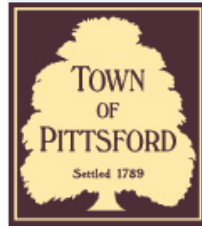


SUPERVISOR
William A. Smith, Jr.



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, February 4, 2025 – 6:00 PM

Call to Order

Pledge of Allegiance

Commendation in Recognition of George Dounce

Minutes

Approval of Minutes of the Meeting of January 21, 2025

Legal Matters

Public Comment

Consent to Assignment of Town Website Management Contract

Recreational Matters

Public Comment

Spring 2025 Recreation Programs

2025 Community Events Schedule

2025 Community Events – Band Contracts

Personnel Matters

Public Comment

Hiring Resolution

Other Business

Public Comment

Adjournment

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

ATTENDING IN PERSON

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 January 21, 2025

**DRAFT
TOWN OF PITTSFORD
TOWN BOARD
January 21, 2025**

Proceedings of a meeting of the Pittsford Town Board held on Wednesday, January 21, 2025, 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; Laura Beeley, Deputy Town Clerk; Brian Luke, Finance Director; Alison Burchett, Assistant Recreation Director; Kelly Eldred, Assistant to the Supervisor; Holly Jennings, Communications Assistant; Spencer Bernard, Chief of Staff.

ATTENDANCE: Twenty-four 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.

SUPERVISOR'S ANNOUNCEMENTS

Supervisor Smith announced that participants in the Pilot Food Scrap Collection Program are entitled to a discount if they sign up to continue composting food scraps with Impact Earth. Both curbside pickup and drop-off options are available.

Our Senior Center is open for card games on Monday, Tuesday, and Thursday. A warm place to meet with friends.

The Pittsford Recreation Department's annual Sweetheart Dance will take place Friday, February 7 from 6:30 – 9:00pm at the Spiegel Pittsford Community Center.

Supervisor Smith commented that yesterday, January 20, was Martin Luther King Day. In honor of Dr. King each board member read a paragraph of the proclamation below.

Whereas, Dr. Martin Luther King, Jr. was an unwavering champion for justice and understanding, whose activism shined the light on injustice and illuminated our common humanity; and

Whereas, Dr. King's commitment to the ideals upon which America was founded – among them liberty, equality, and opportunity for all – reflect a true and enduring patriotism that changed the course of our country's history and to this day inspires our continued efforts to bring to life his dream that our citizens and residents "will be judged not by the color of their skin but by the content of their character;" and

Whereas, each of us should contribute to making our community better by working to assure equal opportunity for all citizens, and as Martin Luther King, Jr. Day is the only federal holiday commemorated as a National Day of Service, it offers an opportunity for us to give back to our community on the holiday and make an ongoing commitment to service throughout the year;

Minutes of the Pittsford Town Board for January 21, 2025

Now, Therefore, Be It Known, on the occasion of the nation's annual celebration of **Martin Luther King, Jr. Day**, that the members of the Town Board of Pittsford recognize Dr. King's legacy of justice, non-violence, equal opportunity and brotherhood, and those aspects of our lives and experience that unite, rather than divide; and proclaim the enduring relevancy of that legacy for our nation and our community; and

Be it Further Known that it is with appreciation and a commitment to Dr. King's ideals that the members of the Pittsford Town Board ask our fellow residents to join us in remembering and honoring the life, work and legacy of **Rev. Dr. Martin Luther King, Jr.**, on the national holiday in his honor, **January 20, 2025**, and every day.

MINUTES OF THE JANUARY 7 MEETING APPROVED

A Resolution to approve the minutes of the Town Board Meeting of January 7, 2025, was offered by Deputy Supervisor Taylor, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none. Abstain: Havannavar

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the January 7, 2025, Town Board meeting are approved.

OPERATIONAL MATTERS

PRESENTATION AND BOARD DISCUSSION ON INVASIVE SPECIES MANAGEMENT

Laurie Konte and Sarah Sutton gave a presentation regarding restoration of the De Blasé Green space in a section they named Sugar Bush Meadow. They proposed using the Cut Stump treatment which would involve cutting invasive species to the ground, then applying herbicide to the top of the exposed stump, which would prevent the plant from returning, as it otherwise would do. Native plants would be planted next to the treated plants. This project is time-sensitive, as it must be done in the weeks immediately ahead; otherwise, it would have to wait a year.

Supervisor Smith noted the Town's policy to discourage and minimize use of chemical herbicides and pesticides. He referred to the Town's Integrated Pest Management Plan, under which the Town has successively reduced use of chemical herbicides and pesticides on Town property. He noted that when the plan was most recently revised a few years ago, on all 3,000 acres the Town maintains it used a smaller amount of chemical herbicides and pesticides than two houses on half-acre lots that employ a lawn service. Today, on the same 3,000 acres, the Town uses less than the amount applied at one house with a lawn service. The Supervisor acknowledged the need to balance two significant environmental concerns: controlling invasive species and minimizing use of chemical herbicides.

Ms. Konte and Ms. Sutton emphasized that the Cut Stump Method for eliminating invasive species does not spray any chemicals; instead, the herbicide is painted directly onto the stump. At this time of year the herbicide is absorbed directly into the invasive plant's root system without leaching into the surrounding soil, so native species can be planted right away, immediately adjacent to the treated stump.

Following discussion, Town Board members agreed to grant conditional approval of the project, subject to its review by the Environmental Advisory Board at its next meeting, as Councilmember Townsend suggested. The Town Board asked for a report on this project, if it proceeds, within 6 months.

**TOBEY ROAD SIDEWALK PROJECT:
INTERMUNICIPAL AGREEMENT WITH MONROE COUNTY**

A Resolution to approve the Tobey Rd Sidewalk Project: Intermunicipal Agreement with Monroe Co., was offered by Supervisor Smith, seconded by Councilmember Havannavar, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board authorize the Town Supervisor to execute the Intermunicipal Agreement with Monroe County related to the Tobey Road Sidewalk Project.

HARLADAY HOTS VENDING PERMIT APPROVAL FOR 2025

A Resolution to authorize the issuance of a Food Vending Permit to Harladay Hots, Inc. was offered by Councilmember Townsend, seconded by Deputy Supervisor Taylor, and voted on by the members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Supervisor be and hereby is authorized to issue a Vending Permit to Harladay Hots, Inc., in the form attached hereto, for a vending cart to be located at New Copper Beech Park, 10 N. Main St., from May 1st to October 31st. 2025, seven days a week from 10:00 a.m. to 3:00 p.m.

RENEWAL OF SNOW AND ICE CONTRACT WITH NYS DOT

A Resolution to approve the Renewal of Snow and Ice Contract with NYS Dot, was offered by Supervisor Smith, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Town Board authorizes the Town Supervisor to execute a five-year extension agreement for snow and ice control between the Town of Pittsford, and New York State Department of Transportation with a contracted amount of \$153,825.77 for the 2024/2025 snow and ice season.

PURCHASE OF A COMPACTOR TRUCK

Commissioner of Public Works Paul Schenkel discussed the Town's opportunity to save a substantial expense, currently \$280,000 per year, for collection of containerized yard debris. It can do this by bringing the task in-house rather than engaging a contractor, as the Town has done in recent years. Expiration of the most recent contract presents this opportunity. In order to do this, the Town needs to purchase a compactor truck. Following discussion, a Resolution to approve the Purchase of a Compactor Truck, was offered by Deputy Supervisor Taylor, seconded by Councilmember Havannavar, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Finance Director be and hereby is authorized to transfer \$77,500 from the existing Contracted Services budget line (0002.8160.4400.0601.0004) to the Fleet Replacement line (0002-1989-2003-0602-0004) for the purchase of a used compactor truck, pursuant to the quote from Fab-Tex Inc. dated January 4, 2025 attached hereto.

LEGAL MATTERS

TOWN BOARD MEETING DATE CHANGE FOR FEBRUARY

Due to a scheduling conflict Supervisor Smith made a motion to change the February 18th Town Board meeting to February 26th on a Wednesday night at 6pm in the Town Board meeting room, seconded by

Minutes of the Pittsford Town Board for January 21, 2025

Councilmember 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 Town Board meeting scheduled for Tuesday, February 18th be and hereby is changed to Wednesday, February 26th at 6:00PM in Town Hall.

FINANCE MATTERS

JANUARY VOUCHERS APPROVED

Board members acknowledged review of the vouchers proposed for payment. A resolution to approve the proposed vouchers was offered by Deputy Supervisor Taylor, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the January vouchers from numbers 169108 -169401, totaling \$933,191.47 were approved for payment.

PERSONNEL MATTERS

HIRING/PERSONNEL ADJUSTMENTS APPROVED

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

The Resolution was declared passed as follows:

RESOLVED, that the Town Board approves the appointment for the following employee(s):

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
Travis Snow	Town Court	Security – PT	\$30/hr	01/23/2025

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
Travis Snow	Town Court	Security – PT	\$30/hr	01/23/2025

OTHER BUSINESS

Deputy Supervisor Taylor expressed concern over how the Mendon High School Construction project will affect the parking situation for Thornell Farm Park, for students and for construction vehicles and how it will affect traffic. Supervisor Smith noted that several weeks ago the Commissioner of Public Works and Highway Commissioner had scheduled a meeting for next week with the relevant school district officials to discuss impacts of the project on parking and traffic.

Supervisor Smith referred to the State Department of Transportation’s response to his most recent correspondence requesting a lower speed limit on Clover Street in the vicinity of Clover and Jefferson. Specifically, he had asked for the report and accompanying data from the study State DOT undertook and on which it based its rejection of lowering the speed limit. State DOT said it would only make this

Minutes of the Pittsford Town Board for January 21, 2025

information available in response to a formal Freedom of Information request. Consequently, the Supervisor explained, the Town Attorney has filed a Freedom of Information request.

Councilmember Townsend thanked Paul Schenkel, Commissioner of Public works, for placement of 25mph speed limit signs in all Pittsford neighborhoods, following the Town Board's reduction of the speed limit to 25. The Highway Department has placed 159 signs. While all neighborhoods have been completed, signs need to be placed on 6 roads, some of which require approval from adjacent municipalities because these roads span both municipalities.

Councilmember Havannavar reported that during his recent trip to India he addressed his hometown's City Council on local government in Pittsford, noting how much citizen volunteers contribute to municipal success. Councilmember Havannavar expressed gratitude to Dr. Martin Luther King and others whose work produced the United States Immigration system, that made it possible for him to settle in America.

PUBLIC COMMENT

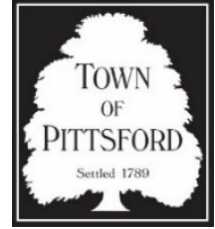
No public comments were submitted.

With no further business, the meeting adjourned at 7:11 P.M.

Respectfully submitted,

Laura Beeley
Deputy Town Clerk

MEMORANDUM



To: Town Board

From: Robert B. Koegel

Date: January 30, 2025

Regarding: Consent to assign Town Website Management Contract

For Meeting On: February 4, 2025

Ladies and Gentlemen:

Near the end of 2020, the Town entered into a 5-year contract to have its website managed by Catalog & Commerce Solutions, LLC d/b/a Discover eGOV (the "Contractor"), which originally designed and developed the Town's website.

The contract is set to expire at the end of this year, during which the Town will be obligated to pay the annual sum of \$6,800 in equal quarterly payments.

Recently, the Contractor advised the Town that it was selling its assets to another website management company, SPECBEE, LLC ("SPECBEE"), and the Contractor requested the Town to consent to the assignment of the contract to SPECBEE.

Both the Town's Director of Technology, Angel Martinez, and its Communications Director, Shelly O'Brien, have reviewed the technical details of this proposal and are in favor of consenting to the assignment. For so long as the contract is in effect, the Contractor will remain liable for the performance of its terms.

Submitted herewith is a copy of the Town's proposed letter consenting to the assignment, the terms of which have been found acceptable to the Contractor.

Should you wish to proceed on this matter, you may adopt the following resolution:

RESOLUTION

RESOLVED, that the Town Board authorize the Town Supervisor to execute a letter consenting to the assignment of the contract between the Town and the Contractor for website management to SPECBEE, in substantial conformance with the terms of the form submitted herewith.

TOWN OF PITTSFORD

SETTLED 1789

11 SOUTH MAIN STREET, PITTSFORD, NY 14534
TEL. 585-248-6200 FAX 585-248-6247

February 5, 2025

Michael Kelly
President
Catalog and Commerce Solutions, LLC
d/b/a Discover eGOV
263 East Street
Pittsford, New York 14534

Re: Consent to Assignment of Contract

Dear Mr. Kelly:

There is existing between the Town of Pittsford (the "Town") and Catalog & Commerce Solutions, LLC d/b/a Discover eGOV (the "Contractor"), a certain contract, last executed November 11, 2020, for the Contractor to perform Website Management and Hosting Services work for the Town over a 5-year period ending on December 31, 2025 (the "Contract").

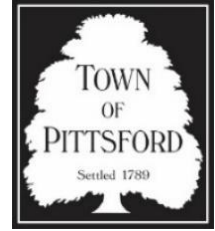
By your letter dated January 15, 2025, you have asked the Town to consent to your assignment of the Contract to SPECBEE, LLC ("SPECBEE"), in connection with the sale of certain of the Contractor's assets to SPECBEE.

The Town hereby consents to the assignment of the Contract to SPECBEE, on the express condition that the Contractor will continue to perform, and will remain liable for performing, all of its obligations under the Contract, until the Contract expires or is earlier terminated by the Town.

Very truly yours,

William A. Smith, Jr.
Supervisor

MEMORANDUM



To: William A. Smith and Town Board
From: Jessie Hollenbeck, Recreation Director
Date: January 27, 2025
Regarding: Spring 2025 Recreation Programs
For Meeting On: February 4, 2025

Ladies and Gentlemen:

Please see the attached list of spring 2025 recreation programs we anticipate offering.

RESOLUTION

RESOLVED, that the Town Board authorize the Town Supervisor to sign instructor contracts as required for the Recreation Department's 2025 spring programs.

Town of Pittsford – Recreation Department New Proposed Programs for Spring 2025

Parent Night Out at Studio East

Studio East Dance

Treat yourself to a night out while your kids have a blast at our Parent Night Out event. No dance experience needed. Kids will enjoy a movie on our projector screen with popcorn and drink. We will watch part of the movie, dance to fun music, have fun with an obstacle course, play games and meet new friends. Students can bring sleeping bags, pillows and blankets for the movie.

Dance with Me

Studio East Dance

Dance with Me is a 30-minute creative movement class suitable for your young dancer. Parents/caregivers will participate actively in the class as children learn basic dance steps, movement, and terminology through songs, stories, and play. Dancers can wear dance clothes or anything safe to move in. Socks, bare feet or ballet shoes are acceptable. We can't wait to meet you.

Bloom & Breathe Kids Yoga

Kara Spoor

Join us for a fun-filled kids yoga class! We will learn yoga poses, practice mindfulness and breathing exercises, listen to stories, and play games. Students will learn positive mindset skills, kindness, and finding the beauty within ourselves and each other. Please wear comfortable clothes and bring a water bottle.

Aikido – Martial Art of Peace

Sensei Paul Gardner - Eastern Sky Aikido

Aikido is a non-violent, non-sport, non-competitive, Japanese defensive martial art, with the philosophy of self-defense for self-improvement. The emphasis of Aikido is the de-escalation of conflict, on and off the mat. We use self-defense techniques & application to develop focus, discipline, mindfulness, calmness, respect, self-confidence, and self-mastery. Aikido calmly uses, redirects, and reverses the strength and aggression of the "attacker" to de-escalate conflict. It's not strength, speed, or youth dependent. It's the perfect martial art for all, regardless of age, gender, size, or athletic abilities. We don't compete against others; we compete against ourselves to develop the best us and the best community. All classes are taught by Black Belt Instructors. Most classes are taught by 5th & 7th degree black belts.

A Field Guide to Presence

Adam Gogolski

Presence is our ability to "be here" rather than living in a state of constant autopilot, daydreaming, or worry. Grounded in the latest studies around human consciousness, this series will provide attendees with a glimpse into practices that represent a synthesis of eastern and western thought about our ability to maintain intentional attention. Presence, and the use of conscious awareness, requires a sustained inner effort that finds its roots in meditation. Attendees will have an opportunity to explore guided meditations and utilize hands-on activities to develop the skill of being present. Members will discuss their own personal findings in the context of the larger group, gaining insights from two long-time practitioners along the way.

Clean Stand-up Comedy Night

Carol Roberts

For your entertainment! Come enjoy the graduates of Pittsford Rec's Stand-up comedy class including several who have performed at the Rochester Fringe Festival! Sit back and laugh as they poke clean fun at everything from Starbucks to panic attacks to mandatory security checks for cat adoption!

**Town of Pittsford – Recreation Department
Proposed Programs for Spring 2025**

Program	Instructor
<u>Preschool</u>	
Summer Fun Juniors Camp	Recreation Staff
Panther Pals	Recreation Staff
Panther Pals Science Enrichment	Recreation Staff
Panther Pals Literacy Enrichment	Recreation Staff
Preschool Adventures: Baskets & Bunnies	Sherry Murray
Preschool Adventures: All About Me	Sherry Murray
Preschool Adventures: Celebrate Spring	Sherry Murray
Preschool Adventures: There's No Place Like Space	Sherry Murray
Preschool Adventures: Water Science	Sherry Murray
Preschool Adventures: Are You My Mother?	Sherry Murray
Preschool Adventures: Kitchen Fun	Sherry Murray
Preschool Adventures	Sherry Murray
Activity Boxes	Recreation Staff
Movement and Music	Allyson Nutting
Broadway Babies – Jack and the Beanstalk	Bravo! Creative Arts
Wiggles, Giggles, and Jiggles	Lisa Magliato
Lil Athletes	Lisa Magliato
Soccer Shots for Youth	Soccer Shots Staff
Little Ninja Class	James Creighton
Semi-Private Gymnastics with Parkour	Mary Slaughter
Bloom & Breathe Kids Yoga	Kara Spoor
Sporty Tots	Mary Slaughter
Sporty Trainers	Mary Slaughter
Soccer Stars	Daniel Franca
Youth Soccer- Summer	Recreation Staff
Tiny Dancers	Allyson Nutting
Dance with Me	Studio East Dance
Dance Camp	Katie Elizabeth School of Dance
Intro to Irish Dance	Amy Coppola

Youth & Teen

Summer Fun Camp	Recreation Staff
Summer Fun Camp Field Trips	Recreation Staff
Adventure Camp	Recreation Staff
The After School Program	Recreation Staff
School Recess Camp – Magic & Mayhem	Recreation Staff
Spring Recess Camp – Farm Friends	Recreation Staff
Parent Night Out at Studio East Dance	Studio East Dance
Saturday Art Camp	Yushan Socola
Creative Art Camp	Yushan Socola
Creative Painting and Drawing	Yushan Socola
Private Piano Lessons	Beth Werner
'Accidental' Social Skills Comedy Improv	Carol Roberts
Spring Break Theatre Camp: Wicked	Bravo! Creative Arts
Spring Break Theatre Camp: The Smurf Movie	Bravo! Creative Arts
Disney's Newsies Jr.	Bravo! Creative Arts
Legally Blonde Jr.	Bravo! Creative Arts
Space Pirates	Bravo! Creative Arts
Summer Theatre Camps	Bravo! Creative Arts
Theatre Games	Bravo! Creative Arts
Improv	Bravo! Creative Arts
Spring Etiquette Event	Etiquette Chics
Babysitter's Training	EPIC Trainings
Home Alone Safety	EPIC Trainings
First Aid for Kids	EPIC Trainings
Kid's Fun Spanish Class	Lourdes de la Colina-Scofield
SAT/ACT Boot Camp	Chariot Learning
Become Applicant Ready	Mary Cannon
College 101: Planning & Paying	College Assistance Plus
Pre-Licensing 5 Hour Course	Street Skills LLC Driving
Pittsford Ballet Pre-Ballet	Karen Hanson
Pittsford Ballet School	Karen Hanson
Beginner Irish Dance	Amy Coppola
Beginner Irish Dance Bonus	Amy Coppola

Running Club Spring	Mary Slaughter
Running Club Ninjas	Mary Slaughter
Semi-Private Gymnastics with Parkour	Mary Slaughter
FIT Kids: Fencers in Training	Rochester Fencing Club Staff
Indoor Junior Tennis	Jeff Wagstaff
Junior Group Tennis Lessons	Jason Speirs
Soccer Shots for Youth	Soccer Shots Staff
Edge11 Elementary Soccer Academy	Edge11 Soccer Staff
Soccer Stars	Daniel Franca
Semi-Private Basketball Instruction	Glenn Anderson
Youth Basketball	Glenn Anderson
Martial Arts for Youth	James Creighton
A Horse's Friend: Horsemanship	A Horse's Friend
Junior Golf Camp	Larry Poploski
Junior Volleyball	Feng Zhang
Youth Soccer- Summer	Recreation Staff
Family Yoga	Jessica Pereyra
Baton Twirling Lessons	Jessica Pereyra
Creative Dance & Movement	Jessica Pereyra
Youth Conditioning	585 Fitness
Summer Running Kickoff Camp	David Rappleyea
Aikido – Martial Art of Peace	Sensei Paul Gardner

Adult Programs

Guided Hikes on Pittsford Trails	Recreation Staff
Mendon Ponds Walking Tours	Jack Butler
Civil War Cemetery Tour	Vicki Masters Profitt
Voices From the Past: Cemetery Walking Tour	Lori Leitgeb
Cemetery Tour	Vicki Masters Profitt
Vintage, Antique or Repro?	Price Prazar
Fabulous Furnishings	Peggi Heissenberger
Watercolor Painting: Still Life	Kathy Armstrong
Watercolor Painting: Nature	Kathy Armstrong
Making Custom Crafted Soap	Beth Byrne

Soapmaking Basics	Beth Byrne
Shower Scrub	Beth Byrne
Bath Fizzies	Beth Byrne
Pampered Feet	Beth Byrne
Layered Landscapes	Pat Miller
Expressions of Kindness Cards	Pat Miller
Summer Crafting	Pat Miller
Mah Jongg	Carol Schott
Pittsford Ballet School	Karen Hanson
Belly Dance	Deborah Robinson
Beginner Jazz	Marysol Del Carpio
Beginner Tango Jazz	Marysol Del Carpio
Stand-up Comedy	Carol Roberts
Clean Stand-up Comedy Night	Carol Roberts
Introduction to Book Publishing	Tricia Dell'Anno
American Red Cross CPR/AED	EPIC Trainings
American Red Cross First Aid	EPIC Trainings
Becoming a Notary Public-Traditional	Kristin Cavallaro
Electronic Notary Training Class	Kristin Cavallaro
Women and Financial Risk	Kitty Bressington
Learn Spanish: Enhance Your Brain	Lourdes de la Colina-Scofield
Traveler's Spanish	Lourdes de la Colina-Scofield
Gardening for Life	Mary Moore
Martial Arts for Adults	James Creighton
Martial Arts for Women	Tracy Maggio
Debbie McVean Aerobics	Debbie McVean
Pilates	Eva Pazral
Yoga	Eva Pazral
Therapeutic Yoga	Kaitlyn Vittozzi
Cyclic Yoga	Maryam Barmakirad
Integral Qigong & Tai Chi	Jean Sica
Meditation, Mindfulness, & Movement	Lori Lefkowitz
Aikido – Martial Art of Peace	Sensi Paul Gardner
Adult Boot Camp	585 Fitness

Senior Mobility Class

Adult Beginner Golf - Intro to Golf

Adult Advanced Golf

Adult Short Game Clinic

Men's Senior Golf Camp

Ladies' Senior Golf Camp

A Field Guide to Presence

Women's Soccer League

585 Fitness

Larry Poploski

Larry Poploski

Larry Poploski

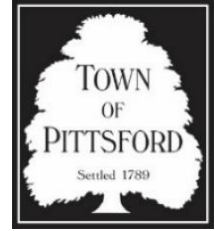
Larry Poploski

Larry Poploski

Adam Gogolski

Recreation Staff

MEMORANDUM



To: William A. Smith and Town Board
From: Jessie Hollenbeck, Recreation Director
Date: January 27, 2025
Regarding: 2025 Community Events Schedule
For Meeting On: February 4, 2025

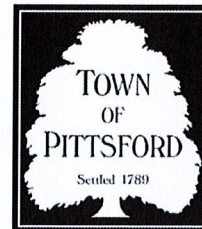
The Recreation Department is excited to offer another great year of events for the Pittsford Community!

The schedule below outlines our community events schedule for 2025:

Event	Date	Location
Paddle and Pour	Saturday, May 24 12-10pm	North Main Street
Memorial Day Parade	Monday, May 26 at 10:00am	Village
Concert #1	Friday, June 6 at 6:30pm	Port of Pittsford Park
Concert #2	Friday, June 13 at 6:30pm	Port of Pittsford Park
Concert #3	Friday, June 20 at 6:30pm	Port of Pittsford Park
Concert #4	Friday, June 27 at 6:30pm	Port of Pittsford Park
Family Outdoor Movie #1	Thursday, July 10 at Dark	Pittsford Community Center
Concert #5	Friday, July 11 at 6:30pm	Port of Pittsford Park
Concerts for Kids #1	Wednesday, July 16 at 6:30pm	Pittsford Community Center
Concert #6	Friday, July 18 at 6:30pm	Port of Pittsford Park
Family Outdoor Movie #2	Thursday, July 24 at Dark	Pittsford Community Center
Concert #7	Friday, July 25 at 6:30pm	Port of Pittsford Park
Concerts for Kids #2	Wednesday, July 30 at 6:30pm	Pittsford Community Center
Concert #8	Friday, August 1 at 6:30pm	Port of Pittsford Park
Family Outdoor Movie #3	Thursday, August 7 at Dark	Pittsford Community Center
Concert #9	Friday, August 8 at 6:30pm	Port of Pittsford Park
Concerts for Kids #3	Wednesday, August 13 at 6:30pm	Pittsford Community Center
Concert #10	Friday, August 15 at 6:30pm	Port of Pittsford Park

Family Outdoor Movie #4	Thursday, August 21 at Dark	Pittsford Community Center
Concert #11	Friday, August 22 at 6:30pm	Port of Pittsford Park
Food Truck and Music Fest	Saturday, September 13 12-9pm	South Main Street
Family Halloween Fest	Sunday, October 26 12-2pm	Pittsford Community Center
Veteran's Day Ceremony	Tuesday, November 11 at 11am	Carpenter Park - Memorial

MEMORANDUM



To: William A. Smith and Town Board

From: Jessie Hollenbeck, Recreation Director

Date: January 27, 2025

Regarding: 2025 Community Events - Band Contracts

For Meeting On: February 4, 2025

Ladies and Gentlemen:

The Town of Pittsford contracts musical entertainment for our community events and summer concert series. Attached are sample contracts from each event.

Please see schedule below:

Paddle & Pour

Saturday, May 24, 2025, 12:00pm-10:00pm

Band Name	Cost	Time of Performance
Bob and Rick Music	\$150	12:00-1:30pm
Son Henry	\$800	2:00-3:30pm
Grove Street Band	\$450	4:00-5:30pm
The Swooners	\$1,500	6:00-7:30pm
Shine	\$2,500	8:00-10:00pm

Memorial Day Parade

Monday, May 26, 2025, 10:00am

Band Name	Cost
Pittsford Fire Department Band	\$0
Prime Time Brass	\$1,500
East Ridge High School	\$1,500
Towpath Volunteer Fife and Drum Corps	\$950
ROC City Guardians Pipes & Drums	\$850
Hitmen Brass Band	\$1,200

Summer Concert Series

Fridays, 6:30pm-8:00pm

Date	Band Name	Cost
6/6/2025	Pittsford Mendon and Sutherland Jazz Ensembles	\$0
6/13/2025	Beatles ROC	\$1,000
6/20/2025	A Girl Named Genny	\$1,500
6/27/2025	JUMBOshrimp	\$1,400

7/11/2025	198th Army Band	\$0
7/18/2025	Europa	\$1,500
7/25/2025	Frank Torchio and the Scarbrough Orchestra	\$800
8/1/2025	Claudia Hoyser	\$2,000
8/8/2025	Deepak Thettu	\$1,250
8/15/2025	Pittsford Fire Department Band	\$500
8/22/2025	The Downtown Men	\$1,400

Summer Concerts for Kids

Wednesdays, 6:30pm-7:30pm

Date	Band Name	Cost
7/16/2025	John Dady and John Ryan	\$800
7/30/2025	Mr. Loops	\$500
8/13/2025	Mike Kornrich	\$650

Main Street Food Truck and Music Fest

Saturday, September 13, 2025, 12:00pm-9:00pm

Band Name	Cost	Time of Performance
Six String Sax	\$500	12:00-1:00pm
Paul Strowe	\$400	1:30-2:30pm
Hey Mabel	\$700	3:00-4:30pm
Big Eyed Phish	\$2,500	5:00-6:30pm
M80s	\$2,700	7:00-9:00pm

RESOLUTION

RESOLVED, that the Town Board authorize the Town Supervisor to sign contracts with the aforementioned bands, which is within the Recreation Department's 2025 community events expense budget.

Paddle & Pour
Entertainment Vendor Agreement
Bob and Rick Music

SAMPLE

Entertainment Terms of Operation: Vendor agrees to provide musical entertainment for Paddle & Pour sponsored by the Town of Pittsford located on North Main St.

Saturday May 24, 2025. 12:00-1:30pm.

Fee: The Town shall pay to the Vendor \$150 for the event. Such fee shall be paid on the day of the event.

Equipment: Vendor shall furnish and install, at his/her own expense, any equipment for the event, other than the stage, lighting, and sound system. When setting up their equipment, Vendor shall consider the safety of all festival patrons.

Vendor shall remove all equipment and other property from the assigned performance area immediately following their performance time, or upon the official closing of the festival and such removal shall be completed no later than *11:00pm on the date of the event*. Failure to do so will result in the Town removing any remaining property of the Vendor, with the Vendor responsible for all costs of the removal.

Liability: 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 presence at the festival.

The protection of Vendor's property is the responsibility of the Vendor. Vendor is solely responsible for the loss of, or damage to, its property left in the booth or at the festival site.

Vendor acknowledges that street sweepers and washers may be cleaning the festival site in the evening, and that such operations may cause damage to any equipment, fixtures and any other property left on the site by Vendor. Should damage or loss occur, Vendor agrees not to hold the Town of Pittsford responsible.

Agreement and Termination: The Town and Vendor mutually agree that the operation of Vendor's business on site during the festival shall be governed by the terms of the Agreement and that such Agreement, including any attachments or amendments to said Agreement constitute the entire Agreement between the parties hereto with respect to the subject matter hereof and may not be changed or modified except by instrument or writing and signed by both parties with such Agreement being defined as an amendment to the Agreement.

The Town may, at its absolute and sole discretion, terminate the Agreement between the Town and Vendor at any time upon a breach by vendor of any of the terms, provisions, and conditions set forth in said Agreement, including any attachments or amendments to said Agreement. In addition, this agreement may be terminated by the Town for any reason prior to the day of the

event or on the day of the event as a result of inclement weather or natural disaster, with no obligation whatsoever to the Vendor. If the event is cancelled on the day of the event for any other reason than inclement weather or natural disaster, Vendor shall be paid. The determination of inclement weather shall be made solely by the Town.

Upon termination of Agreement, the Town may, at its sole discretion, permit any other person to take up such space(s) as reserved for the Vendor.

Vendor Signature _____ Date _____
Bob Spiegel
Bob and Rick Music

Town of Pittsford _____ Date _____
William A. Smith, Town Supervisor

PLEASE RETURN THIS SIGNED AGREEMENT BY APRIL 1, 2025 TO:

Town of Pittsford
Department of Recreation
35 Lincoln Ave
Pittsford NY 14534
585-248-6280

Memorial Day Parade Bands Agreement

SAMPLE

Prime Time Brass

Entertainment Terms of Operation: **Vendor agrees to participate in the Memorial Day Parade sponsored by the Town of Pittsford on Monday, May 26, 2025 at 10:00am.**

Fee: The Town shall pay to the Vendor \$1,500 for the parade. Such fee shall be paid on the day of the parade.

Equipment: Vendor shall furnish and install, at his/her own expense, any equipment for the parade. When setting up their equipment, Vendor shall consider the safety of all parade patrons.

Liability: 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 presence at the parade.

The protection of Vendor's property is the responsibility of the Vendor. Vendor is solely responsible for the loss of, or damage to, its property left at the parade site.

Agreement and Termination: The Town and Vendor mutually agree that the operation of Vendor's business on site during the parade shall be governed by the terms of the Agreement and that such Agreement, including any attachments or amendments to said Agreement constitute the entire Agreement between the parties hereto with respect to the subject matter hereof and may not be changed or modified except by instrument or writing and signed by both parties with such Agreement being defined as an amendment to the Agreement.

The Town may, at its absolute and sole discretion, terminate the Agreement between the Town and Vendor at any time upon a breach by vendor of any of the terms, provisions, and conditions set forth in said Agreement, including any attachments or amendments to said Agreement. In addition, this agreement may be terminated by the Town for any reason prior to the day of the event or on the day of the event as a result of inclement weather or natural disaster, with no obligation whatsoever to the Vendor. If the event is cancelled on the day of the event for any other reason than inclement weather or natural disaster, Vendor shall be paid. In the event the parade is not held due to rain, there will be no reimbursement. However, if the parade has started and then is cancelled the performers will be paid. The determination of inclement weather shall be made solely by the Town.

Upon termination of Agreement, the Town may, at its sole discretion, permit another group to perform for the designated parade.

Vendor Signature _____ Date _____
Dave Cuff
Prime Time Brass

Town of Pittsford _____ Date _____
William A. Smith, Town Supervisor

PLEASE RETURN THIS SIGNED AGREEMENT BY APRIL 1, 2025 IN THE ENCLOSED ENVELOPE TO:

Town of Pittsford
Department of Recreation
35 Lincoln Avenue
Pittsford NY 14534
585-248-6280

Summer Concert Bands Agreement

SAMPLE

Beatles ROC

Entertainment Terms of Operation: Vendor agrees to participate in the Summer Concert Series sponsored by the Town of Pittsford during the following date and times:

6/13/2025 from 6:30-8:00pm

Vendor shall provide musical entertainment for the concert. Vendor may begin set up of any equipment at 4:00 pm. on the date of the concert located at the William A. Carpenter Park at Port of Pittsford, 22 North Main Street, Pittsford, NY, 14534.

Fee: The Town shall pay to the vendor **\$1,000** for the concert. Such fee shall be paid on the day of the concert.

Equipment: Vendor shall furnish and install, at his/her own expense, any equipment for the concert, other than the stage. When setting up their equipment, Vendor shall consider the safety of all concert patrons.

Vendor shall remove all equipment and other property from the assigned performance area immediately following their performance time, or upon the official closing of the concert and such removal shall be completed no later than *10:00pm on the date of the concert*. Failure to do so will result in the Town removing any remaining property of the Vendor, with the Vendor responsible for all costs of the removal.

Liability: 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 presence at the concert.

The protection of Vendor's property is the responsibility of the Vendor. Vendor is solely responsible for the loss of, or damage to, its property left at the concert site.

Agreement and Termination: The Town and Vendor mutually agree that the operation of Vendor's business on site during the concert shall be governed by the terms of the Agreement and that such Agreement, including any attachments or amendments to said Agreement constitute the entire Agreement between the parties hereto with respect to the subject matter hereof and may not be changed or modified except by instrument or writing and signed by both parties with such Agreement being defined as an amendment to the Agreement.

The Town may, at its absolute and sole discretion, terminate the Agreement between the Town and Vendor at any time upon a breach by vendor of any of the terms, provisions, and conditions set forth in said Agreement, including any attachments or amendments to said Agreement. In addition, this agreement may be terminated by the Town for any reason prior to the day of the event or on the day of the event as a result of inclement weather or natural disaster, with no obligation whatsoever to the Vendor. If the event is cancelled on the day of the event for any other reason than inclement weather or natural disaster, Vendor shall be paid. In the event the concert is cancelled on the day of the event due to inclement weather

or natural disaster, there will be no reimbursement; provided, however that the concert is cancelled after 3pm, the Vendor will be paid. The determination of inclement weather shall be made solely by the Town.

Upon termination of Agreement, the Town may, at its sole discretion, permit another group to perform for the designated concert.

Vendor Signature _____ Date _____
Steve Bartolotta
Beatles ROC

Town of Pittsford _____ Date _____
William A. Smith, Town Supervisor

PLEASE RETURN THIS SIGNED AGREEMENT BY APRIL 1, 2025 IN THE ENCLOSED ENVELOPE TO:

Town of Pittsford
Department of Recreation
35 Lincoln Ave
Pittsford NY 14534
585-248-6280

Summer Concert Bands Agreement

SAMPLE

John Dady and John Ryan

Entertainment Terms of Operation: Vendor agrees to participate in the Summer Concert Series sponsored by the Town of Pittsford during the following date and times:

7/16/2025 from 6:30-7:30pm

Vendor shall provide musical entertainment for the concert. Vendor may begin set up of any equipment at 4:00 pm. on the date of the concert located at the Pittsford Community Center, 35 Lincoln Ave, Pittsford, NY, 14534.

Fee: The Town shall pay to the Vendor **\$800** for the concert. Such fee shall be paid on the day of the concert.

Equipment: Vendor shall furnish and install, at his/her own expense, any equipment for the concert, other than the stage. When setting up their equipment, Vendor shall consider the safety of all concert patrons.

Vendor shall remove all equipment and other property from the assigned performance area immediately following their performance time, or upon the official closing of the concert and such removal shall be completed no later than *10:00pm on the date of the concert*. Failure to do so will result in the Town removing any remaining property of the Vendor, with the Vendor responsible for all costs of the removal.

Liability: 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 presence at the concert.

The protection of Vendor's property is the responsibility of the Vendor. Vendor is solely responsible for the loss of, or damage to, its property left at the concert site.

Agreement and Termination: The Town and Vendor mutually agree that the operation of Vendor's business on site during the concert shall be governed by the terms of the Agreement and that such Agreement, including any attachments or amendments to said Agreement constitute the entire Agreement between the parties hereto with respect to the subject matter hereof and may not be changed or modified except by instrument or writing and signed by both parties with such Agreement being defined as an amendment to the Agreement.

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or natural disaster, there will be no reimbursement; provided, however that the concert is cancelled after 3pm, the Vendor will be paid. The determination of inclement weather shall be made solely by the Town.

Upon termination of Agreement, the Town may, at its sole discretion, permit another group to perform for the designated concert.

Vendor Signature _____ Date _____
Carol Dady
John Dady and John Ryan

Town of Pittsford _____ Date _____
William A. Smith, Town Supervisor

PLEASE RETURN THIS SIGNED AGREEMENT BY APRIL 1, 2025 IN THE ENCLOSED ENVELOPE TO:

Town of Pittsford
Department of Recreation
35 Lincoln Ave
Pittsford NY 14534
585-248-6280

Pittsford Food Truck and Music Fest
Entertainment Vendor Agreement
Six String Sax

SAMPLE

Entertainment Terms of Operation: Vendor agrees to provide musical entertainment for the Pittsford Food Truck and Music Fest sponsored by the Town of Pittsford located on South Main Street.

Saturday September 13, 2025. 12:00-1:00pm.

Fee: The Town shall pay to the Vendor \$500 for the event. Such fee shall be paid on the day of the event.

Equipment: Vendor shall furnish and install, at his/her own expense, any equipment for the event, other than the stage, lighting, and sound system. When setting up their equipment, Vendor shall consider the safety of all festival patrons.

Vendor shall remove all equipment and other property from the assigned performance area immediately following their performance time, or upon the official closing of the festival and such removal shall be completed no later than *11:00pm on the date of the event*. Failure to do so will result in the Town removing any remaining property of the Vendor, with the Vendor responsible for all costs of the removal.

Liability: 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 presence at the festival.

The protection of Vendor's property is the responsibility of the Vendor. Vendor is solely responsible for the loss of, or damage to, its property left in the booth or at the festival site.

Vendor acknowledges that street sweepers and washers may be cleaning the festival site in the evening, and that such operations may cause damage to any equipment, fixtures and any other property left on the site by Vendor. Should damage or loss occur, Vendor agrees not to hold the Town of Pittsford responsible.

Agreement and Termination: The Town and Vendor mutually agree that the operation of Vendor's business on site during the festival shall be governed by the terms of the Agreement and that such Agreement, including any attachments or amendments to said Agreement constitute the entire Agreement between the parties hereto with respect to the subject matter hereof and may not be changed or modified except by instrument or writing and signed by both parties with such Agreement being defined as an amendment to the Agreement.

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Upon termination of Agreement, the Town may, at its sole discretion, permit any other person to take up such space(s) as reserved for the Vendor.

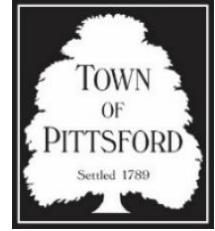
Vendor Signature _____ Date _____
Tom Hernandez
Six String Sax

Town of Pittsford _____ Date _____
William A. Smith, Town Supervisor

PLEASE RETURN THIS SIGNED AGREEMENT BY APRIL 1, 2025 TO:

Town of Pittsford
Department of Recreation
35 Lincoln Ave
Pittsford NY 14534
585-248-6280

MEMORANDUM



To: Pittsford Town Board
From: Cheryl Fleming, Director of Personnel
Date: January 23, 2025
Regarding: Recommendations for Hiring/Personnel Adjustments
For Meeting On: February 4, 2025

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
Quint Husted	Town Court	Security – PT	\$30.00	02/06/2025
Clare Harrison	Library	Library Page	\$15.50	02/06/2025

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
Quint Husted	Town Court	Security – PT	\$30.00	02/06/2025
Clare Harrison	Library	Library Page	\$15.50	02/06/2025

2. The following employee(s) is recommended for a status change and/or salary change due to a change in status. he recommendation of the Functional Coordinator(s) for these areas:

Name	Position	Reason	Rate	Effective Date:
Alexandra Sippel	Rec Asst	Group Leader	\$16.64	01/20/2025
Anthony Caruso	Fire Marshal	Replacement	\$46.70	02/10/2025
William Zink	Building Inspect	Salary Adjustment	\$37.60	02/10/2025

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

Name	Position	Reason	Rate	Effective Date:
Alexandra Sippel	Rec Asst	Group Leader	\$16.64	01/20/2025
Anthony Caruso	Fire Marshal	Replacement	\$46.70	02/10/2025
William Zink	Building Inspect	Salary Adjustment	\$37.60	02/10/2025