | 9,725.00 | 5,323.24 | 4,401.76 | 0.00 | 4,401.76 | 54.74 |
| Total Dept 9040 | WORKERS COMPENSATION | 0.00 | 9,725.00 | 9,725.00 | 5,323.24 | 4,401.76 | 0.00 | 4,401.76 | 54.74 |
| Dept 9045 | LIFE INSURANCE | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 0.00 | 550.00 | 550.00 | 102.30 | 447.70 | 0.00 | 447.70 | 18.60 |
| Total Dept 9045 | LIFE INSURANCE | 0.00 | 550.00 | 550.00 | 102.30 | 447.70 | 0.00 | 447.70 | 18.60 |
| 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 | 1,500.00 | 1,500.00 | 181.95 | 1,318.05 | 0.00 | 1,318.05 | 12.13 |
| Total Dept 9055 | DISABILITY INSURANCE | 0.00 | 1,500.00 | 1,500.00 | 181.95 | 1,318.05 | 0.00 | 1,318.05 | 12.13 |
| Dept 9060 | HOSPITALIZATION | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 66.66 | 236,500.00 | 236,500.00 | 58,398.43 | 178,101.57 | 0.00 | 178,101.57 | 24.69 |
| Total Dept 9060 | HOSPITALIZATION | 66.66 | 236,500.00 | 236,500.00 | 58,398.43 | 178,101.57 | 0.00 | 178,101.57 | 24.69 |
| Dept 9089 | MISC. EMPLOYEE BENEFITS | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 7.50 | 300.00 | 300.00 | 42.50 | 257.50 | 0.00 | 257.50 | 14.17 |
| Total Dept 9089 | MISC. EMPLOYEE BENEFITS | 7.50 | 300.00 | 300.00 | 42.50 | 257.50 | 0.00 | 257.50 | 14.17 |
| Total Fund 0003 | LIBRARY FUND | 48,079.70 | 1,675,965.00 | 1,691,677.70 | 301,698.87 | 1,389,978.83 | 24,037.70 | 1,365,941.13 | 17.83 |

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| | | Curr. Month Total Expended | Original Budget | YTD Adjusted Budget | YTD Actual Expended | YTD Unexpended Balance | YTD Encumbered | YTD Available Balance | Percent Exp. Balance |
|------------------------|--------------------------------|----------------------------------|---------------------|------------------------|------------------------|------------------------------|-------------------|-----------------------------|----------------------------|
| Fund 0004 | HIGHWAY WHOLE TOWN FUND | | | | | | | | |
| Dept 1989 | UNCLASSIFIED | | | | | | | | |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 0.00 | 936,926.79 | 71,719.00 | 865,207.79 | 706,707.79 | 158,500.00 | 7.65 |
| Total Dept 1989 | UNCLASSIFIED | 0.00 | 0.00 | 936,926.79 | 71,719.00 | 865,207.79 | 706,707.79 | 158,500.00 | 7.65 |
| 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 |
| 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 5130 | MACHINERY | | | | | | | | |
| 0001 | PERSONAL SERVICES | 3,871.45 | 124,000.00 | 124,000.00 | 19,990.94 | 104,009.06 | 0.00 | 104,009.06 | 16.12 |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 14,500.00 | 14,820.00 | 1,130.42 | 13,689.58 | 3,041.18 | 10,648.40 | 7.63 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 21,944.39 | 250,700.00 | 264,287.84 | 60,226.97 | 204,060.87 | 14,832.56 | 189,228.31 | 22.79 |
| Total Dept 5130 | MACHINERY | 25,815.84 | 389,200.00 | 403,107.84 | 81,348.33 | 321,759.51 | 17,873.74 | 303,885.77 | 20.18 |
| Dept 5140 | BRUSH & WEEDS | | | | | | | | |
| 0001 | PERSONAL SERVICES | 0.00 | 16,000.00 | 16,000.00 | 0.00 | 16,000.00 | 21.00 | 15,979.00 | 0.00 |
| Total Dept 5140 | BRUSH & WEEDS | 0.00 | 16,000.00 | 16,000.00 | 0.00 | 16,000.00 | 21.00 | 15,979.00 | 0.00 |
| Dept 5142 | SNOW REMOVAL | | | | | | | | |
| 0001 | PERSONAL SERVICES | 65,238.59 | 1,041,248.00 | 1,041,248.00 | 348,665.43 | 692,582.57 | 0.00 | 692,582.57 | 33.49 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 75,428.45 | 526,330.00 | 555,139.03 | 262,591.74 | 292,547.29 | 9,974.53 | 282,572.76 | 47.30 |
| Total Dept 5142 | SNOW REMOVAL | 140,667.04 | 1,567,578.00 | 1,596,387.03 | 611,257.17 | 985,129.86 | 9,974.53 | 975,155.33 | 38.29 |
| Dept 9010 | STATE RETIREMENT | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 0.00 | 150,000.00 | 150,000.00 | 33,748.09 | 116,251.91 | 0.00 | 116,251.91 | 22.50 |
| Total Dept 9010 | STATE RETIREMENT | 0.00 | 150,000.00 | 150,000.00 | 33,748.09 | 116,251.91 | 0.00 | 116,251.91 | 22.50 |
| Dept 9030 | SOCIAL SECURITY | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 5,095.36 | 90,000.00 | 90,000.00 | 27,242.02 | 62,757.98 | 0.00 | 62,757.98 | 30.27 |
| Total Dept 9030 | SOCIAL SECURITY | 5,095.36 | 90,000.00 | 90,000.00 | 27,242.02 | 62,757.98 | 0.00 | 62,757.98 | 30.27 |
| Dept 9040 | WORKERS COMPENSATION | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 0.00 | 65,000.00 | 65,000.00 | 32,454.56 | 32,545.44 | 0.00 | 32,545.44 | 49.93 |
| Total Dept 9040 | WORKERS COMPENSATION | 0.00 | 65,000.00 | 65,000.00 | 32,454.56 | 32,545.44 | 0.00 | 32,545.44 | 49.93 |
| Dept 9045 | LIFE INSURANCE | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 0.00 | 1,000.00 | 1,000.00 | 162.75 | 837.25 | 0.00 | 837.25 | 16.28 |
| Total Dept 9045 | LIFE INSURANCE | 0.00 | 1,000.00 | 1,000.00 | 162.75 | 837.25 | 0.00 | 837.25 | 16.28 |
| Dept 9050 | UNEMPLOYMENT INSURANCE | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 0.00 | 2,500.00 | 2,500.00 | 0.00 | 2,500.00 | 0.00 | 2,500.00 | 0.00 |

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| | | Curr. Month Total Expended | Original Budget | YTD Adjusted Budget | YTD Actual Expended | YTD Unexpended Balance | YTD Encumbered | YTD Available Balance | Percent Exp. Balance |
|------------------------|------------------------------------|---|----------------------------|--------------------------------|--------------------------------|---------------------------------------|---------------------------|--------------------------------------|-------------------------------------|
| Fund 0004 | HIGHWAY WHOLE TOWN FUND | | | | | | | | |
| Dept 9050 | UNEMPLOYMENT INSURANCE | | | | | | | | |
| Total Dept 9050 | UNEMPLOYMENT INSURANCE | 0.00 | 2,500.00 | 2,500.00 | 0.00 | 2,500.00 | 0.00 | 2,500.00 | 0.00 |
| Dept 9055 | DISABILITY INSURANCE | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 0.00 | 2,545.00 | 2,545.00 | 303.98 | 2,241.02 | 0.00 | 2,241.02 | 11.94 |
| Total Dept 9055 | DISABILITY INSURANCE | 0.00 | 2,545.00 | 2,545.00 | 303.98 | 2,241.02 | 0.00 | 2,241.02 | 11.94 |
| Dept 9060 | HOSPITALIZATION | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 1,024.28 | 436,000.00 | 436,000.00 | 99,000.26 | 336,999.74 | 0.00 | 336,999.74 | 22.71 |
| Total Dept 9060 | HOSPITALIZATION | 1,024.28 | 436,000.00 | 436,000.00 | 99,000.26 | 336,999.74 | 0.00 | 336,999.74 | 22.71 |
| Dept 9089 | MISC. EMPLOYEE BENEFITS | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 6.00 | 225.00 | 225.00 | 34.00 | 191.00 | 0.00 | 191.00 | 15.11 |
| Total Dept 9089 | MISC. EMPLOYEE BENEFITS | 6.00 | 225.00 | 225.00 | 34.00 | 191.00 | 0.00 | 191.00 | 15.11 |
| Total Fund 0004 | HIGHWAY WHOLE TOWN FUND | 172,608.52 | 2,721,548.00 | 3,701,191.66 | 957,270.16 | 2,743,921.50 | 734,577.06 | 2,009,344.44 | 25.86 |

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2024 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 1989 | UNCLASSIFIED | | | | | | | | |
| 0522 | | 0.00 | 350,000.00 | 350,000.00 | 0.00 | 350,000.00 | 350,000.00 | 0.00 | 0.00 |
| Total Dept 1989 | UNCLASSIFIED | 0.00 | 350,000.00 | 350,000.00 | 0.00 | 350,000.00 | 350,000.00 | 0.00 | 0.00 |
| Dept 4560 | PHYSICIAN | | | | | | | | |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 0.00 | 2,600.00 | 2,600.00 | 347.00 | 2,253.00 | 0.00 | 2,253.00 | 13.35 |
| Total Dept 4560 | PHYSICIAN | 0.00 | 2,600.00 | 2,600.00 | 347.00 | 2,253.00 | 0.00 | 2,253.00 | 13.35 |
| Dept 5110 | GENERAL REPAIRS | | | | | | | | |
| 0001 | PERSONAL SERVICES | 13,636.24 | 1,755,504.00 | 1,755,504.00 | 79,464.89 | 1,676,039.11 | 0.00 | 1,676,039.11 | 4.53 |
| 0004 | CONTRACTUAL & MISC. EXPENSE | 1,522.37 | 1,064,848.00 | 1,179,514.00 | 114,564.58 | 1,064,949.42 | 15,350.00 | 1,049,599.42 | 9.71 |
| Total Dept 5110 | GENERAL REPAIRS | 15,158.61 | 2,820,352.00 | 2,935,018.00 | 194,029.47 | 2,740,988.53 | 15,350.00 | 2,725,638.53 | 6.61 |
| Dept 5112 | IMPROVEMENTS | | | | | | | | |
| 0002 | EQUIPMENT & CAPITAL OUTLAY | 0.00 | 273,000.00 | 337,078.52 | 15,446.65 | 321,631.87 | 48,078.52 | 273,553.35 | 4.58 |
| Total Dept 5112 | IMPROVEMENTS | 0.00 | 273,000.00 | 337,078.52 | 15,446.65 | 321,631.87 | 48,078.52 | 273,553.35 | 4.58 |
| Dept 9010 | STATE RETIREMENT | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 0.00 | 175,000.00 | 175,000.00 | 37,893.32 | 137,106.68 | 0.00 | 137,106.68 | 21.65 |
| Total Dept 9010 | STATE RETIREMENT | 0.00 | 175,000.00 | 175,000.00 | 37,893.32 | 137,106.68 | 0.00 | 137,106.68 | 21.65 |
| Dept 9030 | SOCIAL SECURITY | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 1,017.37 | 135,000.00 | 135,000.00 | 5,971.79 | 129,028.21 | 0.00 | 129,028.21 | 4.42 |
| Total Dept 9030 | SOCIAL SECURITY | 1,017.37 | 135,000.00 | 135,000.00 | 5,971.79 | 129,028.21 | 0.00 | 129,028.21 | 4.42 |
| Dept 9040 | WORKERS COMPENSATION | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 0.00 | 185,000.00 | 185,000.00 | 135,751.07 | 49,248.93 | 0.00 | 49,248.93 | 73.38 |
| Total Dept 9040 | WORKERS COMPENSATION | 0.00 | 185,000.00 | 185,000.00 | 135,751.07 | 49,248.93 | 0.00 | 49,248.93 | 73.38 |
| Dept 9045 | LIFE INSURANCE | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 0.00 | 1,000.00 | 1,000.00 | 153.45 | 846.55 | 0.00 | 846.55 | 15.35 |
| Total Dept 9045 | LIFE INSURANCE | 0.00 | 1,000.00 | 1,000.00 | 153.45 | 846.55 | 0.00 | 846.55 | 15.35 |
| Dept 9050 | UNEMPLOYMENT INSURANCE | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 |
| Total Dept 9050 | UNEMPLOYMENT INSURANCE | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 |
| Dept 9055 | DISABILITY INSURANCE | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 0.00 | 2,500.00 | 2,500.00 | 288.92 | 2,211.08 | 0.00 | 2,211.08 | 11.56 |
| Total Dept 9055 | DISABILITY INSURANCE | 0.00 | 2,500.00 | 2,500.00 | 288.92 | 2,211.08 | 0.00 | 2,211.08 | 11.56 |
| Dept 9060 | HOSPITALIZATION | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 951.34 | 500,000.00 | 500,000.00 | 117,398.49 | 382,601.51 | 0.00 | 382,601.51 | 23.48 |

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2024 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 9060 | HOSPITALIZATION | | | | | | | | |
| Total Dept 9060 | HOSPITALIZATION | 951.34 | 500,000.00 | 500,000.00 | 117,398.49 | 382,601.51 | 0.00 | 382,601.51 | 23.48 |
| Dept 9089 | MISC. EMPLOYEE BENEFITS | | | | | | | | |
| 0008 | EMPLOYEE BENEFITS | 7.50 | 325.00 | 325.00 | 42.50 | 282.50 | 0.00 | 282.50 | 13.08 |
| Total Dept 9089 | MISC. EMPLOYEE BENEFITS | 7.50 | 325.00 | 325.00 | 42.50 | 282.50 | 0.00 | 282.50 | 13.08 |
| Total Fund 0005 | HIGHWAY PART TOWN FUND | 17,134.82 | 4,454,777.00 | 4,633,521.52 | 507,322.66 | 4,126,198.86 | 413,428.52 | 3,712,770.34 | 10.95 |
| Grand Total | | 645,934.43 | 22,095,027.00 | 23,782,936.63 | 4,047,459.64 | 19,735,476.99 | 1,505,789.81 | 18,229,687.18 | 17.02 |

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

TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2024 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 | 6,488,498.00 | 6,488,498.00 | 6,492,123.87 | (3,625.87) | 100.06 |
| Item 1081 | OTHER PYMT IN LIEU OF TAXES | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 2,532.69 | (32.69) | 101.31 |
| Item 1090 | INTEREST & PENALTY ON PROP TAX | 0.00 | 0.00 | 140,000.00 | 140,000.00 | 0.00 | 140,000.00 | 0.00 |
| Item 1170 | FRANCHISES | 0.00 | 0.00 | 390,000.00 | 390,000.00 | 0.00 | 390,000.00 | 0.00 |
| Item 1232 | TAX COLLECTOR FEES | 0.00 | 0.00 | 1,800.00 | 1,800.00 | 0.00 | 1,800.00 | 0.00 |
| Item 1255 | CLERK FEES | 142.50 | (142.50) | 3,500.00 | 3,500.00 | 335.00 | 3,165.00 | 9.57 |
| Item 1550 | DOG WARDEN FEES | 0.00 | 0.00 | 200.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| Item 2001 | CULTURE & RECREATION FEES | 0.00 | 0.00 | 891,400.00 | 891,400.00 | 227,527.88 | 663,872.12 | 25.52 |
| Item 2228 | GIS CHARGES, OTHER GOV'T | 0.00 | 0.00 | 14,000.00 | 14,000.00 | 0.00 | 14,000.00 | 0.00 |
| Item 2350 | YOUTH SER/OTHER GOV'T. | 0.00 | 0.00 | 7,000.00 | 7,000.00 | 0.00 | 7,000.00 | 0.00 |
| Item 2351 | PROGRAMS FOR AGING - OTHER GOV'T | 0.00 | 0.00 | 45,000.00 | 45,000.00 | 0.00 | 45,000.00 | 0.00 |
| Item 2401 | INTEREST & EARNINGS | 6,408.95 | (6,408.95) | 150,000.00 | 150,000.00 | 15,060.60 | 134,939.40 | 10.04 |
| Item 2410 | RENTAL OF LAND | 8,747.31 | (8,747.31) | 188,500.00 | 188,500.00 | 65,676.93 | 122,823.07 | 34.84 |
| Item 2411 | FIELD USE FEES | 0.00 | 0.00 | 10,100.00 | 10,100.00 | 60.00 | 10,040.00 | 0.59 |
| Item 2450 | COMMISSIONS | 64.03 | (64.03) | 900.00 | 900.00 | 193.48 | 706.52 | 21.50 |
| Item 2544 | DOG LICENSES | 1,277.00 | (1,277.00) | 14,000.00 | 14,000.00 | 2,289.00 | 11,711.00 | 16.35 |
| Item 2560 | STREET OPENING PERMITS | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 1,600.00 | 900.00 | 64.00 |
| Item 2590 | PERMITS | 960.00 | (960.00) | 9,900.00 | 9,900.00 | 1,030.00 | 8,870.00 | 10.40 |
| Item 2610 | FINES & FORFEITED BAIL | 0.00 | 0.00 | 35,000.00 | 35,000.00 | 4,313.25 | 30,686.75 | 12.32 |
| Item 2665 | SALE OF EQUIPMENT | 0.00 | 0.00 | 250.00 | 250.00 | 0.00 | 250.00 | 0.00 |
| Item 2701 | REFUND OF PRIOR YEAR EXP. | 0.00 | 0.00 | 500.00 | 500.00 | 3,843.19 | (3,343.19) | 768.64 |
| Item 2705 | GIFTS & DONATIONS | 5,000.00 | (5,000.00) | 21,000.00 | 21,000.00 | 5,750.00 | 15,250.00 | 27.38 |
| Item 2770 | OTHER UNCLASSIFIED REVENUES | 1,940.60 | (1,940.60) | 16,000.00 | 16,000.00 | 3,661.72 | 12,338.28 | 22.89 |
| Item 2801 | INTERFUND REVENUES | 0.00 | 0.00 | 35,000.00 | 35,000.00 | 0.00 | 35,000.00 | 0.00 |
| Item 3001 | STATE AID PER CAPITA | 0.00 | 0.00 | 108,081.00 | 108,081.00 | 0.00 | 108,081.00 | 0.00 |
| Item 3005 | MORTGAGE TAX | 0.00 | 0.00 | 925,000.00 | 925,000.00 | 0.00 | 925,000.00 | 0.00 |
| Item 5031 | INTERFUND TRANSFERS | 0.00 | 0.00 | 350,000.00 | 375,000.00 | 375,000.00 | 0.00 | 100.00 |
| Item 5999 | APPROP FD BALANCE | 0.00 | 0.00 | 1,700,000.00 | 1,700,000.00 | 0.00 | 1,700,000.00 | 0.00 |
| Total Fund 0001 | GENERAL FUND | 24,540.39 | (24,540.39) | 11,550,629.00 | 11,575,629.00 | 7,200,997.61 | 4,374,631.39 | 62.21 |

Date Prepared: 03/15/2024 09:12 AM

Report Date: 03/15/2024

Account Table: FUND 1-5

Alt. Sort Table:

TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2024 Period From: 1 To: 12

GLR0116 1.0

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Prepared By: BRIAN

| | | Curr. Month Revenue Receipts | Curr. Month Budget Balance | Original Budget | YTD Adjusted Budget | YTD Revenue Receipts | YTD Budget Balance | Percent Received Balance |
|------------------------|-------------------------------|---|---|----------------------------|------------------------------------|-------------------------------------|-----------------------------------|---|
| Fund 0002 | PART TOWN FUND | | | | | | | |
| Item 1001 | REAL PROPERTY TAXES | 0.00 | 0.00 | 170,808.00 | 170,808.00 | 170,808.00 | 0.00 | 100.00 |
| Item 1120 | SALES TAX | 0.00 | 0.00 | 1,200,000.00 | 1,200,000.00 | 0.00 | 1,200,000.00 | 0.00 |
| Item 1560 | SAFETY INSPECTION FEES | 0.00 | 0.00 | 20,000.00 | 20,000.00 | 19,240.64 | 759.36 | 96.20 |
| Item 1570 | DEMOLITION PERMITS | 0.00 | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| Item 2110 | ZONING FEES | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 75.00 | 2,425.00 | 3.00 |
| Item 2115 | PLANNING BOARD FEES | 0.00 | 0.00 | 8,000.00 | 8,000.00 | 675.00 | 7,325.00 | 8.44 |
| Item 2401 | INTEREST & EARNINGS | 44.06 | (44.06) | 35,000.00 | 35,000.00 | 1,700.51 | 33,299.49 | 4.86 |
| Item 2545 | LICENSES, OTHER | 300.00 | (300.00) | 3,000.00 | 3,000.00 | 1,200.00 | 1,800.00 | 40.00 |
| Item 2550 | PERMITS - CERT. OF OCCUPANCY | 124.45 | (124.45) | 4,000.00 | 4,000.00 | 374.45 | 3,625.55 | 9.36 |
| Item 2555 | BUILDING & ALTERATION PERMITS | 8,333.55 | (8,333.55) | 91,000.00 | 91,000.00 | 45,944.60 | 45,055.40 | 50.49 |
| Item 2590 | PERMITS | 1,200.00 | (1,200.00) | 3,300.00 | 3,300.00 | 1,960.00 | 1,340.00 | 59.39 |
| Item 2591 | FIRE ALARM PERMITS | 0.00 | 0.00 | 500.00 | 500.00 | 40.00 | 460.00 | 8.00 |
| Item 5999 | APPROP FD BALANCE | 0.00 | 0.00 | 153,500.00 | 153,500.00 | 0.00 | 153,500.00 | 0.00 |
| Total Fund 0002 | PART TOWN FUND | 10,002.06 | (10,002.06) | 1,692,108.00 | 1,692,108.00 | 242,018.20 | 1,450,089.80 | 14.30 |

Date Prepared: 03/15/2024 09:12 AM

Report Date: 03/15/2024

Account Table: FUND 1-5

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TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2024 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 | 1,417,365.00 | 1,417,365.00 | 1,417,365.00 | 0.00 | 100.00 |
| Item 2081 | COLLECTION FEES | 0.00 | 0.00 | 500.00 | 500.00 | 110.00 | 390.00 | 22.00 |
| Item 2082 | LIBRARY FINES | 501.46 | (501.46) | 28,000.00 | 28,000.00 | 3,450.39 | 24,549.61 | 12.32 |
| Item 2083 | PRINTING REVENUE | 698.20 | (698.20) | 3,600.00 | 3,600.00 | 1,571.20 | 2,028.80 | 43.64 |
| Item 2401 | INTEREST & EARNINGS | 3.49 | (3.49) | 20,000.00 | 20,000.00 | 1,536.16 | 18,463.84 | 7.68 |
| Item 2760 | SYSTEM GRANTS | 0.00 | 0.00 | 6,500.00 | 6,500.00 | 909.00 | 5,591.00 | 13.98 |
| Item 5999 | APPROP FD BALANCE | 0.00 | 0.00 | 200,000.00 | 200,000.00 | 0.00 | 200,000.00 | 0.00 |
| Total Fund 0003 | LIBRARY FUND | 1,203.15 | (1,203.15) | 1,675,965.00 | 1,675,965.00 | 1,424,941.75 | 251,023.25 | 85.02 |

Date Prepared: 03/15/2024 09:12 AM

Report Date: 03/15/2024

Account Table: FUND 1-5

Alt. Sort Table:

TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2024 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 | 1,945,348.00 | 1,945,348.00 | 1,945,348.00 | 0.00 | 100.00 |
| Item 2300 | SERVICE - OTHER GOV'T. | 0.00 | 0.00 | 394,000.00 | 394,000.00 | 156,745.16 | 237,254.84 | 39.78 |
| Item 2401 | INTEREST & EARNINGS | 259.53 | (259.53) | 26,000.00 | 26,000.00 | 4,709.18 | 21,290.82 | 18.11 |
| Item 2650 | SALE OF SCRAP & EXCESS | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 347.20 | 652.80 | 34.72 |
| Item 5031 | INTERFUND TRANSFERS | 0.00 | 0.00 | 0.00 | 158,300.00 | 158,300.00 | 0.00 | 100.00 |
| Item 5999 | APPROP FD BALANCE | 0.00 | 0.00 | 355,200.00 | 355,200.00 | 0.00 | 355,200.00 | 0.00 |
| Total Fund 0004 | HIGHWAY WHOLE TOWN FUND | 259.53 | (259.53) | 2,721,548.00 | 2,879,848.00 | 2,265,449.54 | 614,398.46 | 78.67 |

Date Prepared: 03/15/2024 09:12 AM

Report Date: 03/15/2024

Account Table: FUND 1-5

Alt. Sort Table:

TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2024 Period From: 1 To: 12

GLR0116 1.0

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Prepared By: BRIAN

| | | Curr. Month Revenue Receipts | Curr. Month Budget Balance | Original Budget | YTD Adjusted Budget | YTD Revenue Receipts | YTD Budget Balance | Percent Received Balance |
|------------------------|-------------------------------|---|---|----------------------------|------------------------------------|-------------------------------------|-----------------------------------|---|
| Fund 0005 | HIGHWAY PART TOWN FUND | | | | | | | |
| Item 1001 | REAL PROPERTY TAXES | 0.00 | 0.00 | 451,277.00 | 451,277.00 | 451,277.00 | 0.00 | 100.00 |
| Item 1120 | SALES TAX | 0.00 | 0.00 | 2,950,000.00 | 2,950,000.00 | 0.00 | 2,950,000.00 | 0.00 |
| Item 2401 | INTEREST & EARNINGS | 1,949.09 | (1,949.09) | 70,000.00 | 70,000.00 | 6,212.76 | 63,787.24 | 8.88 |
| Item 3501 | CHIPS PROGRAM | 0.00 | 0.00 | 228,000.00 | 228,000.00 | 0.00 | 228,000.00 | 0.00 |
| Item 5999 | APPROP FD BALANCE | 0.00 | 0.00 | 755,500.00 | 755,500.00 | 0.00 | 755,500.00 | 0.00 |
| Total Fund 0005 | HIGHWAY PART TOWN FUND | 1,949.09 | (1,949.09) | 4,454,777.00 | 4,454,777.00 | 457,489.76 | 3,997,287.24 | 10.27 |
| Grand Total | | 37,954.22 | (37,954.22) | 22,095,027.00 | 22,278,327.00 | 11,590,896.86 | 10,687,430.14 | 52.03 |

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

MEMORANDUM

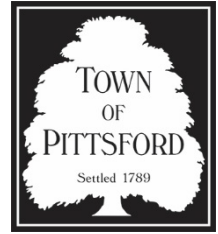
To: Pittsford Town Board

From: W. A. Smith

Date: March 15, 2024

Regarding: New York Statewide Preservation Conference

For Meeting On: March 19, 2024



Ladies and Gentlemen:

Bonnie Salem of our Design Review and Historic Preservation Board has brought to my attention the upcoming New York State Preservation Conference.

This is to request Board approval for Bonnie to attend. As you can imagine, the topics to be covered are squarely relevant to the work of our Design Review and Historic Preservation Board.

The Landmark Society sponsors this conference annually. This year it takes place in Rochester from April 15 - 17. The cost to the Town, if we pay before April 5, would be \$175.

I request approval of the following resolution:

RESOLVED, that Bonnie Salem be and hereby is authorized to attend the New York Statewide Preservation Conference on April 15 -17 in Rochester, at a cost of \$175.00.

MEMORANDUM

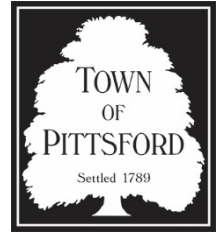
To: Pittsford Town Board

From: Spencer Bernard, Chief of Staff

Date: March 19, 2024

Regarding: 2024 Monroe County Fire Marshal's Educational Seminar

For Meeting On: March 19, 2024



Ladies and Gentlemen:

The Monroe County Fire Marshal and Inspectors Association's 2024 Educational Seminar will be held in Webster, NY from May 14-16. Our Fire Marshal, Salvatore Tantalo and Building Inspector, Anthony Caruso have requested to attend the seminar. This 3-day training event gives 24 hours of professional development.

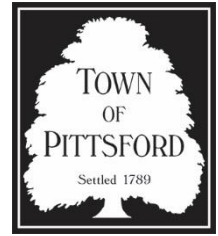
This is to request Board approval for Salvatore and Anthony to attend the 2024 Monroe County Fire Marshal's Educational Seminar.

The cost to the Town would be \$500 and the registration deadline is May 1, 2024, and is limited to the first 90 registered participants.

I request approval of the following resolution:

RESOLVED, that Salvatore Tantalo and Anthony Caruso be and hereby are authorized to attend the 2024 Monroe County Fire Marshal's Educational Seminar on May 14 -16 in Webster, New York, at a cost of \$500.00.

MEMORANDUM



To: Pittsford Town Board

From: Cheryl Fleming, Personnel Director

Date: March 11, 2024

Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: March 19, 2024

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 |
|----------------|-------------|-----------------|-------------|---------------------|
| Brett Ferguson | Highway | Laborer – FT | \$20.50 | 03/18/2024 |

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 |
|----------------|-------------|-----------------|-------------|---------------------|
| Brett Ferguson | Highway | Laborer – FT | \$20.50 | 03/18/2024 |