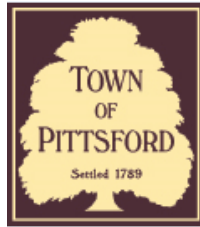


SUPERVISOR
William A. Smith, Jr.



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

Tuesday, August 4, 2020 – 6:00 pm
Meeting by Online Video with Public Access
Page 1 of 2

Call to Order

Pledge of Allegiance

Minutes

Minutes of the Meeting of July 21, 2020 will be presented for approval at the August 18th Town Board Meeting

Legal Matters

Public Comment
Kilbourn Place Incentive Zoning
Schedule Executive Session to discuss the appointment of a particular person

Operational Matters

Public Comment
Heritage Woods Refuse District

Financial Matters

Public Comment
Closing Field Improvement Capital Project
Town Court Annual Financial Review
Budget Amendment for Purchase of Front Loader

Recreation Matters

Public Comment
Fall Recreation Programs

Personnel Matters

Public Comment
Hiring Resolution

Other Business

Public Comment

Adjournment

**Instructions for viewing meeting and offering comments
on attached page 2**

How to view the meeting:

1. Zoom

- In your web browser, go to

<https://townofpittsford.zoom.us/j/82559352306?pwd=YzhCMGR2M2dNM2pXSWRZMEhUZk9sZz09>

You will be connected to the meeting.

2. Telephone

You can access the meeting by phone. Use any of the numbers below, then enter the meeting ID.

The Meeting ID is 825 5935 2306. No password is necessary.

(929) 205-6099	(312) 626-6799
(253) 215-8782	(301) 715-8592
(346) 248-7799	(669) 900-6833

3. Comments

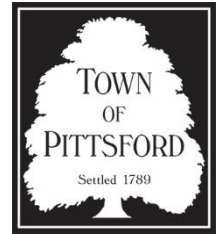
a. By E-Mail

- Any Pittsford resident can submit a comment for the meeting by emailing it to comments@townofpittsford.org any time before 2:30pm on the date of the meeting.
- Comments must be accompanied by your name and street address. Comments from residents will be read aloud by the Town Clerk.
- To comment by email on anything that takes place at the meeting, use the email address shown prior to 2:30pm on the next meeting date, August 18. The Clerk will read such comments from residents aloud at that meeting.

b. Using Zoom

- Any Pittsford resident can submit a comment during the meeting. Comments must begin with your name and street address.
- At the points where the Supervisor asks if there are public comments, if you are a resident and wish to comment, click “Raise Hand” in the control panel. (Telephone attendees press *9).
- Your comment will be taken in the order received. When you receive a message to “Unmute Now” please do so and make your comment. All comments must begin with the name and street address of the commenter.
- Alternatively, residents who don’t have a microphone or who prefer or need to submit a comment in writing can do so by clicking “Chat” in the controls at the bottom of your Zoom window.
- When called upon, beginning with your name and street address please type your message into the chat window, then press “Enter” to send. The Town Clerk will read your message aloud.

MEMORANDUM



To: Town Board Members

From: Robert B. Koegel

Date: July 30, 2020

Regarding: Kilbourn Place Luxury Apartments
Incentive Zoning Amendments
3500 - 3596 East Avenue (Even Numbers)

For Meeting On: August 4, 2020

At the last Town Board meeting held on July 21, 2020, the public hearing on the above-referenced application was continued and closed. Public comments on the application were made and considered by the Board. The SEQRA resolution was passed. The prepared rezoning adoption resolution was held in abeyance, as was an amendment to the adoption resolution prepared by Councilmember Koshykar.

Submitted herewith are (1) the adoption resolution (updated to today's date); (2) Councilmember Koshykar's proposed amendment; and (3) a memorandum from the applicant on the proposed amendment to the resolution.

Should the Town Board wish to take action on this application, it may use the following oral resolution:

RESOLVED, that the proposed amendment of Incentive Zoning Resolution on the East Avenue property, first passed in 1999 and amended in 2008 and 2009, for the Kilbourn Place Luxury Apartments residential development, is approved, as set forth in the proposed written adoption Resolution submitted herewith.

At a Regular Meeting of the Town Board of the Town of Pittsford, New York, held by electronic conference, on the 4th day of August, 2020.

PRESENT: William A. Smith, Jr., Supervisor
Katherine Bohne Munzinger, Deputy Supervisor
Kevin S. Beckford, Councilmember
Cathleen A. Koshykar, Councilmember
Stephanie M. Townsend, Councilmember

ABSENT: NONE

In the Matter

Of

**Resolution Approving
Incentive Zoning**

THE PROPOSED AMENDMENT TO THE INCENTIVE ZONING
OF 3500 - 3596 EAST AVENUE (EVEN NUMBERS) -
KILBOURN PLACE LUXURY APARTMENTS.

WHEREAS, in an application dated July 5, 2018, Kilbourn Place Associates, LP, as owner (“applicant”), requested that the Town Board consider amending the Incentive Zoning resolution, initially granted in 1999 and revised in 2008 and 2009, relating to property known as and located at 3500 – 3596 East Avenue (even numbers), to accommodate certain changes to the proposed development and to re-zone to Incentive Zoning the adjacent, former Back Nine Bar and Grill Property, to allow for a 110-unit rental apartment project to be known as Kilbourn Place Luxury Apartments; and

WHEREAS, the Back Nine Bar and Grill, consisting of approximately 2.7 acres located at 3500 East Avenue, Pittsford, New York, Tax Parcel Number 138.14-1-13.1, is proposed to be demolished and replaced by a 34-unit apartment building; and

WHEREAS, the existing, approved Kilbourn Place 41-unit Townhome project is only partially constructed and currently the owner-occupied townhomes are proposed to be converted to 14 rental apartments with the addition of a 62-unit apartment building proposed at the eastern end of the site; and

WHEREAS, the application was referred to the Pittsford Planning Board for review and non-binding advisory comment, and in accordance with 6 NYCRR Part 617 (b), the Town Board has conducted a single agency SEQRA review, and in accordance with Section 239-m of the New York State General Municipal Law, the Town Board has referred this matter to the Monroe County Planning Department for its review and comment; and

WHEREAS, a public hearing was duly advertised and opened on September 4, 2018 to consider the above-proposed amendment, and said public hearing was continued indefinitely to allow the owner to make other changes to the proposed development and incentives and to furnish the Town Board with additional information in support of the proposed amendment; and

WHEREAS, the continued public hearing was duly re-advertised and held on July 7, 2020 and July 21, 2020, and all those wishing to comment on the proposed Incentive Zoning were heard; and

WHEREAS, after receiving comments from Monroe County Planning Department, the Town Board issued a Negative Declaration of Environmental Significance, pursuant to SEQRA, regarding the application on July 21, 2020; and

NOW, on motion duly made and seconded, it was

RESOLVED, that the Town Board of the Town of Pittsford makes specific Findings in this matter, as follows:

1. SEQRA. All requirements of SEQRA have been met, including a Part 1 Short Form EAF submitted by the applicant, a Part 2 and Part 3 Short Form EAFs being completed by the Town Board, and with a subsequent Negative Declaration granted by the Town Board on July 21, 2020.
2. Development Capacity: Back Nine parcel. This application requests approval of Incentive Zoning for 3500 East Avenue, 2.7 acres, formerly the Back Nine Bar and Grill currently zoned Residential Neighborhood. The proposed Incentive Zoning will allow for the development of a 34-unit apartment building with a total of 68 parking spaces including garages spaces.
3. Development Capacity: Townhomes property. This application also requests to amend the existing Incentive Zoning for Kilbourn Place "Townhomes" to reconfigure the site and convert the site to apartments to include a maximum of a 76 units with a total of 140 parking spaces including in garage spaces, but not spaces in front of garages.
4. Tax implications. The applicant has explained that continuing the development of the existing Townhome project as approved is not financially feasible. The Town Board has reviewed projections of the potential real property tax revenues from the existing

zoning and the proposed zoning. The existing zoning allows for 41 townhouse units on the Kilbourn Place project site. The existing Back Nine Bar and Grill (restaurant use) parcel is currently assessed for \$ 567,500. The existing townhome project has sold very slowly and will likely sell only if prices are substantially reduced, thus reducing its gross value. The existing restaurant use has also had only marginal success over the last 20 years, and the property has limited development potential under its current zoning. Re-development of the restaurant use property into residential lots is unlikely to happen since the property will yield only 4 building lots, and it has substantial upfront costs, including the cost of the land and the demolition of the existing building. Long-term tax revenue for the properties in their existing state of use and development is difficult to predict.

The proposed use will theoretically solve several problems, including 1) the slow development and current low value of the existing project, 2) the elimination of the continuing, non-conforming use of the restaurant parcel, and 3) the transformation of both of these challenging properties to values greater than their current values. Real property tax revenue projections for the rental project have shown that in the first 10 to 15 years, the overall site will have a higher value than the projections show for the existing project as it is expected to develop. The potential long-term tax revenue of the proposed rental apartment project is lower than the revenue from a complete build-out of the existing townhomes project, including the restaurant parcel, but the completion of townhomes is not an option the applicant is willing to pursue.

The Town Board agrees with the following statements provided by the applicant:

- Diversification of housing stock will allow Pittsford residents, who wish to downsize and stay in the community, to obtain affordable, low-maintenance housing.
- If this project were to be developed under the *current* Incentive Zoning, the buildout of this site would likely take 10 years or more, while the development under the Incentive Zoning contemplated is to be constructed over the next 2-3 years, creating substantial tax revenue to the Town on an accelerated basis. Furthermore, given the target market of this development, there would be minimal (if any) impact on the school district, with attendant revenues resulting from the project.

5. Incentive requested. The current zoning on the Townhomes property is Incentive Zoning (IZ), allowing the construction of 41 residential townhouse units. The current zoning on the Back Nine parcel is Residential Neighborhood (RN), allowing about four single-family homes to be built. The applicant is requesting that both parcels be zoned IZ to allow multifamily “110-unit apartment use,” with associated adjustments to allowed height restrictions and setbacks.
6. Amenities proposed and rejected. The applicant has proposed several community benefits or amenities to the Town in exchange for the incentive provided. These include further extension of the sound barrier which was constructed as part of the initial Kilbourn Place development to include the Back Nine parcel and installation of

about 1,000 feet of sidewalk along the East Avenue frontage of the project site. The Town Board rejects the first amenity, valued at \$90,000, because it benefits the project residents instead of Town neighboring residents and it would likely be required as a part of the normal site plan approval process. The Town Board also rejects the second amenity, valued at \$67,000, because it will be required in a 2020 site plan application for a 110-unit luxury apartment complex such as this proposal. The Town Board emphasizes that these two project features are positive and are included in the approval of this project, but they are not community benefits or amenities for purposes of the Town's Incentive Zoning statute.

7. Amenities accepted. The applicant has proposed the rehabilitation and maintenance of the Wright House at 3524 East Avenue (at the southeast corner of the site, near Bretton Woods Drive), with an amenity cash value of \$287,000. This amenity furthers the Town's goals of retaining Town historic assets and is accepted by the Town Board. The applicant has also proposed the preservation of a large green area along East Avenue and the preservation of significant trees of the site. While the applicant assigned no amenity cash value to this benefit, the Town Board accepts it as an amenity, and it becomes part of the project. The applicant has also proposed an enhancement of the cash amenity to the senior citizens' fund from \$100,000 to \$200,000, to be paid at the granting of the first certificate of occupancy for the apartment use. (A cash amenity of \$100,000 was required by an earlier IZ approval, and \$20,000 of that condition has already been paid for the constructed townhome units). The Town Board accepts this benefit as an amenity. Accordingly, project amenities equal \$387,000, plus the remaining balance of \$80,000 on the earlier approval.

NOW, THEREFORE, based on the above, this Board finds that the proposed Incentive Zoning is a well-balanced exchange of incentive for amenities and will appropriately and reasonably benefit both the Town as well as the applicant; and be it further;

RESOLVED, that the proposed Incentive Zoning, relating to property known as the Back Nine Bar and Grill consisting of approximately 2.7 acres located on East Avenue, Tax Parcel Number 138.14-1-13.1 and the properties of Kilbourn Place Townhomes, to allow for development of apartments; is hereby approved, in accordance with the provisions of "Article XXXVIII – Incentive Zoning" of the Pittsford Municipal Code; and be it further

RESOLVED, that the Incentive Zoning approved herein is subject to the following conditions:

1. Subject to providing the amenities as described by the applicant or as described in the following conditions of approval.

2. The Development is subject to all required Site Plan approvals by the Town's Planning Board, in accordance with the provisions of a Commercial development.
3. The proposed entrance and conceptual layout shall be generally be consistent with submitted plans, excepting adjustments made to meet zoning restrictions contained herein and adjustments made as part of the Planning Board Site Plan approval process, including adjustments to meet Building and Fire Codes.
4. The allowed uses are limited to multifamily apartment units, not to exceed a total of 110 units. A maximum of 34 units to be located on the Back Nine Parcel and 76 units located on the former Kilbourn Place Townhouse properties, with 14 of those being consistent with the Townhome layout as presented to the Town Board.
5. The proposed development is limited to:
 - Building and parking area locations and setbacks to property lines must be reasonably consistent with plans provided to the Town Board at its July 7, 2020 meeting, with any adjustments subject to Planning Board approval as part of its Site Plan review and approval process.
 - Maximum building height for lot 1 is 50 feet.
 - Maximum building height for lot 2 is 35 feet.
 - Minimum total parking ratio for the site is 1.89 spaces per unit, not including parking spaces in front of garages (as proposed 208 spaces for 110 units).
 - Maximum impervious coverage will be determined by the Planning Board as part of the Site Plan review process.
 - Fencing heights and locations as well as signage size and location are subject to Planning Board Site Plan review.
6. Parking by apartment residents, visitors, or employees is prohibited on East Avenue, Bretton Woods Drive and Kilbourn Road.
7. The Town Board requires as part the Site Plan review process that the Planning Board provide reasonable buffering of residential properties from the proposed roadways, parking and buildings. This can include, but is not limited to, berming, plantings, and/or fencing.

Said matter having been put to a vote, the following votes were recorded:

William A. Smith, Jr.	VOTING
Katherine Bohne Munzinger	VOTING
Kevin S. Beckford	VOTING
Cathleen A. Koshykar	VOTING
Stephanie M. Townsend	VOTING

The resolution was thereupon declared duly adopted.

DATED: August 4, 2020

Linda M. Dillon, Town Clerk

I, LINDA M. DILLON, Town Clerk of the Town of Pittsford, New York, DO HEREBY CERTIFY that I have compared a copy of the resolution as herein specified with the original in the minutes of the meeting of the Town Board of the Town of Pittsford and that the same is a correct transcript thereof and the whole of the said original.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of August, 2020.

Linda M. Dillon, Town Clerk

At a Regular Meeting of the Town Board
of the Town of Pittsford, New York, held
by electronic conference, on the
7th day of July, 2020.

PRESENT: William A. Smith, Jr., Supervisor
Katherine Bohne Munzinger, Deputy Supervisor
Kevin S. Beckford, Councilmember
Cathleen A. Koshykar, Councilmember
Stephanie M. Townsend, Councilmember

ABSENT: NONE

In the Matter

Of

**Resolution Approving
Incentive Zoning**

THE PROPOSED AMENDMENT TO THE INCENTIVE ZONING
OF 3500 - 3596 EAST AVENUE (EVEN NUMBERS) -
KILBOURN PLACE LUXURY APARTMENTS.

WHEREAS, in an application dated July 5, 2018, Kilbourn Place Associates, LP, as owner ("applicant"), requested that the Town Board consider amending the Incentive Zoning resolution, initially granted in 1999 and revised in 2008 and 2009, relating to property known as and located at 3500 – 3596 East Avenue (even numbers), to accommodate certain changes to the proposed development and to re-zone to Incentive Zoning the adjacent, former Back Nine Bar and Grill Property, to allow for a 110-unit rental apartment project to be known as Kilbourn Place Luxury Apartments; and

WHEREAS, the Back Nine Bar and Grill, consisting of approximately 2.7 acres located at 3500 East Avenue, Pittsford, New York, Tax Parcel Number 138.14-1-13.1, is proposed to be demolished and replaced by a 34-unit apartment building; and

WHEREAS, the existing, approved Kilbourn Place 41-unit Townhome project is only partially constructed and currently the owner-occupied townhomes are proposed to be converted to 14 rental apartments with the addition of a 62-unit apartment building proposed at the eastern end of the site; and

WHEREAS, the application was referred to the Pittsford Planning Board for review and non-binding advisory comment, and in accordance with 6 NYCRR Part 617 (b), the Town Board has conducted a single agency SEQRA review, and in accordance with Section 239-m of the New York State General Municipal Law, the Town Board has referred this matter to the Monroe County Planning Department for its review and comment; and

WHEREAS, a public hearing was duly advertised and opened on September 4, 2018 to consider the above-proposed amendment, and said public hearing was continued indefinitely to allow the owner to make other changes to the proposed development and incentives and to furnish the Town Board with additional information in support of the proposed amendment; and

WHEREAS, the continued public hearing was duly re-advertised and held on July 7, 2020, and all those wishing to comment on the proposed Incentive Zoning were heard; and

WHEREAS, after receiving comments from Monroe County Planning Department, the Town Board issued a Negative Declaration of Environmental Significance, pursuant to SEQRA, on July 7, 2020;

NOW, on motion duly made and seconded, it was

RESOLVED, that the Town Board of the Town of Pittsford makes specific Findings in this matter, as follows:

1. SEQRA. All requirements of SEQRA have been met, including a Part 1 Short Form EAF submitted by the applicant, a Part 2 and Part 3 Short Form EAFs being completed by the Town Board, and with a subsequent Negative Declaration granted by the Town Board on July 7, 2020.
2. Development Capacity: Back Nine parcel. This application requests approval of Incentive Zoning for 3500 East Avenue, 2.7 acres, formerly the Back Nine Bar and Grill currently zoned Residential Neighborhood. The proposed Incentive Zoning will allow for the development of a 34-unit apartment building with a total of 68 parking spaces including garages spaces.
3. Development Capacity: Townhomes property. This application also requests to amend the existing Incentive Zoning for Kilbourn Place "Townhomes" to reconfigure the site and convert the site to apartments to include a maximum of a 76 units with a total of 140 parking spaces including in garage spaces, but not spaces in front of garages.
4. Tax implications. The applicant has explained that continuing the development of the existing Townhome project as approved is not financially feasible. The Town Board has reviewed projections of the potential real property tax revenues from the existing zoning and the proposed zoning. The existing zoning allows for 41 townhouse units on

the Kilbourn Place project site. The existing Back Nine Bar and Grill (restaurant use) parcel is currently assessed for \$ 567,500. The existing townhome project has sold very slowly and will likely sell only if prices are substantially reduced, thus reducing its gross value. The existing restaurant use has also had only marginal success over the last 20 years, and the property has limited development potential under its current zoning. Re-development of the restaurant use property into residential lots is unlikely to happen since the property will yield only 4 building lots, and it has substantial upfront costs, including the cost of the land and the demolition of the existing building. Long-term tax revenue for the properties in their existing state of use and development is difficult to predict.

The proposed use will theoretically solve several problems, including 1) the slow development and current low value of the existing project, 2) the elimination of the continuing, non-conforming use of the restaurant parcel, and 3) the transformation of both of these challenging properties to values greater than their current values. Real property tax revenue projections for the rental project have shown that in the first 10 to 15 years, the overall site will have a higher value than the projections show for the existing project as it is expected to develop. The potential long-term tax revenue of the proposed rental apartment project is lower than the revenue from a complete build-out of the existing townhomes project, including the restaurant parcel, but the completion of townhomes is not an option the applicant is willing to pursue.

The Town Board agrees with the following statements provided by the applicant:

- Diversification of housing stock will allow Pittsford residents, who wish to downsize and stay in the community, to obtain affordable, low-maintenance housing.
- If this project were to be developed under the *current* Incentive Zoning, the buildout of this site would likely take 10 years or more, while the development under the Incentive Zoning contemplated is to be constructed over the next 2-3 years, creating substantial tax revenue to the Town on an accelerated basis. Furthermore, given the target market of this development, there would be minimal (if any) impact on the school district, with attendant revenues resulting from the project.

5. Incentive requested. The current zoning on the Townhomes property is Incentive Zoning (IZ), allowing the construction of 41 residential townhouse units. The current zoning on the Back Nine parcel is Residential Neighborhood (RN), allowing about four single-family homes to be built. The applicant is requesting that both parcels be zoned IZ to allow multifamily "110-unit apartment use," with associated adjustments to allowed height restrictions and setbacks.
6. Amenities proposed and rejected. The applicant has proposed several community benefits or amenities to the Town in exchange for the incentive provided. These include further extension of the sound barrier which was constructed as part of the initial Kilbourn Place development to include the Back Nine parcel and installation of about 1,000 feet of sidewalk along the East Avenue frontage of the project site. The

Commented [CK1]: I see here that the developer feels this development will allow Pittsford residents to downsize and stay in Pittsford, and to obtain affordable, low maint housing.

This concern is a primary reason that I would consider approving incentive zoning for this development. I know several residents who dedicated 40+ years of their lives to our town, needed to downsize, but could not afford to stay in Pittsford after retirement.

I also want this development to succeed. I am concerned about the failure of the restaurant on site, the failure of this development to attract single home luxury condo buyers, the current state of the site, Doug DeRue's and Robert Koege's shared opinion that another restaurant could move in under prior zoning exception (with more noise and commotion), and that high-end luxury apartments will have a hard time thriving next to the highway.

There is not a lot of rental, low maint housing in Pittsford and market forces are likely to make these properties very expensive over time.

I propose we add to the incentive zoning requirements to encourage this benefit to the community over time and increase appeal for the project to downsizing residents.

Per HUD, "affordable" means housing costs 30% or less of the resident's income. This is not "low income", which is defined differently. Based on examples below and a desire to preserve this benefit, I am adding some redlines to this resolution for discussion and consideration.

For thought-

(1) If we take 85% of the average income in Monroe County (we'll round the average up to \$60,000), it is \$51,000. 30% of that income is \$15,300, which is the max. annual cost for housing that can be called "affordable". That is \$1,275 per month.

If I sold a \$200,000 home in Pittsford, this price point = approx. 13 years of rent payments (not accounting for taxes/fees/other living expenses).

(2) If we take the full average income in Monroe County of rounded-up \$60,000, 30% is \$18,000 max price for "affordable", or \$1,500 per month.

If I sold a \$200,000 home in Pittsford, this price point = approx. 11 yrs of rent (not accounting for fees/taxes/other living expenses).

[\$1,275 - \$1,500 in rent is not low income or cheap]

Town Board rejects the first amenity, valued at \$90,000, because it benefits the project residents instead of Town neighboring residents and it would likely be required as a part of the normal site plan approval process. The Town Board also rejects the second amenity, valued at \$67,000, because it will be required in a 2020 site plan application for a 110-unit luxury apartment complex such as this proposal. The Town Board emphasizes that these two project features are positive and are included in the approval of this project, but they are not community benefits or amenities for purposes of the Town's Incentive Zoning statute.

7. Amenities accepted. The applicant has proposed the rehabilitation and maintenance of the Wright House at 3524 East Avenue (at the southeast corner of the site, near Bretton Woods Drive), with an amenity cash value of \$287,000. This amenity furthers the Town's goals of retaining Town historic assets and is accepted by the Town Board. The applicant has also proposed the preservation of a large green area along East Avenue and the preservation of significant trees of the site. While the applicant assigned no amenity cash value to this benefit, the Town Board accepts it as an amenity, and it becomes part of the project. The applicant has also proposed an enhancement of the cash amenity to the senior citizens' fund from \$100,000 to \$200,000, to be paid at the granting of the first certificate of occupancy for the apartment use. (A cash amenity of \$100,000 was required by an earlier IZ approval, and \$20,000 of that condition has already been paid for the constructed townhome units). The Town Board accepts this benefit as an amenity. Accordingly, project amenities equal \$387,000, plus the remaining balance of \$80,000 on the earlier approval. Additionally, in the interest of encouraging Pittsford residents who are downsizing and in need of affordable, low maintenance housing to stay in Pittsford, which is a mutually agreed benefit of this development, applicant agrees that fifteen percent (15%) of the total number of units will be reserved in perpetuity exclusively for renters with an average income of no more than eighty-five percent (85%) of Monroe County's average median income at a rental rate not to exceed thirty percent (30%) of the renter's adjusted gross income. The Town Board recognized the value of this amenity to the community of Pittsford but is not able to assign a dollar value.

NOW, THEREFORE, based on the above, this Board finds that the proposed Incentive Zoning is a well-balanced exchange of incentive for amenities and will appropriately and reasonably benefit both the Town as well as the applicant; and be it further;

RESOLVED, that the proposed Incentive Zoning, relating to property known as the Back Nine Bar and Grill consisting of approximately 2.7 acres located on East Avenue, Tax Parcel Number 138.14-1-13.1 and the properties of Kilbourn Place Townhomes, to allow for development of apartments; is hereby approved, in accordance with the provisions of "Article XXXVIII – Incentive Zoning" of the Pittsford Municipal Code; and be it further

RESOLVED, that the Incentive Zoning approved herein is subject to the following conditions:

1. Subject to providing the amenities as described by the applicant or as described in ~~the following conditions of approval~~ this Resolution Approving Incentive Zoning (THE PROPOSED AMENDMENT TO THE INCENTIVE ZONING OF 3500 - 3596 EAST AVENUE (EVEN NUMBERS) - KILBOURN PLACE LUXURY APARTMENTS).
2. The Development is subject to all required Site Plan approvals by the Town's Planning Board, in accordance with the provisions of a Commercial development.
3. The proposed entrance and conceptual layout shall be generally be consistent with submitted plans, excepting adjustments made to meet zoning restrictions contained herein and adjustments made as part of the Planning Board Site Plan approval process, including adjustments to meet Building and Fire Codes.
4. The allowed uses are limited to multifamily apartment units, not to exceed a total of 110 units. A maximum of 34 units to be located on the Back Nine Parcel and 76 units located on the former Kilbourn Place Townhouse properties, with 14 of those being consistent with the Townhome layout as presented to the Town Board.
5. The proposed development is limited to:
 - Building and parking area locations and setbacks to property lines must be reasonably consistent with plans provided to the Town Board at its July 7, 2020 meeting, with any adjustments subject to Planning Board approval as part of its Site Plan review and approval process.
 - Maximum building height for lot 1 is 35 feet.
 - Maximum building height for lot 2 is 50 feet
 - Minimum total parking ratio for the site is 1.89 spaces per unit, not including parking spaces in front of garages (as proposed 208 spaces for 110 units).
 - Maximum impervious coverage will be determined by the Planning Board as part of the Site Plan review process.
 - Fencing heights and locations as well as signage size and location are subject to Planning Board Site Plan review.
6. Parking by apartment residents, visitors, or employees is prohibited on East Avenue, Bretton Woods Drive and Kilbourn Road.
7. The Town Board requires as part the Site Plan review process that the Planning Board provide reasonable buffering of residential properties from the proposed roadways, parking and buildings. This can include, but is not limited to, berming, plantings, and/or fencing.

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Said matter having been put to a vote, the following votes were recorded:

William A. Smith, Jr.	VOTING
Katherine Bohne Munzinger	VOTING

Kevin S. Beckford VOTING

Cathleen A. Koshykar VOTING

Stephanie M. Townsend VOTING

The resolution was thereupon declared duly adopted.

DATED: July 7, 2020

Linda M. Dillon, Town Clerk

I, LINDA M. DILLON, Town Clerk of the Town of Pittsford, New York, DO HEREBY CERTIFY that I have compared a copy of the resolution as herein specified with the original in the minutes of the meeting of the Town Board of the Town of Pittsford and that the same is a correct transcript thereof and the whole of the said original.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of
~~July~~ _____, 2020.

Linda M. Dillon, Town Clerk



– ATTORNEYS –
The art of representing people®

MEMORANDUM

From: The Kilbourn Team

To: The Town Board of the Town of Pittsford
Robert B. Koegel, Esq. – Town Attorney

Re: Proposed Amendment to Town Board Resolution
Kilbourn Place Apartments

We offer the following comments to the proposed amendment to the Kilbourn Place Incentive Zoning Resolution.

It is respectfully submitted that the Town of Pittsford Incentive Zoning structure does not allow the use of the Incentive Zoning vehicle to mandate set asides for affordable housing.

Town Law § 261-B (State authorizing legislation for incentive zoning) defines community benefits or amenities as follows: (b) "Community benefits or amenities" shall mean open space, housing for persons of low or moderate income, parks, elder care, day care or other specific physical, social or cultural amenities, or cash in lieu thereof, of benefit to the residents of the community authorized by the town board.

Pittsford Town Code § 185-235(a) provides:

§185-235 **Community benefits or amenities.**

A. The following community benefits or amenities may, at the discretion of the Town Board, be accepted in exchange for an incentive as provided in § **185-234**. These community benefits or amenities may be either on or off the site of the subject application, may involve one or more parcels of land and may be situated in any district, unless otherwise specifically limited in this chapter:

- (1) Agricultural conservation, open space, scenic, ecological, historic or other permanent conservation easements.
- (2) Donations of land in fee simple for conservation and other community benefit purposes.
- (3) Construction of recreation amenities, serving a Town-wide need, accessible to the general public, above and beyond that required under § **185-125** of this chapter.
- (4) Construction or improvement to public works above and beyond that required to mitigate proposed impacts in accordance with SEQRA and the Town Code.
- (5) Preservation and improvements of historical or cultural sites or structures.
- (6) Other facilities or benefits to the residents of the community, as determined by the Town Board.
- (7) Any combination of the above-listed community benefits or amenities.

Notably absent from the Pittsford list is "housing for persons of low or moderate income" contained in the State authorizing legislation. The failure to include "housing for persons of low or moderate income" or "affordable housing" as enumerated permitted amenities authorized by Town Code would exclude it as an authorized amenity. While someone may argue that Pittsford Town Code § 185-235 (A) (6) would allow the omission to be bootstrapped back in, the more specific (not enumerating "housing for people of low and moderate income" or "affordable housing") overrules the more general (Pittsford Town Code § 235-185 (A) (6) - Other facilities and benefits to the residents of the community, as determined by the Town Board").

Additionally, the Town of Pittsford Comprehensive Plan update adopted on October 1, 2019, sets forth at page 37 actions to be taken to diversify housing stock to accommodate "shifting preferences" by granting incentives to developers to provide more affordable housing options for people age 55 and older. Not only is this developer not seeking any financial incentives from the Town, it is offering substantial monetary amenities to provide the diversity of housing stock needed to allow the population of Pittsford to remain in the community as they age out of home ownership and its maintenance responsibilities. In any event, the Comprehensive Plan does not include the use of Incentive Zoning to advance more affordable senior housing among its recommendations to accomplish that goal. Moreover, the Comprehensive Plan's provisions for more affordable housing are limited to such housing for people age 55 and older; the proposed amendment, if adopted, would apply to renters of any age, not just to the 55 and older demographic.

Furthermore, NYS Town Law § 261-Bonly allows the enumerated amenities or "other **specific** physical, social or cultural amenities, or cash in lieu thereof, **of benefit to the residents of the community**" (emphasis added) and "housing for purposes of low or moderate income" or "affordable housing" is not specifically enumerated. At a minimum, the "other facilities and benefits to the **residents of the community**" (emphasis added) in Pittsford Town Code §185-235(A)(6), would require consideration of the Pittsford AMI (or some other Pittsford based metric) as the metric as opposed to the Monroe County AMI suggested in the proposed amendment.

The amendment proposed by Councilwoman Koshykar, as qualified orally at the Town Board meeting, is frankly untenable. In addition to the administrative burden to the Town to monitor compliance, the amendment would apparently cap the rent on 17 apartments at 30% of 85% of Monroe County median household income (MHI) – area median income (AMI) has many variables in calculation. According to US Census data, the 2018 Monroe County MHI, the most recent for which data is available, is \$57,479. Rent for households at 85% of Monroe County MHI can be derived as follows:

$$\$57,479 \times .85 \times .30 = \$15,356 \text{ annual rent} \div \text{by 12 months} = \$1,221.$$

The developer has already agreed to rent as low as \$1,450 per month; \$200 lower than originally proposed. The proposed amendment would result in a loss of income of \$3,893 per month or \$32,832 annually. When applying the same capitalization rate that was utilized in the tax analysis prepared for the town, the value of the project is diminished by \$491,747 rendering the proposed amendment untenable. The diminution of value is calculated as follows:

$$\$1,450 - 1,221 = \$229 \times 17 \text{ apartments} = \$3893/\text{month}; \$46,717/\text{annum}$$

A reduction in operating income of \$46,717 divided by a capitalization rate of 9.5% = loss of value of **\$491,757**.

At the same time, utilizing the same US Census data, the rent structure proposed for Kilbourn Place will be affordable to more than 82% of the households currently living in the Town of Pittsford.

Included herewith are US Census tables depicting the Household Median Income for the Town of Pittsford and Monroe County and a table providing the range of incomes in the Town of Pittsford as a percentage of Household Population (please note the highlighted information on the last page.

QuickFacts

Monroe County, New York; Pittsford town, Monroe County, New York

QuickFacts provides statistics for all states and counties, and for cities and towns with a **population of 5,000 or more**.

Table

Topics	Monroe County, New York	Pittsford town, Monroe County, New York
Population estimates, July 1, 2019, (V2019)	741,770	29,377
/ PEOPLE		
Population		
Population estimates, July 1, 2019, (V2019)	741,770	29,377
Population estimates base, April 1, 2010, (V2019)	744,394	29,380
Population, percent change - April 1, 2010 (estimates base) to July 1, 2019, (V2019)	-0.4%	0.0%
Population, Census, April 1, 2010	744,344	29,405
Age and Sex		
Persons under 5 years, percent	◆ 5.4%	& 4.3%
Persons under 18 years, percent	• 20.6%	& 22.9%
Persons 65 years and over, percent	& 17.9%	& 19.2%
Female persons, percent	◆ 51.8%	◆ 52.6%
Race and Hispanic Origin		
White alone, percent	& 76.8%	◆ 87.8%
Black or African American alone, percent (a)	A 16.2%	◆ 1.1%
American Indian and Alaska Native alone, percent (a)	◆ 0.4%	◆ 0.0%
Asian alone, percent (a)	A 3.7%	◆ 8.5%
Native Hawaiian and Other Pacific Islander alone, percent (a)	• 0.1%	◆ 0.0%
Two or More Races, percent	• 2.7%	• 2.2%
Hispanic or Latino, percent (b)	◆ 9.2%	◆ 2.4%
White alone, not Hispanic or Latino, percent	◆ 70.1%	◆ 86.0%
Population Characteristics		
Veterans, 2014-2018	35,244	1,232
Foreign born persons, percent, 2014-2018	8.6%	10.6%
Housing		
Housing units, July 1, 2019, (V2019)	330,247	X
Owner-occupied housing unit rate, 2014-2018	63.8%	86.1%
Median value of owner-occupied housing units, 2014-2018	\$144,700	\$273,600
Median selected monthly owner costs -with a mortgage, 2014-2018	\$1,403	\$2,266
Median selected monthly owner costs -without a mortgage, 2014-2018	\$611	\$956
Median gross rent, 2014-2018	\$902	\$1,202
Building permits, 2019	1,400	X
Families & Living Arrangements		
Households, 2014-2018	300,796	10,230
Persons per household, 2014-2018	2.38	2.59
Living in same house 1 year ago, percent of persons age 1 year+, 2014-2018	84.6%	84.9%
Language other than English spoken at home, percent of persons age 5 years+. 2014-2018	13.6%	12.1%
Computer and Internet Use		
Households with a computer, percent, 2014-2018	88.3%	93.7%
Households with a broadband Internet subscription, percent, 2014-2018	81.7%	91.3%
Education		
High school graduate or higher, percent of persons age 25 years+, 2014-2018	90.3%	97.9%
Bachelor's degree or higher, percent of persons age 25 years+, 2014-2018	37.7%	75.2%
Health		
With a disability, under age 65 years, percent, 2014-2018	10.2%	4.7%
Persons without health insurance, under age 65 years, percent	◆ 4.3%	◆ 0.8%
Economy		
In civilian labor force, total, percent of population age 16 years+, 2014-2018	64.5%	12.1%
In civilian labor force, female, percent of population age 16 years+, 2014-2018	60.9%	55.0%
Total accommodation and food services sales, 2012 (\$1,000) (c)	1,300,272	46,927

Total health care and social assistance receipts/revenue, 2012 (31,000)	(c)	5,819,836	91,218
Total manufacturers shipments, 2012 (\$1,000)(c)		14,610,337	201,528
Total merchant wholesaler sales, 2012 (\$1,000)(c)		6,131,557	56,065
Total retail sales, 2012 (\$1,000) (c)		9,494,134	391,426
Total retail sales per capita, 2012 (c)		\$12,696	\$13,186
Transportation			
Mean travel time to work (minutes), workers age 16 years+, 2014-2018		20.2	17.8
Income & Poverty			
Median household income (in 2018 dollars), 2014-2018		\$57,479	\$116,716
Per capita income in past 12 months (in 2018 dollars), 2014-2018		\$32,502	\$59,839
Persons in poverty, percent		• 14.4%	• 3.2%
BUSINESSES			
<hr/>			
Businesses			
Total employer establishments, 2018		17,610	X
Total employment, 2018		357,141	X
Total annual payroll, 2018 (\$1,000)		16,806,219	X
Total employment, percent change, 2017-2018		-0.6%	X
Total nonemployer establishments, 2018		47,781	X
All firms, 2012		55,997	3,176
Men-owned firms, 2012		31,240	1,674
Women-owned firms, 2012		20,290	933
Minority-owned firms, 2012		9,891	337
Nonminority-owned firms, 2012		44,114	2,474
Veteran-owned firms, 2012		4,433	257
Nonveteran-owned firms, 2012		49,152	2,523
GEOGRAPHY			
<hr/>			
Geography			
Population per square mile, 2010		1,132.6	1,268.5
Land area in square miles, 2010		657.21	23.18
FIPS Code		36055	3605558365

United States-
Census Bureau

Note: This is a modified view of the original table produced by the U.S. Census Bureau.

Note: This download or printed version may have missing information from the original table.

INCOME IN THE PAST 12 MONTHS (IN 2018 INFLATION-ADJUSTED DOLLARS)

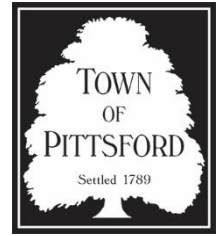
Survey/Program:
American Community Survey
Year:
2018
Estimates:
5-Year
Table ID:
S1901

Pittsford town, Monroe

	Households		Families	
	Estimate	Margin of Error	Estimate	Margin of Error
v Total	10,230	+/-237	7,749	+/-230
Less than \$10,000	2.1%	+/-0.7	0.9%	+/-0.5
\$10,000 to \$14,999	0.9%	+/-0.5	0.1%	+/-0.2
\$15,000 to \$24,999	3.0%	+/-0.9	1.2%	+/-0.7
\$25,000 to \$34,999	3.5%	+/-0.9	2.0%	+/-0.7
\$35,000 to \$49,999	8.3%	+/-1.3	4.9%	+/-1.3
\$50,000 to \$74,999	11.4%	+/-1.8	10.1%	+/-2.1
\$75,000 to \$99,999	11.9%	+/-1.9	10.7%	+/-2.0
\$100,000 to \$149,999	21.3%	+/-2.4	24.3%	+/-2.9
\$150,000 to \$199,999	12.4%	+/-1.8	14.8%	+/-2.2
\$200,000 or more	25.2%	+/-2.4	30.9%	+/-3.1
Median income (dollars)	116,716	+/-5,859	140,197	+/-7,470
Mean income (dollars)	168,520	+/-8,678	194,705	+/-11,123
v PERCENT ALLOCATED				
Household income in the past 12 months	26.6%	(X)	(X)	(X)
Family income in the past 12 months	(X)	(X)	26.3%	(X)
Nonfamily income in the past 12 months	(X)	(X)	(X)	(X)

82%

MEMORANDUM



To: Pittsford Town Board

From: Paul Schenkel - Commissioner of Public Works

Date: July 27, 2020

Regarding: Heritage Woods Refuse District

For Meeting On: August 4, 2020

Ladies and Gentleman:

The Town Board has received Petitions for the establishment of a Refuse District for the "Heritage Woods Refuse District". A Public Hearing on the Petitions was opened at the July 21st Town Board Meeting.

During the Public Hearing, a few residents of the proposed district voiced their concerns regarding the formation of this district. The question was raised if it was possible to change the boundaries of the district to not include a portion of the neighborhood where it was thought there was lesser support. The resident was also clear to indicate that they did not wish to jeopardize the formation of the district for the rest of the neighborhood. Due to these concerns, the hearing was held open to allow for further investigation and review by the staff.

Attached you will find a copy of the map for the Heritage Woods Refuse District indicating all of the properties which signed petitions in favor of it outlined in red. In review of the map there appears to be comprehensive support across the entire proposed area. Out of 175 properties, 111 signed in favor of, for a total of 65% of the total aggregate assessed values of the homes. This is well beyond the 50% plus one dollar threshold required by State Law.

By changing the boundaries of the district and removing some properties, it will take away from one of the main benefits of a Refuse District, which include reduced truck traffic with a single pickup day in the neighborhood.

Should the district pass and residents are dissatisfied they can petition to dissolve or diminish the area under Town Law § 202-c, next year during the petitioning period. If the district fails to pass the neighborhood will need to start the process over next year.

It is important to note that this meeting is the last opportunity to approve the district for this year as the Assessor needs time to add the fees to the tax rolls.

Recommendation is hereby made that the Town Board approve the proposed Heritage Woods Refuse District as is.

RESOLUTION

I move that the Town Board approve the establishment of the Heritage Woods Refuse District, as set forth in the proposed written Resolution and Order.

Heritage Woods Refuse District

Sturbridge Lane



Airton Creek Dr

Rail Meadow Dr

Whispering Meadow Dr

Wandering Trl

Deer Creek Road

Winchester Dr

Railroad Mills Road

Old Buck Cir

Old Forge Lane

Railroad Mills Road

Woolston Road



Montrose County Real Property Tax Service, January, 2020

At a regular Meeting of the Town Board of the Town of Pittsford, New York held at the Town Hall, or by electric conference or meeting as permitted by law, in the Town of Pittsford, New York, on the 4th day of August, 2020.

PRESENT: William A. Smith, Jr., Supervisor
Katherine Bohne Munzinger, Deputy Supervisor
Kevin S. Beckford, Councilperson
Cathy Koshykar, Councilperson
Stephanie Townsend, Councilperson

In the Matter of

THE ESTABLISHMENT OF THE
HERITAGE WOODS REFUSE DISTRICT
IN THE TOWN OF PITTSFORD,
MONROE COUNTY, NEW YORK

**RESOLUTION AND ORDER
CREATING REFUSE DISTRICT**

WHEREAS, Petitions having been duly presented to the Town Board of the Town of Pittsford, Monroe County, New York, together with the necessary maps and information which requests the establishment of the “Heritage Woods Refuse District”; and

WHEREAS, the Town Assessor has submitted a Certificate, in writing, verifying that the aforesaid Petitions were signed by the required percentage of owners within the proposed District; and

WHEREAS, an Order was duly adopted by the Town Board on the 16th day of June, 2020 for the hearing of all persons interested in the matter to be held on the 21st day of July, 2020, at 6:00 o’clock P.M., Local Time, at the Town Hall, 11 South Main Street, or by electric conference or meeting as permitted by law, in the Town of Pittsford, New York; and

WHEREAS, due proof of publication and posting of the Notice of said hearing has been duly filed with the Clerk of the said Town Board; and

WHEREAS, the hearing required by the said Order was duly held on July 21, 2020 and continued on August 4, 2020, and it appears from the said Petitions that the creation of the Refuse District does not require any expenditure of money for the construction or acquisition of the improvement therein, and does not require the financing of the cost thereof by the issuance of any bonds, notes, certificates of any indebtedness of said Town; and

WHEREAS, the creation of this Refuse District, which changes the means of payment for residential refuse collection and disposal from individual private contract decisions to collective public bidding and contract award, does not change the use, appearance or condition of any natural resource or structure, and hence is not an “action” subject to SEQRA under 6 NYCRR § 617.2 (b)(i); and

WHEREAS, the permission of the Comptroller of the State of New York is not required for the creation of the District;

NOW, ON MOTION duly made and seconded, it is

RESOLVED AND ORDERED, that

- (a) The Petitions are signed and acknowledged or approved as required by law and are otherwise sufficient;
- (b) All the property and property owners within the District are benefited thereby;
- (c) All the property and property owners benefited are included within the limits of the District;
- (d) The expenses of the District are to be paid by the property owners annually on a benefit basis; and
- (e) It is in the public interest to grant in whole the relief sought; and it is further

RESOLVED AND ORDERED, that the "Heritage Woods Refuse District", be and the same hereby is created, and that the boundaries of the Refuse District, as hereby created, are as set forth in "Schedule A" map annexed hereto.

Said matter having been put to a vote, the following votes were recorded:

William A. Smith	VOTING
Katherine Bohne Munzinger	VOTING
Kevin S. Beckford	VOTING
Cathy Koshykar	VOTING
Stephanie Townsend	VOTING

The resolution was thereupon declared duly adopted.

Dated: August 4, 2020

TOWN CLERK CERTIFICATION

I, Linda M. Dillon, Clerk of the Town Board of the Town of Pittsford, New York, DO HEREBY CERTIFY that I have compared a copy of the Resolution and Order as herein specified with the original in the minutes of the meeting of the Town Board of the Town of Pittsford, and that the same is a correct transcript thereof and the whole of the said original.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of August, 2020.

Linda M. Dillon, Town Clerk

MEMORANDUM

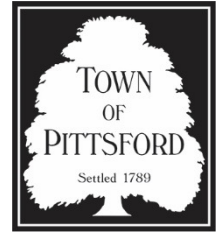
To: Town Board

From: Brian Luke

Date: July 29, 2020

Regarding: Closing Field Improvement Capital Project

For Meeting On: August 4, 2020



The Town Board established the Field Improvement Capital Project for the purpose of designing and improving the athletic fields in the Town Parks. The Town issued bonds for this project in 2016 and the work was completed over the next 2 ½ years. The Commissioner of Public Works has informed me that this work is now complete and the capital project can be closed. Since this project was financed primarily with bond proceeds, any funds left in the account should be transferred to the debt service fund and used to pay for these bonds. Therefore, I request that the Town Board pass the following resolution;

Resolved, that the Field Improvement Capital Project be closed and any remaining funds be transferred to the Debt Service Fund. Be it further resolved, that the Director of Finance is authorized to make the appropriate budget entries.

MEMORANDUM

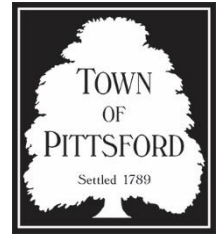
To: Town Board

From: Brian Luke

Date: July 29, 2020

Regarding: Court Financial Review

For Meeting On: August 4, 2020



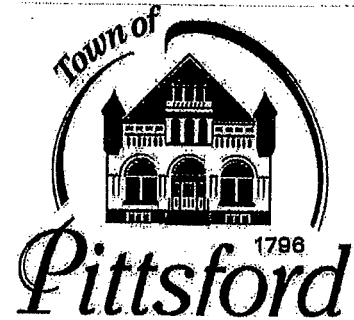
The Uniform Justice Court Act requires that town justices annually provide their court records and dockets for examination or audit, the results of which are to be entered into the minutes of the Town Board's proceedings.

The Town's auditor, Bonadio & Co., has reviewed the Justice Court records for fiscal year 2019. There were two findings noted in the bank reconciliation portion of the review for FY19. Both findings were identified as minor errors, one involving \$125.00 and the other \$13.00; both were addressed and corrected immediately by the Town Court staff. See attached letter of explanation from Patricia H. Dromgoole, Court Clerk.

At this time, I am requesting that the Town Board acknowledge that the required review has been conducted.

Resolved, that the Town Board acknowledges that the required Justice Court financial review, per Section 2019-a of the Uniform Justice Court Act, has been conducted and filed with the Town Clerk.

To: Greg Duane, Finance Director
CC: Hon. John E. Bernacki, Jr & Hon. Robert M. Shaddock
From: Patty Dromgoole
Date: July 28, 2019
Regarding: Bonadio Court audit for 2019



In response to the findings in our audit from August 2019, both errors have been corrected.


Regarding the \$125 difference for Judge Shaddock, I inadvertently returned bail of \$125 with a check from his account, when the bail was actually deposited to Judge Bernacki's account. The case was subsequently transferred to Judge Shaddock, but the bail was not. It was corrected in November 2019 when the discrepancy was noted and Judge Bernacki wrote a check to Judge Shaddock's account to correct.

The \$13.00 discrepancy in Judge Bernacki's report was a deposit that was in transit and was not noted.

I was short staffed in August & September, and apologize for not catching the error sooner.

All subsequent bank statements have been balanced.

Sincerely,


Patricia H. Dromgoole

**TOWN OF PITTSFORD, NEW YORK
JUSTICE COURT**

**Agreed-Upon Procedures Report
January 1, 2019 - December 31, 2019**

Bonadio & Co., LLP
Certified Public Accountants

**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-
UPON PROCEDURES**

July 9, 2020

To the Town Board of the
Town of Pittsford, New York:

We have performed the procedures enumerated below, which were agreed to by the Town of Pittsford, New York (the Town), solely to assist the Town in evaluating the financial transactions of Town Justice John Bernacki, Jr. and Town Justice Robert Shaddock (collectively, the Justices) for the period from January 1, 2019 to December 31, 2019. The Justices are responsible for maintaining their financial records. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

Procedure #1

Complete the Justice Court checklist as documented in Appendix 10 of the New York State Office of the State Comptroller "Annual Checklist for Review of Justice Court Records".

Findings

Procedure performed without exception.

Procedure #2

Obtain an understanding of the internal accounting controls over the procedures for handling cash and recording transactions through discussions with the Court Clerks.

Findings

Procedure performed without exception.

Procedure #3

Obtain the bank reconciliations for the Justices' bail and fine accounts for each of three months selected (January, June, and August 2019) and compare to supporting documentation such as original bank statements and outstanding check lists.

Findings

Procedure performed without exception for the months of January and June.

August 2019 bank reconciliations for Justices Bernacki and Shaddock were lower than the total of the supporting documentation by \$13 and \$125, respectively.

171 Sully's Trail
Pittsford, New York 14534
p (585) 381-1000
f (585) 381-3131

www.bonadio.com

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES
(Continued)

Procedure #4

Obtain a haphazard sample of ten (10) receipts and ten (10) disbursements from each Justice's fine and bail accounts for the year ended December 31, 2019 and compare to supporting documentation such as ticket, casework or monthly report.

Findings

Procedure performed without exception.

Procedure #5

Obtain a haphazard sample of three (3) transactions of accounts receivable as of December 31, 2019 and compare to supporting documentation.

Findings

Procedure performed without exception.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the financial transactions of each Justice. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Town Board and is not intended to be and should not be used by anyone other than those specified parties.

Bonadio & Co., LLP

Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

Town of Pittsford, New York Justice Court

Month Reviewed:

1/1/2019

Through

12/31/2019

Name of Justice:

Justice John Bernaki

Review Performed By:

Bonedio & Co., LLP

Date

2/19/2020

Annual Checklist for Review of Justice Court Records

	Yes	No
<u>Cash Receipts Book</u>		
▶ Are pre-numbered receipt forms issued for all collections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate receipts kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are receipts recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded receipt:</i>		
# <u>B09226</u> Date <u>2/19/2020</u> Amount <u>\$ 70</u>		
▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate deposit slips kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded deposit:</i>		
Date <u>2/18/2020</u> Amount <u>\$ 118</u>		
▶ Is the receipt book totaled and summarized at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Month Totaled and Summarized</i> <u>Jan. 2020</u>		
<u>Cash Disbursements Book</u>		
▶ Are pre-numbered checks used for all disbursements other than petty cash?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are all checks signed by the Justice?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are canceled checks (or check images) returned with bank statements and kept for court records?	<input type="checkbox"/>	<input checked="" type="checkbox"/> See commer 1(attached)
▶ Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded check:</i>		
# <u>1161</u> Date <u>2/7/2020</u> Amount <u>\$ 7,457</u>		
<u>Bank Reconciliations</u>		
▶ Are bank accounts reconciled promptly after bank statements are received?	<input type="checkbox"/>	<input checked="" type="checkbox"/> See comme 2(attached)
<i>Last Bank Reconciliation for Each Bank Account:</i>		
Date Performed <u>N/A</u> Month Ending <u>1/31/2020</u>		
<u>Additional Supporting Records</u>		
▶ Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Is a record of uncollected installment payments maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/> See commer 3(attached).

See accompanying Independent Accountant's Report on applying Agreed Upon Procedures.

Annual Checklist for Review of Justice Court Records

	Yes	No
<u>Dockets and Case Files</u>		
▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?	✓	○
▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address.	✓	○
▶ Do dockets for disposed cases appear to be complete?	✓	○
▶ Do dockets for disposed cases agree with amounts reported?	✓	○

Cash Book Reconciliation

▶ Is the cash book reconciled to the adjusted bank balances at the end of each month?	✓	○
▶ Does the cash book total agree with the bank reconciliation and supporting information?	✓	○ See comment 4 (attached).
<i>Last Cash Reconciliation:</i>		
Date Performed <u>N/A</u>		Month Ending <u>1/31/2020</u>

Reports to the Division of Criminal Justice Services

▶ Are reports made timely to the Division of Criminal Justice Services?	✓	○
▶ Has the court received any notices regarding late reporting? If yes, why were the reports late and what corrective actions were taken? _____	○	✓

Reports to the Justice Court Fund

▶ Are reports made timely to the Justice Court Fund?	✓	○
▶ Do reported amounts agree with docket dispositions and case files?	✓	○
▶ Do reported amounts agree with cash receipt and disbursement books? Last report submitted: Month Ending <u>Jan 2020</u> Date <u>2/7/2020</u> Amount \$ <u>7,457</u>	✓	○
▶ Has the court received any notices regarding late reporting? If yes, why were the reports late and what corrective actions were taken? _____	○	✓

See accompanying Independent Accountant's Report on applying Agreed Upon Procedures.

Annual Checklist for Review of Justice Court Records

Yes No

Reporting to the Department of Motor Vehicles - TSLED Program

- ▶ Has the court received any notices regarding pending cases?
If yes, why were the cases pending and what corrective actions were taken, if any _____

Yes No

Note: Cases over 60 days are eligible to be Scoffi awed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.

- ▶ Are reports from TSLED to the court maintained and utilized?
Last TSLED Report Available: Date Available Online
Note: Courts can access reports on-line from TSLED at any time.

Yes No See comment
5 (attached).

- ▶ How many cases are shown as pending in the last TSLED report? 4,375
- Is the number of pending cases reasonable?
 - How many cases are shown as pending for more than 90 days? 3,966
 - What actions have been taken to dispose of these cases? _____

Yes No

Overall Evaluation

See attached information for additional documentation of certain questions or "no" answers.

See accompanying Independent Accountant's Report on applying Agreed Upon Procedures.

Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

Town of Pittsford, New York Justice Court

Month Reviewed:

1/1/2019

Through

12/31/2019

Name of Justice:

Justice Robert Shaddock

Review Performed By:

Bonadio & Co., LLP

Date

2/19/2020

Annual Checklist for Review of Justice Court Records

	Yes	No
<u>Cash Receipts Book</u>		
▶ Are pre-numbered receipt forms issued for all collections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate receipts kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are receipts recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded receipt:</i>		
# <u>RS02921</u> Date <u>2/19/2020</u> Amount <u>\$200</u>		
▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate deposit slips kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded deposit:</i>		
Date <u>2/18/2020</u> Amount <u>\$215</u>		
▶ Is the receipt book totaled and summarized at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Month Totaled and Summarized <u>Jan. 2020</u></i>		
<u>Cash Disbursements Book</u>		
▶ Are pre-numbered checks used for all disbursements other than petty cash?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are all checks signed by the Justice?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are canceled checks (or check images) returned with bank statements and kept for court records?	<input type="checkbox"/>	<input checked="" type="checkbox"/> See comment
▶ Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1(attached).
<i>Last recorded check:</i>		
# <u>206</u> Date <u>2/7/2020</u> Amount <u>\$4,995</u>		
<u>Bank Reconciliations</u>		
▶ Are bank accounts reconciled promptly after bank statements are received?	<input type="checkbox"/>	<input checked="" type="checkbox"/> See comment
<i>Last Bank Reconciliation for Each Bank Account:</i>		
Date Performed <u>N/A</u> Month Ending <u>1/31/2020</u>		<input type="checkbox"/> 2(attached).
<u>Additional Supporting Records</u>		
▶ Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Is a record of uncollected installment payments maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/> See comment
		3(attached).

See accompanying Independent Accountant's Report on applying Agreed Upon Procedures.

Annual Checklist for Review of Justice Court Records

Yes No

Dockets and Case Files

- ▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims? ✓ ○
- ▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address. ✓ ○
- ▶ Do dockets for disposed cases appear to be complete? ✓ ○
- ▶ Do dockets for disposed cases agree with amounts reported? ✓ ○

Cash Book Reconciliation

- ▶ Is the cash book reconciled to the adjusted bank balances at the end of each month? ✓ ○
- ▶ Does the cash book total agree with the bank reconciliation and supporting information? ✓ ○ See comment 4 (attached).

Last Cash Reconciliation:

Date Performed N/A Month Ending 1/31/2020

Reports to the Division of Criminal Justice Services

- ▶ Are reports made timely to the Division of Criminal Justice Services? ✓ ○
- ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? ○ ✓

Reports to the Justice Court Fund

- ▶ Are reports made timely to the Justice Court Fund? ✓ ○
- ▶ Do reported amounts agree with docket dispositions and case files? ✓ ○
- ▶ Do reported amounts agree with cash receipt and disbursement books?
Last report submitted: Month Ending Jan. 2020 Date 2/7/2020 Amount \$4,995 ✓ ○
- ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? ○ ✓

See accompanying Independent Accountant's Report on applying Agreed Upon Procedures.

Annual Checklist for Review of Justice Court Records

Yes No

Reporting to the Department of Motor Vehicles - TSLED Program

- ▶ Has the court received any notices regarding pending cases?
 If yes, why were the cases pending and what corrective actions were taken, if any _____

○ ✓

Note: Cases over 60 days are eligible to be Scofflawed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.

- ▶ Are reports from TSLED to the court maintained and utilized?
 Last TSLED Report Available: Date Available Online
 Note: Courts can access reports on-line from TSLED at any time.

○ ✓ See comment
 5 (attached).

- ▶ How many cases are shown as pending in the last TSLED report? 4,375
- Is the number of pending cases reasonable? _____
 - How many cases are shown as pending for more than 90 days? 3,966
 - What actions have been taken to dispose of these cases? _____

✓ ○

Overall Evaluation

See attached information for additional documentation of certain questions or "no" answers.

See accompanying Independent Accountant's Report on applying Agreed Upon Procedures.

Appendix 10 – Justice Court Comments to Checklist

1. Cash Disbursements

- Check images are no longer returned on bank statements; however, the Town can request check copies from the bank when necessary.

2. Bank Reconciliations

- Bank reconciliations are not dated when they are completed. Therefore, the date of the January bank reconciliation could not be reported. Going forward, bank reconciliations will be dated when they are completed.

3. Additional Supporting Records

- If individuals have multiple tickets, the courts allow those individuals to pay the tickets separately, instead of in one lump sum payment or "installment" payments. When installment payments are collected, payments are tracked on a slip of paper which is attached to the top of the ticket.

4. Cash Book Reconciliation

- As of December 31, 2019, the reconciled book balance of Justice Bernacki's bank account was \$13 lower than the total amount of fine/fee activity for the month of December and the outstanding bail balance.
- As of December 31, 2019, the reconciled book balance of Justice Shaddock's bank account was \$125 lower than the total amount of fine/fee activity for the month of December and the outstanding bail balance.

5. Reporting to Department of Motor Vehicles – TSLE&D Program

- The TSLE&D report is accessible online. Hard copies of these reports are not maintained on file.
- The TSLE&D report does not have the number of cases pending for more than 90 days reported as a separate item. The February 2019 report shows all pending cases since inception. This report was used to show the number of pending cases. The amount from the report showing cases pending 60 days was deducted to arrive at the amount of cases pending more than 90 days.

7/31/20

Budget Amendment

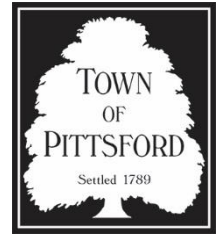
Be it resolved, that the following budget amendments are approved:

.

That line item 2.1989.2003.602.4 (PT – Equipment Replacement) be increased by \$38,000.00, to offset the purchase of a loader. The source of these funds will be an appropriation of Part Town Fund Balance (2.2.5999).

MEMORANDUM

To: William A. Smith and Town Board
From: Jessie Hollenbeck, Recreation Director
Date: July 21, 2020
Regarding: Fall 2020 Recreation Programs
For Meeting On: August 4, 2020



The attached list of programs constitutes the list of fall 2020 recreation programs we anticipate offering.

The programs listed are subject to change due to the COVID-19 virus. Programs may be cancelled, rescheduled, or moved to an online format.

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

I move that the Town Board approve the Recreation Department's 2020 fall programs and authorize the Town Supervisor to sign instructor contracts as required.

Town of Pittsford – Recreation Department

New Proposed Programs for Fall 2020

Rochester Kings Flag Football

Felix Joyner

This flag football league is meant to build a strong foundation of learning through the game of football. Participants will learn the game of football, specifically focusing on movements, skills and safety. Each week, participants will receive in-game experience. Games will be one hour long, with two 20-minute halves and a 20-minute practice prior to the start of the game. The focus will be on preparing kids for the contact leagues through teaching game basics, safety, and football fundamentals. The skills learned in this league should prepare participants for the next level as they experience real game situations.

Rochester Kings Football Camp

Felix Joyner

This camp focuses on the skills and fundamentals of football. Participants will be taught the game of football and the importance of safety while playing football. This is a non-contact camp teaching kids how to become smart, safe football players. We will teach the fundamentals and skills involved with each position, while performing agility drills and learning the game in a positive and fun environment.

Mommie & Me Dance

Alexis Mueller

A creative movement class that's perfect for children who need a little more time before separating from parent. Caregivers/Parent actively participate with child learning basic dance in a fun energetic environment.

Irish Dance for Little Leprechauns

Amy Coppola

Leaping leprechauns!! In this fun class students will learn the reel, jig, a group dance, and some of Miss Amy's favorite legends from Ireland. Parents are invited to our performance the last day of class! Taught by Amy Coppola TCRG of Dunleavy Irish Dance. Please bring a water bottle and wear socks, shorts, and a t-shirt.

TEEN Journey

Joanne Cercone

The TEEN Journey seminars will include some of the following topics and are customized to individual audiences. Topics include: healthy food choices, building self-confidence, resisting peer pressure, basic makeup application, public speaking, dining etiquette, clothing choices, and basic interview skills.

Irish Dance: The Reel Sport

Amy Coppola

In this fun class students will learn the reel, jig, a group dance, and original choreography from the world-class Dunleavy School. Parents are invited to our performance the last day of class! Taught by Amy Coppola TCRG of Dunleavy Irish Dance.

Pump up with PIIT: Cross Training Conditioning

Amy Coppola

This fun class uses team building challenges to push students to become stronger and more powerful. Pilates Intense Interval Training is great for increasing balance, core strength, and preventing injuries. Beginners as well as athletes cross training for soccer, volleyball, dance, and any sport that requires power and precision are welcome. Taught by Amy Coppola TCRG of Dunleavy Irish Dance.

Kids Yoga

Mariah Mueller

Yoga students will learn postures, breathing exercises, meditation, and an understanding of how yoga helps the body, mind, and heart. This class will help students build physical strength and flexibility, while decreasing stress and anxiety. A yoga mat is required.

Tween Yoga

Mariah Mueller

Yoga students will learn postures, breathing exercises, meditation, and an understanding of how yoga helps the body, mind, and heart. This class will help students build physical strength and flexibility, while decreasing stress and anxiety. A yoga mat is required.

Teen Yoga

Mariah Mueller

Yoga students will learn postures, breathing exercises, meditation, and an understanding of how yoga helps the body, mind, and heart. This class will help students build physical strength and flexibility, while decreasing stress and anxiety. A yoga mat is required.

Dress for YOU

Joanne Cercone

The Dress for YOU seminar is one that assists individuals in better understanding their personality, body shape, budget and lifestyle. It will provide the tools necessary for each to make customized choices from all perspectives, so as to better build their wardrobe for all occasions, ultimately creating well-dressed individuals from head to toe!

Caring for Aging Parents

Marsha Raines

This workshop is for adult children who are concerned about their aging parents. Participants will learn how to recognize the signals that help is needed; receive information about community resources that can help elders age with grace and safety; and get tips for opening a dialogue about sensitive aging-related issues.

Power of Meditation & Mindfulness in these Challenging Times

Usha Shah

The current challenging times we are facing are testing our abilities to go beyond our mental limits thus providing a unique learning opportunity for us to strengthen our resilience and fine tune our ability to work skillfully with our minds, emotions and thoughts. Our weekly sessions will include meditation and group discussion on the topics listed below: What lessons can we learn in these extraordinary times; How to rise above suffering and experience our true essence and happiness; Living to our fullest creative potential; Dealing with strength and anxiety.

Qigong for Health & Healing

Usha Shah

Qigong is an energy healing practice from traditional Chinese medicine developed more than 5,000 years ago. The term Qi means energy that flows through the entire person – body, mind and spirit. Its gentle movements stretch and strengthen muscles, improve balance and flexibility, and reduces inflammation in joints. This movement helps to improve the circulation of blood and oxygen throughout the body and helps to release toxins and emotions. The session will include slow, controlled, gentle movements that are easy to learn with emphasis on awareness and deep breathing.

Town of Pittsford – Recreation Department

Proposed Programs for Fall 2020

Program	Instructor
<u>Preschool</u>	
Child Watch	Recreation Staff
Preschool Adventures: Dinosaurs	Sherry Murray
Preschool Adventures: Apples	Sherry Murray
Preschool Adventures (4 weeks)	Sherry Murray
Preschool Adventures: Construction	Sherry Murray
Preschool Adventures: Fall	Sherry Murray
Preschool Adventures: Under the Sea	Sherry Murray
Preschool Adventures: Monster	Sherry Murray
Preschool Adventures: Chicka Chicka Boom Boom	Sherry Murray
Preschool Adventures: Pete's Pizza	Sherry Murray
Preschool Adventures: Gingerbread	Sherry Murray
S.T.E.A.M. Powered Play	Progressive Early Learning
Art and Sensory Play	Progressive Early Learning
Sensory and Science	Progressive Early Learning
Happy Little Art Projects	Mary Slaughter
Happy Little Holiday Projects	Mary Slaughter
Kinderbots – Snapology!	Snapology of Pittsford
Elementary Engineering - Snapology!	Snapology of Pittsford
Mad Science of WNY: Pre-K Mad Scientists	Mad Science Instructor
Wiggles, Giggles, and Jiggles	Lisa Magliato
Lil Athletes	Lisa Magliato
Soccer Shots for Youth	Soccer Shots Staff
Parent/Child Little Ninja Class	James Creighton & Pete Reminicky
Rochester Kings Flag Football	Felix Joyner
Baby Blades	Pamela Warren
Aerial & Acro Play	Jennifer Dovidio
Parent & Tot Open Gym	Recreation Staff
Teeny Tiny Tap and Ballet	Shirley Reback

Tiny Tap and Ballet	Shirley Reback
Mommie & Me Dance	Alexis Mueller
Fairytale Ballet I	Alexis Mueller
Fairytale Ballet II	Alexis Mueller
Irish Dance for Little Leprechauns	Amy Coppola

Youth & Teen

The After School Program	Recreation Staff
Sports Birthday Parties	Recreation Staff
Martial Arts Birthday Parties	James Creighton
Rochester Foam Dart League Birthday Parties	Rochester Foam Dart League
Kid's Night Out	Recreation Staff
Teen Activity Nights	Recreation Staff
December Fun Camp- Winter Wonderland!	Recreation Staff
Superintendent's Conference Day Fun Camp- Unbirthday	Recreation Staff
Columbus Day Fun Camp- Time Warp!	Recreation Staff
Veteran's Day Fun Camp- Mysterys, Maps & Riddles	Recreation Staff
Mad Science of WNY: Junior Scientist	Mad Science Instructor
Mealtime Manners	Etiquette Chics
"Frozen" Tea Party	Etiquette Chics
Space War's Robotics – Snapology!	Snapology of Pittsford
Combat Robots – Snapology!	Snapology of Pittsford
Snapology's Minecraft Advance	Snapology of Pittsford
Cupcake Creations	Anette Messer
American Girl Doll Club	Sherry Murray
Disney's Moana JR.	Edward Rocha
Disney's The Little Mermaid	Edward Rocha
Private Voice Lessons- Online	Edward Rocha
Carnival of the Animals- Online	Edward Rocha
Broadway Babies- Online	Edward Rocha
Story Drama- Online	Edward Rocha
We are Santa's Elves- Online	Edward Rocha
Private Piano Lessons	Beth Werner

American Red Cross – Babysitter’s Training	Domenic Danesi
Safety First for Children	Domenic Danesi
SAT Prep Course	Kelli Loucks & Paige LaBarr
First Aid for Kids	EPIC Trainings
TEEN Journey	Joanne Cercone
Pittsford Ballet Pre-Ballet	Karen Hanson
Pittsford Ballet School	Karen Hanson
Ballet/Tap	Alexis Mueller
Teen Tap	Alexis Mueller
Irish Dance: The Reel Sport	Amy Coppola
Pump up with PIIT: Cross Training Conditioning	Amy Coppola
Kids Yoga	Mariah Mueller
Tween Yoga	Mariah Mueller
Teen Yoga	Mariah Mueller
FIT Kids: Fencers in Training	Rochester Fencing Club Staff
Junior Tennis	Jeff Wagstaff
Indoor Junior Tennis	Jeff Wagstaff
Indoor Tennis	Jason Speirs
Soccer Shots for Youth	Soccer Shots Staff
Rochester Kings Football Camp	Felix Joyner
Flag Football for Teens	Michael Carney
Ultimate Frisbee	Michael Carney
Edge11 Elementary Soccer Academy	Edge11 Soccer Staff
Jump, Spin and Spiral	Annie Mateya
Martial Arts for Youth	James Creighton
A Horse’s Friend: Horsemanship	A Horse’s Friend
Horseback Lessons for Children	Park Place Farms
Intro to Skating and Youth Hockey	Perinton Youth Hockey
Skating 101	Bill Gray’s Iceplex
Football Strength & Conditioning	Keith Molinich
Cross Country	Christopher Compson

Adult Programs

Guided Hikes on Pittsford Trails	Recreation Staff
Making Soap the Easy Way	Beth Byrne
Basic Cold Process Soap	Beth Byrne
Bath Salts	Beth Byrne
Bath Fizzies	Beth Byrne
Pamper Those Tootsies!	Beth Byrne
Antiques and Collectibles	Price Prazar
Fabulous Furnishings	Peggi Heissenberger
All-Occasion Card Class	Pat Miller
Simply Citrus Card Class	Pat Miller
Gorgeous Posies Cards Class	Pat Miller
Holiday Cards, Tags and Treats	Pat Miller
Bridge: Play of the Hand Continued	Mary Lyke
Bridge: Beginning Bridge: Let's play	Mary Lyke
Bridge: Defense Part 2	Mary Lyke
Bridge for the Advancing Player:Structured Play Cont.	Mary Lyke
Pittsford Ballet School	Karen Hanson
Adult Tap Dance	Alexis Mueller
Belly Dance	Deborah Robinson
Pre-Licensing 5 Hour Course	Jon DeVecchio
Defensive Driving	Cindy St. George
American Red Cross CPR/AED	EPIC Trainings
American Red Cross First Aid	EPIC Trainings
Becoming a Notary Public	Kristin Cavallaro
Learn A New Language: Spanish	Lourdes de la Colina-Scofield
Dress for YOU	Joanne Cercone
Caring for Aging Parents	Marsha Raines
Martial Arts for Adults	James Creighton
Women's Self-Defense Class	James Creighton
Martial Arts for Women	Tracy Maggio & Barb Malley
Debbie McVean Aerobics	Debbie McVean
Pilates	Eva Pazral

Yoga
Yoga Therapy
BollyX
Men's Adult Soccer League
Introduction to Pickleball
Chakra Meditation with Reiki
Meditation with Reiki
Reiki Level 1 Training
Power of Meditation & Mindfulness
Qigong for Health & Healing

Eva Pazral
Kaitlyn Vittozzi
Madhvi Bansal
Recreation Staff
Larry Shearer
Gina Pietropaoli
Gina Pietropaoli
Gina Pietropaoli
Usha Shah
Usha Shah

MEMORANDUM



To: Pittsford Town Board

From: Cheryl Fleming, Personnel Director

Date: July 27, 2020

Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: August 4, 2020

1. The following employee(s) are recommended for a status change and/or salary change due to a change in status.

Name	Position	Reason for Change	Salary	Effective Date
Victoria Cleary	Rec Asst II	Promo – Additional title	\$12.60	07/20/2020

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

Name	Position	Reason for Change	Salary	Effective Date
Victoria Cleary	Rec Asst II	Promo – Additional title	\$12.60	07/20/2020

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