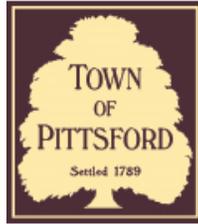


**SUPERVISOR**  
William A. Smith, Jr.



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

**TOWN BOARD AGENDA**

**Tuesday, October 5, 2021 – 6:00 pm**

**Town Hall – 11 S. Main Street, Pittsford – Lower Level**

**Page 1 of 2**

**Call to Order**

**Pledge of Allegiance**

**Minutes**

Approval of Minutes of Meeting of September 21, 2021

**Financial Matters**

Public Comment  
Transfers  
Surplus

**Operational Matters**

Public Comment  
Agreement with Synergy IT Solutions for Microsoft Office 365 Project

**Personnel Matters**

Public Comment  
Hiring Resolution

**Other Business**

Update on Farming Practices

**Public Comment**

**Adjournment**

**Instructions for attending and offering comments on attached page 2**

## PUBLIC MEETINGS OF THE TOWN BOARD at TOWN HALL NOW RESUME

### Attending in Person

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

### Comments:

As always, comments are open to Pittsford residents, owners of property in the Town who pay Town taxes, owners of a businesses in the Town, attorneys or agents designated by a resident to speak on the resident's behalf. To comment you must sign in at the sign-in desk.

### Viewing from Home

#### 1. Live

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

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

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

### Comments:

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

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

***and, in addition,***

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

#### 2. On-Demand Video

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

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

Minutes of the Town Board for September 21, 2021

**DRAFT  
TOWN OF PITTSFORD  
TOWN BOARD  
SEPTEMBER 21, 2021**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, September 21, 2021 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.; Councilmember Cathy Koshykar, Katherine B. Munzinger and Stephanie M. Townsend.

**ABSENT:** Councilmember Kevin S. Beckford.

**ALSO PRESENT:** Staff Members: Jessie Hollenbeck, Director of Recreation; Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Shelley O'Brien, Communications Director; and Spencer Bernard, Chief of Staff.

**ATTENDANCE:** There were two additional staff members, 8 members of the public and an interpreter in attendance.

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

**SUPERVISOR'S ANNOUNCEMENTS**

1. This morning Supervisor Smith represented Pittsford at a hearing held by the State Power Authority, stating once more Pittsford's opposition to the State's plan to clear-cut trees along the Canal.
2. The Pittsford Food Truck festival was held Saturday, September 18 and this year marked the highest attendance numbers yet. Thank you to staff and community members who made the festival and all its events possible.
3. Supervisor Smith encouraged the community to join him in the Five for Five challenge to combat speeding in our neighborhoods. Leaving 5 minutes earlier and driving 5 mph slower saves lives.
4. Supervisor Smith announced a Town Forum on Law Enforcement and Public Safety. He will host it together with the Chief Deputy of the County Sheriff's Office and Gates Chief of Police, who both recently made a presentation on this subject to the Monroe County Supervisors' Association.

**PRESENTATION BY ROCHESTER GAS & ELECTRIC ON REDUCING POWER OUTAGES**

The Supervisor had asked representatives of Rochester Gas and Electric to report to the Town Board on the specific question of what RG&E is doing to reduce the number and frequency of power outages in Pittsford.

Larry Hosenlopp, Stephanie Rankin and Kyle Duck attended the meeting to present about the nature of outages in Pittsford and the efforts RG&E is taking to minimize them. Mr. Hosenlopp began the presentation by outlining that between the Village and Town RG&E serves approximately 11,600 homes, with 680 miles of conductor, 2600 transformers, 67 transformer conductors and 6 substations. Mr. Hosenlopp noted that over the last twelve months of outage history, the top ten outages accounted for 70% of the total outages, including a circuit that tripped three times accounted for 50% of the outages over the past year. Measures taken by RG&E include adding fault indicators on some lines to help locate issues sooner. They have also been rebuilding poles and trimming trees near wires on an earlier schedule than normal. They also regularly review circuits and reinforce the systems outside of major outages.

Minutes of the Town Board for September 21, 2021

**PUBLIC COMMENTS**

Mary Moore, Ron Johnson, Jan Miller, Dorothy Bauch-Barker and Meredith Graham commented.

**MINUTES OF THE SEPTEMBER 8 TOWN BOARD MEETING APPROVED**

A Resolution to approve the Minutes of the Town Board Meeting of September 8, 2021 was offered by Councilmember Townsend, seconded by Supervisor Smith, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Minutes of the September 8, 2021 Town Board meeting are approved.

**FINANCIAL MATTERS**

**PUBLIC COMMENTS**

There was no public comment regarding Financial Matters.

**SURPLUS INVENTORY APPROVED**

A Resolution to declare certain item of inventory as surplus was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

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

Asset #	Year	Description	Department	Cost	Disposition
17738	2014	Ford Focus	DPW	14,241.00	Auction
17739	2015	Ford F-250	Highway	29,177.00	Auction
18019	2015	Chevy Equinox	DPW	20,978.00	Auction
17234	2011	Freightliner Dump Truck Veh # 206-1	Sewer	78,628.00	Auction
17234A	2011	Dump Body for Veh # 206-1	Sewer	24,200.00	Auction
17234B	2011	Roll-Rite Tarp for Veh # 206-1	Sewer	2,550.00	Auction
13816	2000	20" Delta Drill Press	Sewer	599.00	Auction

**SEPTEMBER VOUCHERS APPROVED**

Following discussion of the proposed vouchers, a Resolution to approve the proposed vouchers for September was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the September 2021 vouchers No. 152647 through 153105, in the amount of \$973,743.01 are approved for payment.

**OPERATIONAL MATTERS**

**PUBLIC COMMENTS**

No comments were offered.

**SPECTRUM INTERNET SERVICE PROVIDER PROPOSAL**

Joy Brown, Director of IT, offered a Resolution to extend the Town's current 3-year term internet service provider (ISP) agreement with Spectrum (Time Warner), which is set to expire on October 22, 2021 for an additional year. One rationale behind this extension is to allow IT the time to complete an overall analysis of our internet usage in the next year. As more resources move to cloud based services, this analysis becomes necessary to determine if

## Minutes of the Town Board for September 21, 2021

the Town will need to acquire more bandwidth. This extension will also allow additional time to compare the offerings and service level agreements of multiple internet service providers. IT Director Brown further noted that since migrating in 2018 to Spectrum's fiber internet access the Town has experienced no downtime with our connection outside of regular maintenance completed during off hours.

Board members thanked Director Brown for her thorough memo and a Resolution to approve the 1 year extension was offered by Councilmember Townsend and seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board Accepts the proposal by Time Warner Cable Northeast, LLC D/B/A Spectrum, and authorizes the Director of Technology to executes the 1-year agreement for Fiber Internet Access at \$520/month plus \$19.99/month for static IP addresses.

### **TRANSPORTATION ALTERNATIVES PROGRAM GRANT APPLICATION APPROVED**

Following discussion, a Resolution to authorize and approve a grant application under the Transportation Alternatives Program was offered by Supervisor Smith, seconded by Councilmember Townsend and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

**WHEREAS**, the Town of Pittsford seeks grant funding to construct a fully ADA compliant sidewalk from Mendon Road to Thornell Road

**WHEREAS**, the Town intends to apply for an amount not to exceed \$675,000 for the purpose of planning, design and construction

**WHEREAS**, the Pittsford Town Board hereby commits matching funds in an amount not to exceed 20% or \$135,000 of the total projects cost

**RESOLVED**, to authorize a Transportation Alternatives Program (TAP) grant application to the New York State Department of Transportation in an amount not to exceed \$675,000

**FUTHER RESOLVED**, that J. O'Connell and Associates, Inc., the Town's grant consultants, be authorized and directed to complete the necessary application, forms, etc. to be submitted to the New York Department of Transportation, and

**BE IT FURTHER RESOLVED**, that the Supervisor hereby is authorized and directed to execute all documents pertaining to the application and acquisition of said funding.

### **PERSONNEL MATTERS**

#### **PUBLIC COMMENTS**

No comments were offered.

### **HIRING/PERSONNEL ADJUSTMENTS APPROVED**

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

The Resolution was declared carried as follows:

**RESOLVED**, that the following personnel be and hereby are approved for the date of hire as recommended:

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Carol Fehr	Rec	Rec Asst – RPT	\$14.15	09/24/2021
Melanie Davidson	Rec	Asst to Comm of PW	\$29.12	10/11/2021

## Minutes of the Town Board for September 21, 2021

And, be it further

**RESOLVED**, that the following personnel be approved for the status and/or salary change as indicated below:

<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Salary</b>	<b>Effective Date</b>
Timothy Moulton	Laborer	Seasonal to RFT	\$18.35/hr	09/27/2021

### **OTHER BUSINESS**

#### **POLLINATOR CORRIDOR PROJECT**

Chief of Staff Spencer Bernard gave an update to the board on the Town's pollinator gardens/corridors initiative. Members of staff began reviewing possible locations for the gardens and corridors and the native plantings that would most benefit pollinators in our region at the beginning of 2021. In May, the Town contracted with Patty Love of Barefoot Ecological Design to help design the Town's first pollinator garden/tiny food forest located at the Erie Canal Nature Preserve. The garden was designed as a 60' x 60' demonstration garden where the trail meets the canal towpath. As the garden matures, seating will be installed under the Red Bud trees and there will be a path through it so residents can get good views of the species of plants used.

He further explained that the furthest bees will travel to pollinate food is about 4 miles, so the Town is planning more than just this one garden to allow for ample pollination opportunities. Other sites considered by the Town include Farm View and Hopkins Parks and Town owned hillsides as outlined in the Town's Greenprint Plan. Board member Townsend inquired when the plantings at Town Parks might happen, and Mr. Bernard responded next spring. She further inquired about signage at these gardens; the response was that all gardens would have signage at them with a listing of the plants there or a QR code to scan for the information. Ways to use mapping to inform residents of the locations of gardens along with conservation easements and a possible seed distribution program were also discussed.

Following comments from members of the public Mary Moore, Jane Coggshall McConnochie, Laurie Hunt and Ellen Henry, the Board thanked Mr. Bernard for his presentation.

#### **EXPANDING TOWN'S COMPOSTING PROGRAM**

Supervisor Smith invited Jackie Ebner of the Town's Environmental Board to report on recommendations for expanding the Town's composting program. The Town for several years has had a composting program that composts food scraps from the Community Center into mulch. This mulch is used for the Community Garden plots at Thornell Farm Park.

Ms. Ebner noted that about 40% of the food produced in the US goes to waste and that food waste is the single largest component taking up space in US landfills. This food waste then decomposes anaerobically and creates methane gas, which is the second largest source of methane emission in the US. One way to combat this is by composting food waste and scraps. She reviewed composting programs undertaken by other communities in the area.

She concluded with it is the Environmental Board's recommendation that the Town survey residents, to determine the level of interest for a food scrap collection program and/or the promotion of backyard composting programs, then proceed with a pilot program.

Commissioner of Public Works Paul Schenkel spoke to the Board about the feasibility of the various options proposed. He noted that pursuing a program whereby households contracted with a composting provider such as Impact Earth would pose no problems for the Town. Alternatively, if the Town were involved by providing a facility for residents to drop off waste, the Town would have to be licensed by the State as a composter, and would be required to invest in the infrastructure and all other requirements of such licensing, including retrofitting the site for storm water runoff. The Town would have to consider where the site would be located, the amount of debris that

## Minutes of the Town Board for September 21, 2021

could be brought in, how the site would be managed. He further commented that he feels the survey is the best way to go so that there is a clear understanding of the level of public interest before proceeding.

Supervisor Smith and the Board members all thanked Jackie for sharing her knowledgeable presentation.

Board member Townsend announced that she would be hosting a Q&A Meet and Greet with Sheriff Baxter on Wednesday, October 6 from 6pm – 7pm at Thornell Farm Park. This event will allow residents to ask questions and hear updates on County initiatives.

Board member Koshykar inquired if there was an update on how the Town could spend the \$30,000 received from the Community Solar funds, about the status of the town making the decisions it must make about legalizing marijuana, and the possibility of the Town writing out its Integrated Pest Management (IPM) Plan that currently appears on the Town website.

### **PUBLIC COMMENTS**

No comments were offered.

With no further business, the meeting adjourned at 7:26 p.m.

Respectfully submitted,

Renee McQuillen  
Town Clerk

10/5/21

## **Budget Amendments & Transfers**

### **Be it resolved that the following are approved:**

That \$1,810.00 be transferred from 1.9950.9000.1.1 (WT – Transfer to Capital) to 1.2620.2007.10.3 (Bldg. Capital Improvements – Library) to purchase outdoor garbage cans for the Library per the 2021 budget.

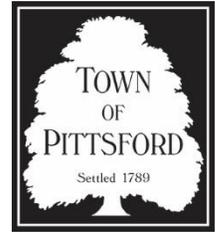
That \$12,350.00 be transferred from 1.9950.9000.1.1 (WT – Transfer to Capital) to 1.2620.2007.10.3 (Bldg. Capital Improvements – Library) to purchase main hallway door closers for the Library per the 2021 budget.

That \$22,000.00 be transferred from 1.1680.4409.3.2 (WT – I.T. Maintenance Contract) to 1.1989.2001.3.2 (WT – Computer/Technology Replacement) to cover costs associated with the Microsoft Office 365 Project.

That line item 1.1989.2001.3.2 (WT – Computer/Technology Replacement) be increased by \$32,000.00 for I.T. purchases per the Technology Equipment Replacement Schedule. The source of the funds will be a transfer from the Office Equipment Capital Reserve. Be it further resolved, that this resolution is subject to permissive referendum.

# MEMORANDUM

**To:** Pittsford Town Board  
**From:** Brian Luke, Director of Finance  
**Date:** September 30, 2021  
**Regarding:** Surplus Inventory  
**For Meeting On:** October 5, 2021

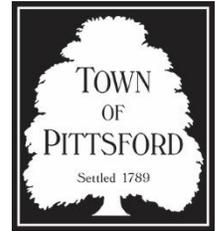


Attached is a list of surplus inventory for the Town Board to declare surplus in order for it to be removed from the Town's inventory.

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

Asset #	Year	Description	Department	Cost	Disposition
18102	2015	Stihl Line Trimmer	Parks	263.96	Junked
18303	2017	Stihl Hedge Trimmer	Parks	303.39	Junked
12692	2000	Linc Arc Welder	Parks	229.00	Junked

# **MEMORANDUM**



**To:** Pittsford Town Board

**From:** Joy E. Brown - Director of Technology

**Date:** September 28, 2021

**Regarding:** Microsoft Office 365 Project

**For Meeting On:** October 5, 2021

In 2017, the Town moved from Microsoft Exchange on-premise (housed on our own servers) to Microsoft Exchange Online for email. This was the first step in moving our Microsoft products to the cloud. Microsoft Office 2016 standalone is currently installed on the Town and Library PC's and is scheduled for an upgrade this year. Since we already have our email housed on Exchange Online, it would be recommended to make the move to the full version of Office 365 this year instead of just upgrading to the newest version of the standalone Office suite.

Office 365 includes all of the standard Office applications (Word, Excel, PowerPoint, Outlook, Publisher, Access, OneNote) plus Exchange, OneDrive, SharePoint and Teams services. With Office 365, we would have access to desktop and web versions of the Office applications, unlimited personal cloud storage, plus mailbox storage for email, calendar and contacts. Office 365...

- 1) ...is a cloud-based solution that allows users to access their documents anytime/anywhere from any device.
- 2) ...is suitable for modern work environments with built-in sharing and collaboration features.
- 3) ...upgrades automatically without any extra costs. Users get access to enhancements as soon as they are released.
- 4) ...offers built-in security and compliance capabilities and is a more secure option compared to the on-premises environment.

Another part of this proposed project would be to move the Library staff email accounts from our email system to the Monroe County Library System's Office 365 tenant. This move would reduce the quantity needed in the Town's Office 365 subscription, thus, lowering the cost. This service is already included in the annual cost share that the Library pays to MCLS for shared services.

Along with moving both the Town and Library to Office 365, this project would include eliminating the hybrid Exchange environment we are currently utilizing on-premise (which was installed in 2017 when we did our Exchange online migration) as well as implementing multi-factor authentication (MFA) for Office 365. By setting up MFA, we will add an extra layer of security to our Office 365 account sign-in. Completing both of these tasks will substantially lower the Town's cyber policy insurance costs.

I recommend that the Town Board approve the attached proposal from Synergy IT Solutions to provide the professional services necessary for the project described above. Synergy IT Solutions performed the work in 2017 to migrate our email to Exchange Online and has given us assistance with our email system several times over the past few years. They have in-depth knowledge of our email and server environment which will greatly reduce the time and cost necessary to complete this project.

After performing an analysis of our email and Office licensing requirements, I've requested from the Finance Director a transfer of \$22,000 from the I.T. budget to the technology capital budget to cover the cost of the necessary subscriptions. There are sufficient funds in the I.T. budget to cover the consultant fees of \$8,600 to perform the work necessary for the project.

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

**Resolved**, that the Town Board approves the Office 365 project as detailed above and accepts the agreement with Synergy IT Solutions to provide the consultant services necessary for an amount not to exceed \$8,600.

**Further Resolved**, that the Director of Technology, Joy E. Brown, is authorized to sign the agreement with Synergy IT Solutions.



We have prepared a quote for you

**Exchange Hybrid Removal/MFA/O365 Email Migration**

Quote # 003460  
Version 1

Prepared for:

**Town Of Pittsford**

Joy Brown  
[jbrown@townofpittsford.org](mailto:jbrown@townofpittsford.org)

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<b>Statement of Work .....</b>	<b>3</b>
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## Professional Services

The Professional Services agreed to below is governed by the MSP Scope of Services and/or included Statement of Work, if applicable, and in accepting this proposal, you agree to accept the terms, conditions and deliverable's noted there in

Product Description	Synergy Part Number	Qty	Unit Price	Extended Price
Synergy Professional Services - Fixed Fee Project-Phase 1- Hybrid Decommission/MFA	SYN-PMO-FF-PROJECT	1	\$4,000.00	\$4,000.00
Synergy Professional Services - Fixed Fee Project-Phase 2 -O365 Email Migration	SYN-PMO-FF-PROJECT	1	\$4,600.00	\$4,600.00
			Subtotal:	<b>\$8,600.00</b>

## Statement of Work

### Office 365 Migration

#### Project Charter

The Town of Pittsford has requested Synergy IT Solutions assists them with the migration of up to 20 Users from the Town's Office 365 tenant to the Monroe County Library System's Office 365 tenant. Synergy will assist with setting up email forwarding the users being migrated from the old tenant to the new. Synergy will also setup and configure AvePoint Migration utility to assist with moving the Office 365 data from the old tenant to the new.

The Town of Pittsford has also requested Synergy IT Solutions to assist them with decommissioning their old OnPrem Exchange server and setting up the built in Microsoft Multifactor Authentication that is located in their Office 365 portal.

**Start Date:** To be determined based on confirmation that any/all pre-requisites have been achieved.

#### Customer Requirements

- Customer will provide Synergy with facility access and adequate workspace(s) for each of its Consultants as well as access to telephones, copiers, facsimile, and conference rooms as reasonably necessary for completion of the Project.

- Customer will make their appropriate staff available to participate in Project activities as required, including a technical or lead person for preliminary on-site data gathering and implementation planning.
- Customer will make their subject matter experts available to Synergy (on-site or off-site) as needed to deliver the service.
- Customer will provide Synergy with appropriate access to host systems and network(s) involved, including user access and passwords as necessary.
- Customer is responsible to provide necessary software media and licensing required to complete the Project.
- Customer has internet access with adequate commercial bandwidth required to complete the Deliverables stated herein. **50MB Minimum – 100MB Preferred.**

## **Synergy Deliverable(s)**

### **Phase 1 -- Hybrid Decommission/MFA**

Review Hybrid Setup and Mail flow

Adjust Mailflow to direct to O365 instead of on prem, test mail flow

Remove Hybrid Configuration Tool, test mail flow

Decom On-Prem Server

Enable MFA for test group

Test MFA with test group

Document MFA steps for end users

Enable MFA for end users and distribute documentation

End user Support with MFA

### **Phase 2 – Office 365 Email Migration**

Configure Forwarding between tenants and Testing

Install and configure AvePoint Migration VM and connect to tenants.

Create AvePoint Migrations Scripts

Test Avepoint Migrations

Create 2 Migrations batches for 16 Users and 6 shared mailboxes

Final User Cutover

Troubleshooting and Support Post Migration Support (2 Hrs x 2 Batches)

Project Documentation

Project Management

**Not included: One Drive, Teams and SharePoint.**

### Implementation Pre-Requisites

- Customer will provide required power, network cabling and rack space for any/all components required to complete the Deliverables.
- Customer will provide sufficient Gigabit Ethernet switch ports for all network connections.
- Customer may be required to purchase a wildcard certificate from a certifying authority based on the subject alternative name requirements.
- Customer has acquired all hardware and software media and licenses required.
- Customer will provide 3<sup>rd</sup> party contract detail and access to any software entitlements and related media that may be required to complete the Deliverables.

### Assumptions

- Customer environment and network services are configured properly and are functioning including, but not limited to power, DNS, DHCP, Active Directory, internet access, proxy servers, firewalls and routers.
- Customer provided software licensing and media was purchased from a valid source and is not in violation of any software license agreements as defined by their Manufacturer.
- Client has internet access with adequate bandwidth required to complete the Deliverables.
- Installation and/or configuration of hardware and/or software not stated within the Deliverables is not

within the scope of this Statement of Work.

- Work requiring a network service outage will be scheduled during customer approved maintenance window.
- Synergy is not responsible (within this SOW) to remediate pre-existing or unrelated problems with the network.
- Synergy is not responsible for troubleshooting or remediation of any 3<sup>rd</sup> party integrations.
- Synergy is not responsible for any physical connectivity issues.

## Invoicing

Invoices shall be issued upon successful completion of Phases as follows:

<b>Phase 1 -- Hybrid Decommission/MFA</b>	\$4,000
<b>Phase 2 – Office 365 Email Migration</b>	\$4,600

## Service Level Agreement

- Synergy will provide only the Deliverables listed above within the Scope of this Project. Additional Deliverables can be added via Project Change Notice or as a separate engagement. No other Deliverables are implied or included without an authorized Project Change Notice.
- Any excessive wait time will be billed at Synergy's standard T&M rate of \$180/hr.
- Work will be completed during normal business hours, Monday through Friday from 8am to 5pm unless otherwise stated in the Deliverables.
- Knowledge transfer, which is part of the deliverables, is not intended to be formal training.

## Change Management

Any changes to the scope of services or that affect pricing shall be requested and approved using the attached Project Change Notice form.

### Project Change Notice

**Requester:** \_\_\_\_\_ **PCN Number:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Proposed Change:**

**Reason for Change:**

<b>Impact of Change:</b>	<b>Project Schedule:</b>	<input type="text"/>
	<b>Project Pricing:</b>	<input type="text"/>
	<b>Other Impact:</b>	<input type="text"/>
	<b>PO to Apply:</b>	<input type="text"/>

### Authorization(s)

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_

**Synergy Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

3500 Winton Pl  
Suite 4  
Rochester, NY 14623  
www.synergyits.com  
585-758-7100



Print Name: \_\_\_\_\_

3500 Winton Pl  
Suite 4  
Rochester, NY 14623  
www.synergyits.com  
585-758-7100



## Exchange Hybrid Removal/MFA/O365 Email Migration

### Prepared by:

#### Corporate Office

Brian  
5857587231  
Fax 585-264-6073  
bjones@synergyits.com

### Prepared for:

#### Town Of Pittsford

35 Lincoln Ave  
Pittsford, NY 14534  
Joy Brown  
(585) 248-6219  
jbrown@townofpittsford.org

### Ship to:

#### Town Of Pittsford

35 Lincoln Ave  
Pittsford, NY 14534  
Joy Brown  
(585) 248-6219  
jbrown@townofpittsford.org

### Quote Information:

#### Quote #: 003460

Version: 1  
Delivery Date: 09/30/2021  
Expiration Date: 10/30/2021

## Quote Summary

Description	Amount
Professional Services	\$8,600.00
<b>Total: \$8,600.00</b>	

Your signature below indicates acceptance of the terms and conditions of this proposal which includes the following and/or previously signed Master Services Agreement (MSA).

### Terms:

The contract will have a duration of one (1) year or three (3) years (depending on term agreement and available options above). The Commencement Date of the agreement will be assigned by Synergy and noted on the first invoice. Contracts can not be canceled prior to expiration except for cause.

In the event of an critical outage or emergency, Synergy will utilize our professional services team to resolve the issue. It is understood that this is a billable T&M engagement outside of the standard RMM and Help Desk deliverable(s) and is not to exceed four hours at the appropriate rate.

Taxes and Shipping & Handling charges, if applicable, will be charged at the time of invoicing unless otherwise stated. We reserve the right to cancel orders arising from pricing or other errors.

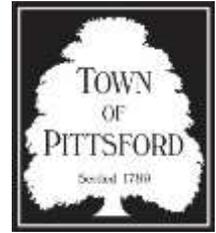
### Corporate Office

Signature:   
Name: Brian Jones  
Title: Senior Account Executive  
Date: 09/30/2021

### Town Of Pittsford

Signature: \_\_\_\_\_  
Name: Joy Brown  
Date: \_\_\_\_\_

# MEMORANDUM



**To:** Pittsford Town Board

**From:** Cheryl Fleming, Personnel Director

**Date:** October 1, 2021

**Regarding:** Recommendations for Hiring/Personnel Adjustments

**For Meeting On:** October 5, 2021

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

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Thomas Carter	REC	Rec Assistant – PT	\$12.50	10/08/2021
Ryan Kotalik	REC	Rec Assistant – PT	\$12.50	10/08/2021
Lydia Maloney	REC	Rec Assistant – PT	\$12.50	10/11/2021
Michele Scarlata	REC	Rec Assistant – RPT	\$14.15	10/08/2021
Lila VanHouten	Lbry	Library Page – PT	\$12.50	10/11/2021
Nicole Clevenger	Lbry	Library Aide - RPT	\$15.24	10/11/2021
Rachel Brill	Lbry	Library Aide - RPT	\$15.24	10/11/2021
Devon Valdez	Parks	Laborer – Seasonal	\$13.00	10/11/2021

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

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Thomas Carter	REC	Rec Assistant – PT	\$12.50	10/08/2021
Ryan Kotalik	REC	Rec Assistant – PT	\$12.50	10/08/2021
Lydia Maloney	REC	Rec Assistant – PT	\$12.50	10/11/2021
Michele Scarlata	REC	Rec Assistant – RPT	\$14.15	10/08/2021
Lila VanHouten	Lbry	Library Page – PT	\$12.50	10/11/2021
Nicole Clevenger	Lbry	Library Aide - RPT	\$15.24	10/11/2021
Rachel Brill	Lbry	Library Aide - RPT	\$15.24	10/11/2021
Devon Valdez	Parks	Laborer – Seasonal	\$13.00	10/11/2021

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

<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Salary</b>	<b>Effective Date</b>
Allen Reitz	Building Insp	Permanent Appointment	\$34.21/hr	07/01/2021

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

<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Salary</b>	<b>Effective Date</b>
Allen Reitz	Building Insp	Permanent Appointment	\$34.21/hr	07/01/2021