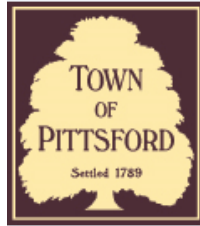


SUPERVISOR
William A. Smith, Jr.



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

TOWN BOARD AGENDA

Tuesday, December 21, 2021 – 6:00 pm
Town Hall – 11 S. Main Street, Pittsford – Lower Level
Page 1 of 2

Call to Order
Pledge of Allegiance

Minutes

Approval of Minutes of Meeting of December 8, 2021

Legal Matters

Public Comment
2022 Elderberry Express Agreement
2022 Pittsford Youth Services
2022 MRB Group Engineering Agreement
2022 SWBR Consulting Agreement
2022 Pittsford Compliance and Engineering Services with TYLI
Set Special Meeting of Town Board for Thursday, December 30 at 10:00am

Financial Matters

Public Comment
Transfers
Vouchers

Operational Matters

Public Comment
2021-2022 Agreement with Town of Brighton for Snow and Ice Control on Allens Creek Road
Set Bid Date for Resurfacing of Thornell Farm Park Tennis Courts

Personnel Matters

Public Comment
Hiring Resolution
Setting Friday December 31 as Town Holiday

Other Business

Public Comment
Adjournment

Instructions for attending and offering comments on attached page 2

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

Attending in Person

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

Comments:

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

Viewing from Home

1. Live

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

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

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

Comments:

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

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

and, in addition,

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

2. On-Demand Video

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

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

**DRAFT
TOWN OF PITTSFORD
TOWN BOARD
DECEMBER 8, 2021**

Proceedings of a regular meeting of the Pittsford Town Board held on Wednesday, December 8, 2021 at 6:00 P.M. local time in the Lower Level Meeting Room of Town Hall, 11 South Main Street, in person.

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

ABSENT: None.

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

ATTENDANCE: One additional staff member and 12 members of the public also attended.

Supervisor Smith called the Town Board meeting to order at 6:03 P.M. and invited all to join in the Pledge to Flag.

SUPERVISORS ANNOUCEMENTS

Supervisor Smith announced that the Town would be distributing Covid test kits on Saturday, December 18, from 9am – 11am or until supplies run out, at Mendon High School. Kits are for Pittsford residents and will be limited to 1 per household. Each kit contains 2 tests. Please bring photo id or current utility bill as proof of residency.

PUBLIC HEARING ON LOCAL LAW NO. 3 OF 2021: OPTING OUT OF ADULT-USE CANNABIS RETAIL DISPENSARIES AND ON-SITE CONSUMPTION SITES

Supervisor Smith opened the Public Hearing and invited anyone present at the meeting interested in speaking on behalf of the topic to come forward.

Supervisor Smith opened the Public Hearing and invited anyone present at the meeting interested in speaking on behalf of the topic to come forward.

Councilmembers heard 52 comments in favor of opting out from Xueya Cai, Pat Hayes, Gary Brandt, Joan Sperandio, Kara Mucha, Michael Barone, Robin Blew, Betsy O'Connor, Betsy Webster, Peter Webster, Katharine Carlson, Deborah Ruane Tammy O'Shaughessy, Yi-Jen Huang, Jing Che, James Mou, Carolyn MacDonald, Hugh Xia, Chike Cao, Celeste Frohm, Shawn Van Dusen, Wang Gaochan, Yiyz Guan, Ying Chen, Jing Du, Amanda Corney, Mei Li, Ziaoyan Liao, John Q. Yang, Vickey Lee, Maria Scott, Doris Ou, Carolyn Hunt, James Hunt, David Meade, Elizabeth Meade, Jason Stevens, Yan Zheng, Jeff Markwick, Leah Crane, Ed

Minutes of the Town Board for December 8, 2021

Schiffino, John Kerekes, Lili Zhao, Susan Zhai, Wendy Wallman, Howard Riessen, Jonathan Kelly, Madeleine Cuciti, Sarah Gibson, Katia Azevedo, Sue Scanlon, Bob Brumm, Karen Brumm, Richard Burton, Susan Russell Gaze, James Gaze, and Debroah Feehan.

Councilmembers heard 9 comments in favor of opting in by Catherine Doyle, Rebecca Schwarz, Kristen Brown, Michael Laird, Jessica Cheng, Joan Moffett, Chris Smith, Scott Adams and Ann Slocomb.

After inquiring if there was anyone else who wished to speak on behalf of this topic and for any other comments submitted by email and having none, Supervisor Smith closed the public hearing, then asked for Town Board discussion. Councilmember Koshykar noted that she had previously supported opting out, so the Town would have time to determine the time, place and manner for dispensaries and usage. She then stated that she has since heard from residents in favor of allowing cannabis dispensaries and consumption sites, and upon further reflection she has changed her opinion and supports opting in to cannabis sales and lounges in Pittsford

Councilmember Beckford stated that Councilmember Koshykar's statement was very persuasive to him. He noted that he also spoke in favor of opting out at the November meeting, but with the Town currently rewriting the Zoning Code, we can regulate the time, place and manner of these establishments, and this has shifted his opinion. Therefore he will vote to allow dispensaries and lounges.

Deputy Supervisor Munzinger stated that she feels very strongly about approving Local Law #3 and opting out at this time. Not only have the majority of public comments received been in favor of opting out but we need to be practical, to allow the situation to evolve and take our time with these decisions to see how legalization is working out in other towns, to make sure we are acting in the best interests of the people of the Town.

Councilmember Townsend expressed that her thoughts have not changed much from the last Board meeting. Her research on the topic has shaped her personal view that the Town should opt in. Yet, she noted, she does not serve on the Board as an individual, but as a representative of the community. The majority of comments to the Board urge opting out, so she will vote to approve Local Law #3 to opt out at this time. However, she intends to revisit the topic as state regulations and additional data become available, and would introduce legislation to opt in if the concerns expressed by residents have been satisfactorily addressed.

Supervisor Smith cited that he sees the opt out vote this evening as preserving the Town's ability to make a choice. Voting to opt in would deprive the Town of any discretion over the matter. His principal concern is to have confidence that the decision the Board makes has the support of most residents. He cannot recall a situation before when the Board has heard comments from so many residents on a matter. The overwhelming majority of those comments indicate a wish to opt out and so he will be voting to approve Local Law #3 to opt out.

Supervisor Smith then made a motion to adopt Local Law No. 3 of 2021, seconded by Deputy Supervisor Munzinger and voted on by members as follows: Ayes: Munzinger, Townsend and Smith. Nays: Beckford and Koshykar.

The Resolution was declared carried as follows:

Minutes of the Town Board for December 8, 2021

WHEREAS, true and correct copies of proposed Local Law No. 3 of 2021: Local Opt-Out of Adult-Use Cannabis Retail Dispensaries and On-Site Consumption Sites within the Town of Pittsford, were placed upon the desks of all members of the Town Board of the Town Board, New York, more than seven (7) calendar days, exclusive of Sunday, prior to the 8th day of December, 2021; and

WHEREAS, there was duly published in a newspaper previously designated as an official newspaper for publication of public notices, and posted upon the bulletin board maintained by the Town Clerk pursuant to § 40(6) of the Town Law, a notice of public hearing to the effect that the Town Board would hold a public hearing on the 8th day of December, 2021, at 6:00 P.M., Local Time, on said Local Law No. 3 of 2021; and

WHEREAS, the said public hearing was duly held on the 8th day of December, 2021, at 6:00 P.M., Local Time, at Town Hall, 11 South Main Street, Pittsford, New York, and all persons present were given an opportunity to be heard, whether speaking in favor of or against the adoption of said Local Law No. 3 of 2021; and

WHEREAS, subsequent to the closing of said public hearing, and after all persons interested had been heard, the Town Board considered the adoption of said Local Law No. 3 of 2021; and

WHEREAS, it was the decision of the Town Board that said Local Law No. 3 of 2021 should be adopted.

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

RESOLVED, that Local Law No. 3 of 2021: Local Opt-Out of Adult-Use Cannabis Retail Dispensaries and On-Site Consumption Sites within the Town of Pittsford, be adopted by the Town Board of the Town of Pittsford, New York, to read as annexed hereto; and it was further

RESOLVED, that within twenty (20) days subsequent to the expiration of the period of forty-five (45) days to file a referendum petition under Municipal Home Law Rule § 24, there shall be filed with the Secretary of State one certified copy of said Local Law No. 3 of 2021.

[NOTE: Complete text of Local Law No. 3 of 2021 filed with the minutes and available on Town Website. First page attached.]

Local Law No. 2 of 2021 as adopted by the Town Board of Pittsford:

**BE IT ENACTED BY THE
TOWN BOARD OF THE
TOWN OF PITTSFORD
NEW YORK
AS FOLLOWS:**

**LOCAL LAW NO. 3 OF 2021:
THE ADOPTION OF PROPOSED LOCAL LAW NO. 3 of 2021:
LOCAL OPT-OUT OF ADULT-USE CANNABIS RETAIL
DISPENSARIES AND ON-SITE CONSUMPTION SITES
WITHIN THE TOWN OF PITTSFORD**

Sec. 1 Title

This local law shall be known as Local Law No. 3 of 2021: Local Opt-Out of Adult-Use Cannabis Retail Dispensaries and On-Site Consumption Sites within the Town of Pittsford.

Sec. 2 Legislative Intent

It is the intent of this local law to opt out of allowing cannabis retail dispensaries and on-site cannabis consumption sites in the Town of Pittsford that would otherwise be allowed under Cannabis Law Article 4.

Sec. 3 Authority

This local law is adopted pursuant to Cannabis Law §131, which expressly authorizes the Town Board to adopt a local law requesting the Cannabis Control Board to prohibit the establishment of cannabis retail dispensary licenses and/or on-site consumption licenses within the jurisdiction of the Town and is subject to a permissive referendum, the procedure of which is governed by Municipal Home Rule Law §24.

Sec. 4 Local Opt-Out

The Town Board of the Town of Pittsford hereby opts out of allowing cannabis retail dispensaries and on-site cannabis consumption sites from being established and operated within the Town's jurisdiction.

Sec. 5 Severability

If any clause, sentence, paragraph, section, or part of this local law or the application thereof to any person, firm or corporation, or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder

Page | 4

Minutes of the Town Board for December 8, 2021

of this local law, but shall be confined in its operation and effect to the clause, sentence, paragraph, section, or part thereof, or in its application to the person, firm, or corporation or circumstance, directly involved in the controversy or action in which such order or judgment shall have been rendered.

Sec. 6 Permissive Referendum/Referendum on Petition

This local law is subject to a referendum on petition in accordance with Cannabis Law §131 and the procedure outlined in Municipal Home Rule Law §24.

Sec. 7 Operative and Effective Dates

This local law shall be operative immediately upon its adoption and take effect immediately upon filing with the Secretary of State.

MINUTES OF THE NOVEMBER 16 TOWN BOARD MEETING APPROVED

A Resolution to approve the Minutes of the Town Board meeting of November 16, 2021 was offered by Deputy Supervisor Munzinger, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the November 16, 2021 Town Board meeting are approved.

LEGAL MATTERS

No public comments made.

BERGMANN CONTRACT FOR ZONING CODE UPDATE

Supervisor Smith gave a brief history of engagement of the consultant for the Zoning Code Update and why the new contract is needed: to accommodate the consultants' joining a different firm, along with additions to the scope of work. The result is a new professional services agreement for the amount of \$72,347.90.

Following discussion a Resolution to authorize the Town Supervisor to sign the proposed "Standard Form Agreement Between Owner and Consultant for Professional Services" between the Town and Bergmann Associates for completing the Town's Zoning Code Update, was offered by Councilmember Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Supervisor be authorized to sign the proposed "Standard Form Agreement Between Owner and Consultant for Professional Services" between the Town and Bergmann Associates for completing the Town's Zoning Code Update.

FINANCIAL MATTERS

PUBLIC COMMENTS

Jon Sussman submitted a comment.

SURPLUS INVENTORY APPROVED

A Resolution to approve the proposed inventory for the Town Board to declare surplus and to be removed from the Town's inventory was offered by Supervisor Smith, Deputy Supervisor

Minutes of the Town Board for December 8, 2021

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

The Resolution was declared carried as follows:

RESOLVED, that the attached list of equipment be declared surplus and be removed from the Town's inventory.

Asset #	Year	Description	Department	Cost	Disposition
16613	2011	Lift Gate for Pickup Truck	Parks	2,749.00	Auction
17795	2015	Ford F-250 Pickup Truck	Parks	24,243.00	Auction
17259	2013	Ford F-150 Pickup Truck	Parks	24,200.00	Auction
17799	2015	Ford Senior Bus #301-1	Recreation	47,386.00	Auction

CREATION OF COMMUNITY SOLAR PROJECT FUND

A Resolution to authorize the Town Finance Director to create the Community Solar Project Fund, was offered by Supervisor Smith, who noted that this was to provide a budget line for the slightly more than \$30,000 the town has received from the Community Solar program. Councilmember Townsend seconded the motion, which members voted on as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Finance Director is authorized to create the Community Solar Project Fund.

AUTHORIZING THE SUPERVISOR TO SIGN J. O'CONNELL & ASSOCIATES AGREEMENT FOR GRANT CONSULTING SERVICES

Supervisor Smith explained that this represents a renewal of our current agreement with J. O'Connell & Associates, whose work for the Town has been highly satisfactory. Continuing the relationship will allow the Town to seek more opportunities for grant funding and he recommends approving the contract. Councilmember Townsend asked about the total dollar amount of grant applications made for the Town by O'Connell. Finance Director, Brian Luke stated that amount is \$1,715,549.00 of which the Town has received \$500,000.00. Councilmember Townsend asked for confirmation that the gap in funds received and outstanding is because we are still awaiting awarding decisions on the balance. Mr. Luke confirmed that was correct. Councilmember Koshykar also asked about the amount of funding for which the town awaits notice. The Finance Director responded that \$1,215,549.00 is outstanding and represents the majority of the funds applied for.

Hearing no further comment, a Resolution to authorize the Town Supervisor to sign the proposed Agreement between the Town and that the Supervisor is authorized to sign an agreement with J. O'Connell & Associates, Inc. for grant consultant services, was offered by Councilmember Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

RESOLVED, that the Supervisor is authorized to sign an agreement with J. O'Connell & Associates, Inc. for grant consultant services.

OPERATIONAL MATTERS

PUBLIC COMMENTS

No comments were offered.

Supervisor Smith discussed Climate Smart Community (CSC) certification and the next steps needed to proceed with it. Councilmember Townsend offered her support and mentioned that the Towns Environmental Advisory Board is available to assist with the process. She also noted that she knows a significant amount of the work to complete the tasks will involve Town staff and she encourages all department heads to reach out with any needs, for staffing or other resources.

A Resolution that the Town Board adopt the New York State Climate Smart Communities pledge, in accordance with the term of the proposed written resolution submitted, was offered by Supervisor Smith, seconded by Councilmember Beckford and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

PERSONNEL MATTERS

PUBLIC COMMENTS

No comments were made.

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

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

Name	Dept	Position	Rate	Date of Hire
Robert Sweet	IT	Micro Computer Support Tech-RFT	\$23.79	12/09/2021

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

Name	Dept	Position	Rate	Date of Hire
Robert Sweet	IT	Micro Computer Support Tech-RFT	\$23.79	12/09/2021

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

Name	Position	Reason for Change	Salary	Effective Date
John Young	GEO II	Promotion - replacement	\$24.74/hr	12/06/2021

Minutes of the Town Board for December 8, 2021

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

Name	Position	Reason for Change	Salary	Effective Date
John Young	GEO II	Promotion - replacement	\$24.74/hr	12/06/2021

OTHER BUSINESS

Councilmember Beckford advised board members on work of the Equity Advisory Committee. He expressed thanks to Chief of Staff Spencer Bernard for his work as a member of the Committee. Councilmember Beckford noted that the Martin Luther King, Jr. Living the Dream series will be presented on Tuesdays in January, with events including movie nights, panel discussions and a performance by the MLK Youth Choir. Registration is live for the MLK Youth Choir event on the Town's library website. Councilmember Beckford asked for data on the cost of 100% renewable electricity compared to the RG&E rate and the Supervisor undertook to obtain this information. Councilmember Townsend recommended determining now what members of Volunteers Boards with terms expiring seek reappointment, to enable volunteer board appointments earlier in 2022 than in 2021.

PUBLIC COMMENTS

Kathleen Cristman offered a comment.

With no further business, the meeting adjourned at 7:27 p.m.

Respectfully submitted,

Renee McQuillen
Town Clerk

MEMORANDUM

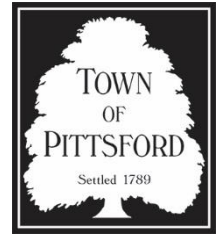
To: Town Board Members

From: Robert B. Koegel

Date: December 16, 2021

Regarding: Elderberry Express, Inc. Agreement

For Meeting On: December 21, 2021



Ladies and Gentlemen:

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

The Agreement provides for payment by the Town of an annual subsidy to Elderberry Express, Inc. in the amount of \$7,500.00, which is in the 2022 budget. This amount is identical to the annual payments we made for the years 2009 through 2021.

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

RESOLUTION

I move that the Town Supervisor be authorized to enter into and sign the proposed 2022 Agreement with Elderberry Express, Inc.

AGREEMENT

THIS AGREEMENT, made as of the 1st day of January, 2022 by and between the TOWN OF PITTSFORD, NEW YORK, a municipal corporation having its offices at 11 South Main Street, Pittsford, New York 14534 ("Town"), and ELDERBERRY EXPRESS, INC., a domestic not-for-profit corporation with offices at 3750 Monroe Avenue, Pittsford, New York, ("Express").

WITNESSETH:

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

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

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

1. In consideration of the sum of \$7,500.00, to be paid in equal quarterly installments by the Town to Express, Express agrees for the year 2022 to provide transportation services to Pittsford senior citizens who find it difficult or impossible to use public or private transportation. As a result of the synergy of the operations of Express and the Pittsford Senior Center, the Town will also provide to Express the use of office space of a minimum of 100 square feet at the Pittsford Senior Center. The Town's only obligations shall be to provide the funding and office space as set forth in this Agreement. Under no circumstances shall the Town assume Elderberry Express's obligation to transport any citizens.

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

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

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

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

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

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

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

TOWN OF PITTSFORD, NEW YORK

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

ELDERBERRY EXPRESS, INC.

By: _____
James M. Gaze, President

STATE OF NEW YORK)
COUNTY OF MONROE) SS:

On the ___ day of December, 2021, before me, the undersigned, a Notary Public in and for said State, personally appeared James M. Gaze, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

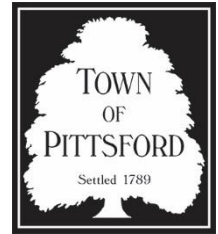
Notary Public

STATE OF NEW YORK)
COUNTY OF MONROE) SS:

On the ___ day of December, 2021, before me, the undersigned, a Notary Public in and for said State, personally appeared William A. Smith, Jr., Supervisor, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

MEMORANDUM



To: Town Board Members

From: Robert B. Koegel

Date: December 16, 2021

Regarding: Pittsford Youth Services Agreement

For Meeting On: December 21, 2021

Ladies and Gentlemen:

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

The proposed Agreement is the same as the Agreement for 2021, except for the dates and the support of PYS for 2022, which will increase from \$61,000.00 to \$64,660.00.

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

I move that the Town Supervisor be authorized to enter into and sign the proposed Agreement with Pittsford Youth Services for calendar year 2022.

SERVICE AGREEMENT

THIS AGREEMENT, made as of the 1st day of January, 2022 by and between the TOWN OF PITTSFORD, NEW YORK, a municipal corporation having its offices at 11 South Main Street, Pittsford, New York 14534 (hereinafter referred to as “Town”), and PITTSFORD YOUTH SERVICES, INC., a domestic not-for-profit corporation, with offices at 4 South Main Street, Pittsford, New York 14534 (hereinafter referred to as “Agency”).

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

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

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

A. Town’s Responsibilities

1. The Town will pay the Agency the annual sum of Sixty-Four Thousand Six Hundred Sixty Dollars (\$64,660.00) for the year 2022, payable in twelve (12) consecutive monthly installments, beginning January 2022, for the Agency’s said services.

B. Agency’s Responsibilities

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

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

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

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

PITTSFORD YOUTH SERVICES, INC.

TOWN OF PITTSFORD, NEW YORK

By: _____

By: _____

Jill Harter Lennox
Executive Director of Administration

William A. Smith, Jr.
Town Supervisor

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

On the ____ day of December, 2021 before me, the undersigned, a Notary Public in and for said State, personally appeared William A. Smith, Jr., personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

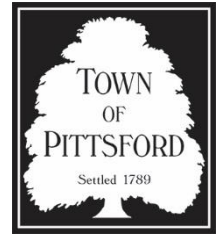
Notary Public

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

On the ____ day of December, 2021 before me, the undersigned, a Notary Public in and for said State, personally appeared Jill Harter Lennox, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

MEMORANDUM



To: Town Board Members

From: Robert B. Koegel

Date: December 16, 2021

Regarding: Agreement with MRB Group Engineering, Architecture and Surveying, D.P.C.

For Meeting On: December 21, 2021

Ladies and Gentlemen:

For the past several years, MRB has been providing consulting engineering services to the Town, primarily relating to the Planning Board applications for subdivisions and site plans. The consultant's fees for such services are typically reimbursed to the Town from the applicant before the Planning Board.

Submitted herewith is a draft "Short Form of Agreement Between Owner and Engineer for Professional Services" that would continue our use of MRB's services for calendar year 2022. This year, the hourly rates for some categories of service have increased by five to ten dollars (one went up by \$21.00) compared to last year, some categories went down by five to ten dollars, and two categories stayed the same. However, the hourly rates are still consistent with the rates of other engineering firms we retain, and of the marketplace in general. Finally, our Commissioner of Public Works, Town Engineer, and Director of Planning and Zoning have all reviewed these rates, and found them to be reasonable.

Parenthetically, we also retain MRB and other firms for engineering services for Town projects; however, those services are negotiated separately and result in an individual contract for each such project.

Since the proposed Agreement involves a contract for professional services requiring technical expertise, competitive bidding is not required. The same is true for our other two annual engineering contracts.

RESOLUTION

I move that the Town Supervisor be authorized to sign the proposed "Short Form of Agreement Between Owner and Engineer for Professional Services" with MRB Group, P.C., for consulting engineering services.

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated Project and the controlling Laws and Regulations.

**SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES**

Prepared by



Issued and Published Jointly by



SPECIAL NOTE ON USE OF THIS FORM

This abbreviated Agreement form ("Short Form") is intended for use only for professional services of limited scope and complexity. It does not address the full range of issues of potential importance to the parties. Depending on the scope and complexity of the services and the project, the Owner and Engineer may be better served by using the Agreement Between Owner and Engineer for Professional Services (EJCDC® E-500, 2014 Edition), or one of the several special-purpose EJCDC professional services agreement forms.

If the Owner intends to enter into a construction contract for implementation of a design prepared under the Short Form, or otherwise associated with professional services provided under the Short Form, Owner may wish to consider using EJCDC® C-700, Standard General Conditions of the Construction Contract, 2013 Edition, and other 2013 EJCDC Construction Series documents. The terms and provisions used in EJCDC® C-700 and the other EJCDC Construction Series documents are consistent with those used in the Short Form.

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1420 King Street, Alexandria, VA 22314-2794
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www.nspe.org

American Council of Engineering Companies
1015 15th Street N.W., Washington, DC 20005
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American Society of Civil Engineers
1801 Alexander Bell Drive, Reston, VA 20191-4400
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www.asce.org

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**SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of [January 1, 2022] (“Effective Date”) between [Town of Pittsford] (“Owner”) and [MRB Group Engineering, Architecture and Surveying, D.P.C.] (“Engineer”).

Owner’s Project, of which Engineer’s services under this Agreement are a part, is generally identified as follows: [General Engineering Services] (“Project”).

Engineer’s services under this Agreement are generally identified as follows: [Engineering consultation for various general “Town Engineering” matters, as necessary and requested by Owner including, but not limited to review of subdivision plans and preparation of written recommendations thereon for the Town Planning Board, general consulting services to Owner including attendance at meetings of the Town Board, Town Planning Board and other agencies of the Owner, and field observations as necessary in connection with submitted subdivision plans and construction. Further description and related matters are included in Exhibit A, which form a part of the Agreement.] (“Services”).

Owner and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Engineer shall provide or furnish the Services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above (“Additional Services”).
- B. ~~Engineer shall complete its Services within the following specific time period: If no specific time period is indicated,~~ Engineer shall complete its Services within a reasonable period of time.
- C. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer’s Services is impaired, or Engineer’s Services are delayed or suspended, then the time for completion of Engineer’s Services, and the rates and amounts of Engineer’s compensation, shall be adjusted equitably.

2.01 *Payment Procedures*

- A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer’s invoice, then (1) the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition Engineer may, after giving seven days written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.

- B. *Payment:* As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in Paragraphs 2.01, 2.02 (Services), and ~~2.03 (Additional Services)~~. If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

2.02 *Basis of Payment—Hourly Rates Plus Reimbursable Expenses*

- A. Owner shall pay Engineer for Services as follows:

1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services and Engineer's consultants' charges, if any.
2. Engineer's Standard Hourly Rates are attached as Appendix 1.
3. ~~The total compensation for Services and reimbursable expenses is estimated to be \$[].~~

~~2.03 *Additional Services:* For Additional Services, Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by each class of Engineer's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services and Engineer's consultants' charges, if any. Engineer's standard hourly rates are attached as Appendix 1.~~

3.01 *Termination*

- A. The obligation to continue performance under this Agreement may be terminated:

1. For cause,
 - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
 - b. By Engineer:
 - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Engineer's Services are delayed for more than 90 days for reasons beyond Engineer's control, or as the result of the presence at the Site of undisclosed Constituents of Concern, as set forth in Paragraph 5.01.I.
 - c. Engineer shall have no liability to Owner on account of a termination for cause by Engineer.
 - d. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of

receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.

- B. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Engineer's consultants' charges, if any.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs

incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.

- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- D. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Engineer or its consultants.
- F. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:
 - 1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 - 2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants;
 - 3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
 - 4. such limited license to Owner shall not create any rights in third parties.
- G. Owner and Engineer may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for

or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$100,000 or the total amount of compensation received by Engineer, whichever is greater.

- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- K. This Agreement is to be governed by the law of the state in which the Project is located.
- L. Engineer's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7.01 *Definitions*

- A. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and consultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA"); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal,

State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

8.01 *Attachments:* Appendix 1, Engineer's Standard Hourly Rates

Exhibit A – Further Description of Services, Responsibilities, time and Related Matters

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: [Town of Pittsford]

Engineer: [MRB Group Engineering, Architecture, and Surveying, D.P.C.]

By: _____

Print name:

Title: Town Supervisor

Date Signed: _____

By:  _____

Print name: [David M. Doyle, P.E.]

Title: [Vice President]

Date Signed: _____

Engineer License or Firm's Certificate No. (if required):

[0014548]

State of: [New York]

Address for Owner's receipt of notices:

[11 South Main Street, Pittsford, NY 14534]

Address for Engineer's receipt of notices:

[145 Culver Road, Suite 160, Rochester, NY 14620]

This is **Appendix 1, Engineer's Standard Hourly Rates**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated [January 1, 2022].

Engineer's Standard Hourly Rates

A. Standard Hourly Rates:

1. Standard Hourly Rates are set forth in this Appendix 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Paragraphs 2.01, 2.02, and ~~2.03~~, and are subject to annual review and adjustment.

B. Schedule of Hourly Rates:

1. Hourly Rates for services performed on or after the date of the Agreement are: Per MRB Group Standard Hourly Rate Schedule, as adjusted annually as of January 1. For reference, hourly rates (2022) for those billing classes primarily applicable to the Agreement are as follows:

CATEGORY	RATE
Senior Project Manager	\$210.00
Project Manager	\$185.00
Sr. Civil Engineer	\$170.00
Civil Engineer III	\$150.00
Civil Engineer II	\$135.00
Civil Engineer I	\$120.00
Senior Technician	\$155.00
Sr. GIS Analyst	\$135.00
Sr. Design Technician	\$135.00
Design Technician I	\$65.00
Design Technician II	\$95.00
Design Technician III	\$115.00
Senior Planning Associate	\$165.00
Planning Associate	\$125.00

Appendix 1, Standard Hourly Rates Schedule.

EJCDC® E-520, Short Form of Agreement Between Owner and Engineer for Professional Services.
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EXHIBIT A
Agreement between Town of Pittsford and MRB Group
2022

Further Description of Services, Responsibilities, Time, and Related Matters

Specific articles of the Agreement are amended and supplemented to include the following agreement of the parties:

Engineer's Services

- A. Engineer shall:
1. Consult with Owner to define and clarify Owner's requirements for the Project, including design objectives and constraints, space, capacity, and performance requirements, flexibility, and expandability, and any budgetary limitations, and identify available data, information, reports, facilities plans, and site evaluations.
 2. Advise Owner of any need for Owner to obtain, furnish, or otherwise make available to Engineer additional Project-related data and information, for Engineer's use in the study and evaluation of potential solution(s) to Owner's Project requirements.
 3. Identify, consult with, and analyze requirements of governmental authorities having jurisdiction, to approve the portions of the Project to be designed or specified by Engineer.

Owner's Responsibilities

Owner shall, at its expense:

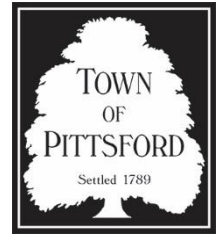
- A. Provide Engineer with all criteria and full information as to Owner's requirements for the Project, including design objective and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations.
- B. Furnish to Engineer any other available information pertinent to the Project including reports and data relevant to previous designs, construction, or investigation at or adjacent to the Site.
- C. Following Engineer's assessment of initially-available Project information and data and upon Engineer's request, obtain, furnish, or otherwise make available (if necessary through title searches, or retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Services. Such additional information or data would generally include the following:
 1. Property descriptions.
 2. Zoning, deed, and other land use restrictions.

3. Utility and topographic mapping and surveys.
 4. Property, boundary, easement, right-of-way, and other special surveys or data, including establishing relevant reference points.
 5. Explorations and tests of subsurface conditions at or adjacent to the Site; geotechnical reports and investigations; drawings of physical conditions relating to existing surface or subsurface structures at the Site; hydrographic surveys, laboratory tests and inspections of samples, materials, and equipment; with appropriate professional interpretation of such information or data.
 6. Environmental assessments, audits, investigations, and impact statements, and other relevant environmental, historical, or cultural studies relevant to the Project, the Site, and adjacent areas.
 7. Data or consultations as required for the Project but not otherwise identified in this Agreement.
- D. Owner shall be responsible for all requirements and instructions it furnishes to Engineer pursuant to this Agreement, and for the accuracy and completeness of all programs, reports, data, and other information provided by Owner to Engineer pursuant to this Agreement. Engineer may use and rely upon such requirements, programs, instructions, reports, data and information in performing or furnishing services under this Agreement, subject to any express limitations or reservations applicable to the furnished items.
- E. Arrange for safe access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services under this Agreement.

Times for Completion

- A. The term of this Agreement shall be 12 months.
- B. Engineer shall complete its obligations within a reasonable time.

MEMORANDUM



To: Town Board Members

From: Robert B. Koegel

Date: December 16, 2021

Regarding: Consulting Agreement with SWBR

For Meeting On: December 21, 2021

Ladies and Gentlemen:

Construction of non-residential buildings involves compliance with the complex set of rules established by the State of New York and contained in the Uniform Fire Prevention and Building Code. Review of plans for construction to ensure that they comply with these state requirements is a laborious effort.

Our Code Enforcement Office, similar to most towns in our area, utilizes the services of local engineering/architectural firms to review such plans and report back to us as to compliance with the Uniform Code. We have used two (2) engineering firms for these reviews, one of which is SWBR Architecture, Engineering & Landscape Architecture, P.C. (the other is TYLI), and have been pleased with both.

The Code review arrangements are that the Code Enforcement Office directly requests and pays for the services, with reimbursement from the involved developer. Such arrangement is similar to the procedure we use for engineering review in site plan and subdivision situations.

A proposed Agreement renewing this arrangement with SWBR is submitted with this Memo. The attached Agreement is essentially a renewal of the annual Agreement we began in 2012 and will be in effect, by its terms, through the end of 2021. Compared to the 2021 rates, the SWBR 2022 Hourly Rates for the Town of Pittsford have increased by five dollars for most categories of personnel, have increased by ten dollars for one category and by fifteen dollars for another category, and stayed the same for one category. I note that these rates are in line with the rates charged by our other two retained engineering firms, and are deemed reasonable by our Public Works staff.

RESOLUTION

I move that the Town Board approve the proposed Agreement for Code Compliance Services with SWBR and authorize the Town Supervisor to sign the Agreement.

AGREEMENT FOR CODE COMPLIANCE SERVICES

This is an Agreement between SWBR Architecture, Engineering & Landscape Architecture, P.C., a Professional Corporation with offices at 387 East Main Street, Rochester, New York 14604 (“SWBR”) and the Town of Pittsford, a municipal corporation having offices at 11 South Main Street, Pittsford, New York 14534 (“Town”), where the Town seeks to engage the services of a professional third party consultant to provide the services necessary to fulfill the Town’s obligation to regulate the design, construction and use of buildings and structures within its boundaries;

NOW, THEREFORE, in consideration of the terms and conditions herein, it is hereby agreed by and between the parties as follows:

Section I. SWBR’s Services

- A. SWBR shall provide services to the Town in the area of plan review, on an as requested basis. The work shall include the necessary clerical assistance, travel time, communications and reporting.
- B. Requests for services shall be transmitted by the Town Code Enforcement Officer to SWBR in writing, in person, or by telephone (followed by a written request). Both the Town and SWBR shall keep a record of requests made.
- C. SWBR shall provide for the review of plans for compliance with the NYS Uniform Fire Prevention and Building Code. Reviews shall not include issues of compliance with zoning, SEQRA, site work/landscaping, fire protection system calculations, conveyances, or other local, state or federal requirements, except where specifically referenced in a technical document of the Uniform Code. Review for conformance with these regulations will be performed by the Town, and forwarded to SWBR upon request. Plan review comments and related communications with the applicants (including requests for additional information) will be handled by SWBR directly with the applicant. SWBR staff shall host permit workshops whenever requested by the applicant. SWBR shall provide written reports on the results of each review, in a format approved by the Town and SWBR, including any necessary administrative or organizational meetings.

Section 2. Fee

SWBR shall submit monthly, a detailed invoice showing an accounting of the work performed on behalf of the Town, based on hours worked and travel provided in accordance with SWBR’s “2022 Hourly Rates, Town of Pittsford”, attached hereto, along with duly executed vouchers on forms supplied by the Town. Payments for services rendered shall be made by the Town within 30 calendar days of the date of SWBR invoices.

Persons chosen by SWBR to perform various tasks associated with this Agreement will be at the sole discretion of SWBR, based on the nature of the request for service, the experience and level of education or the specialization in certain disciplines, and SWBR will make every effort to exercise care and efficiency with respect to the impact to the Town or the applicants on the cost of services.

Section 3. Authorized Agents

SWBR designates the Project Manager and the Town designates the Code Enforcement Officer, as the authorized agents for all communications pursuant to this Agreement.

Section 4. Response Time

Complete, written comments on the compliance of all aspects of the project with applicable codes, shall be provided by SWBR to the Town within the following time periods after receipt of a complete application by SWBR. The term "complete application" shall be deemed to include all drawings, specifications, shop drawings, statement of special inspection, soils reports, energy compliance worksheets and other information necessary to convey the intent and scope of the work for which the applicant is seeking or is required to seek a permit in accordance with the Town's Municipal Code, the New York State Uniform Fire Prevention and Building Code and applicable reference standards.

- | | |
|-------------------------------|----------------------------|
| ▪ Minor Commercial Remodeling | 10 full business days |
| ▪ Major Commercial Remodeling | 15 - 30 full business days |
| ▪ New Construction Commercial | 15 - 30 full business days |

Section 5. Term

- A. The term of this Agreement shall be from January 1, 2022 to December 31, 2022.
- B. Termination by Either Party. Either SWBR or the Town may terminate this Agreement, with or without cause, upon ninety (90) days written notice to the other party. However, the parties agree that the Agreement shall not be terminated between the dates of May 1 and October 31. Upon any termination of this Agreement, or upon expiration of the term, SWBR shall promptly turn over to the Town all materials, files, computer discs, work papers, reports, or other work product relating to this Agreement or the services hereunder, in whatever form the same is maintained. Final payment to SWBR, or reimbursement to the Town, shall be prorated to the date of termination.

Section 6. Compliance with Laws

In connection with the services to be performed under this agreement, SWBR and the Town and each of their agents and employees shall comply with all federal, state and local laws, resolutions, ordinances, codes, rules and regulations applicable to the performance of the services to be rendered hereunder. This specifically includes the provision of Part 1203 ("Minimum Standards for Administration and Enforcement") of Title 19 of the New York State Uniform Fire Prevention and Building Code.

Section 7. Liability and Indemnification

- A. The Town hereby covenants and agrees to indemnify, defend and hold harmless SWBR and its officers, agents and employees from and against any and all claims, liabilities, obligations, damages, losses and expenses, (including any claimed damage to real or personal property) whether contingent or otherwise, including reasonable

attorney's fees and costs of defense, incurred by SWBR as a result of the negligence, omission, breach, fault or intentional misconduct of the Town in the conduct of work under this Agreement.

- B. SWBR hereby covenants and agrees to indemnify, defend and hold harmless the Town and its officers, agents and employees from and against any and all claims, liabilities, obligations, damages, losses and expenses, (including any claimed damage to real or personal property) whether contingent or otherwise, including reasonable attorney's fees and costs of defense, incurred by the Town as a result of the negligence, omission, breach, fault or intentional misconduct of SWBR in the conduct of work under this Agreement.
- C. If a claim or action is made or brought against either party, for which the other party may be responsible hereunder, in whole or in part, then that party shall be timely notified and required to handle or pay for the handling of the portion of the claim for which the party is responsible pursuant under this Agreement

Section 8 Independent Contractor: Neither Party Deemed Agent

SWBR shall perform the services under this Agreement as an independent contractor. Neither SWBR nor any of its officers, agents or employees shall present themselves as officers or employees of the Town. Neither SWBR nor the Town shall be deemed to be the agent of the other, except as specifically set forth herein.

Section 9 Prohibition against Assignment or Transfer

SWBR is prohibited from assigning, transferring, conveying or otherwise disposing of this Agreement, or of any right, title or interest therein, or of the power to execute this Agreement, to any other person or corporation without the previous consent, in writing, of the Town.

Section 10. Contract Deemed Executory, Covenant by Town

This Agreement shall be deemed executory only to the extent of monies appropriated for its purpose. The Town represents and covenants that all monies to be paid to SWBR during the term of this Agreement have been duly authorized and will be made available for that purpose.

Section 11. Extent of Agreement

This Agreement constitutes the entire and integrated Agreement between and among the parties hereto and supersedes any and all prior negotiations, agreements and conditions, whether written or oral.

Section 12. Law

This Agreement shall be governed by and under the laws of the State of New York. In the event that a dispute arises between the parties, venue for the resolution of such dispute shall be the County of Monroe, New York.

Section 13. No-Waiver

In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent the either party from enforcing each and every term of this Agreement thereafter.

Section 14. Severability

If any provision of this Agreement is held invalid by a court of law, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the laws of the State of New York.

Section 15. Conflicts of Interest

In the event that either the Town or SWBR believes that the fulfillment of duties by SWBR under the terms of this agreement may be construed as a conflict of interest by virtue of SWBR's relationship with persons or firms having an interest in the approval of construction projects, then SWBR may recuse themselves from performance on a case by case basis. Where such conflict is identified by SWBR, SWBR shall issue a written disclosure to the Town. Where necessary, SWBR shall make recommendations for the person or firm SWBR believes has the resources and competence to provide the services necessary for the subject project. Such person or firm, if approved by the Town, will contract for those services directly with the Town.

Town of Pittsford

By:

William A. Smith, Jr., Supervisor

Date

SWBR Architecture, Engineering & Landscape Architecture, P.C.

By:

David J. Beinetti, President

Date

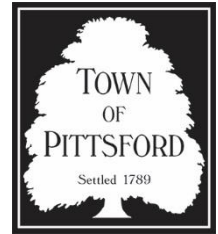


Town of Pittsford Code Consulting Services 2022 Hourly Rates

Principal	\$245.00
Sr. Structural Engineer	\$175.00
Sr. Project Managers & Designers	\$155.00
Project Managers & Architects II	\$145.00
Sr. Technical Coordinators	\$145.00
Structural Engineer	\$145.00
Project Managers & Architects I	\$130.00
Technical Coordinators / Senior Designers	\$120.00
Technical Assistants	\$80.00

Revised 12/15/21

MEMORANDUM



To: Town Board Members

From: Robert B. Koegel

Date: December 16, 2021

Regarding: Compliance and Engineering Services with TYLI

For Meeting On: December 21, 2021

Ladies and Gentlemen:

Construction of non-residential buildings requires compliance with the complex set of rules established by the State of New York and contained in the Uniform Fire Prevention and Building Code. Review of construction plans to ensure compliance with these state requirements is a laborious effort.

Our Code Enforcement Office, like other local code enforcement offices in our area, utilizes the services of regional engineering/architectural firms to review such plans and to comment upon their compliance with the Uniform Code. We have used at least two engineering firms for these reviews, one of which is TYLI (the other is SWBR), and we have been pleased with both of them.

The Code review arrangements are such that the Code Enforcement Office directly requests and pays for the services, and the involved developer reimburses us for the services.

Our Code Enforcement Office and our Planning and Zoning Department also use outside consultants for engineering services to the Town, primarily for review of site plans, subdivision plans, and stormwater pollution prevention plans. As with Code compliance matters, reimbursement for engineering services in connection with development plans comes from the involved developers.

This year, as with last year, our proposed Agreement with TYLI is for both code compliance services and engineering review services. The proposed Agreement is essentially a renewal of the annual Agreement we began in 2012, and it will continue, by its terms, through the end of 2022. There are modest (several dollar) increases in the hourly billing rates of some of the lower-cost categories of services this year, larger increases for higher-cost categories (five to ten dollar increases, one twenty dollar and one thirty dollar increase), no change in some categories, and two decreases in rates. Still, rates are well in the range of other engineering consultants retained by the Town. As with our other annual engineering contracts, the Commissioner of Public Works, the Town Engineer, and

the Director of Planning and Zoning have all reviewed these rates and have found them to be reasonable.

RESOLUTION

I move that the Town Board approve the proposed Agreement for Code Compliance and Engineering Services with TYLI and authorize the Town Supervisor to sign the Agreement.

AGREEMENT FOR CODE COMPLIANCE AND ENGINEERING SERVICES

This is an agreement between TYLI International Engineering and Architecture, P.C., a Professional Corporation with an office at 255 East Avenue, Rochester, New York 14604 ("TYLI") and the Town of Pittsford, a municipal corporation having offices at 11 South Main Street, Pittsford, New York 14534 ("Town"), where the Town seeks to engage the services of a professional third party consultant to provide the services and necessary skills to fulfill the Town's obligation to regulate the design, construction and use of buildings and structures within its boundaries;

NOW, THEREFORE, in consideration of the terms and conditions herein, it is hereby agreed by and between the parties as follows:

Section I TYLI's Services**Section IA Code Compliance Services**

A. TYLI shall provide services to the Town in the area of code compliance plan review, on an as requested basis. The work shall include the necessary clerical assistance, travel time, communications and reporting.

B. Requests for services shall be transmitted by the Town Code Enforcement Officer to TYLI in writing, in person, or by telephone (followed by a written request). Both the Town and TYLI shall keep a record of requests made.

C. TYLI shall provide for the review of plans for compliance with the NYS Uniform Fire Prevention and Building Code. Reviews shall not include issues of compliance with zoning, SEQRA, site work/landscaping, fire protection system calculations, conveyances, or other local, state or federal requirements, except where specifically referenced in a technical document of the Uniform Code. Review for conformance with these regulations will be performed by the Town, and forwarded to TYLI upon request. Plan review comments and related communications with the applicants (including requests for additional information) will be handled by TYLI directly with the applicants. TYLI staff shall host permit workshops whenever requested by the applicants. TYLI shall provide written reports on the results of each review, in a format approved by the Town and TYLI, including any necessary administrative or organizational meetings.

Section IB Engineering Plan Reviews

A. TYLI shall provide services to the Town in the area of engineering plan review, on an as requested basis. The work shall include the necessary clerical assistance, travel time, communications and reporting, as well as signature on final plans and SWPPPs as "Town Engineer".

B. Requests for services shall be transmitted by the Director of Planning Zoning and

Development or Code Enforcement Officer to TYLI in writing, in person, or by telephone (followed by a written request). Both the Town and TYLI shall keep a record of requests made.

C. TYLI shall provide for engineering review of Site Plan, Subdivision submissions and Storm Water Pollution Prevention Plans as requested by the Town. Reviews shall be for state and federal requirements and if requested, compliance with zoning, SEQRA, and Town of Pittsford Design Standards. Plan review comments and related communications with the applicants (including requests for additional information) will be handled by TYLI directly with the applicants, with a record of these communications provided to the Town. TYLI staff shall host review workshops whenever requested by the applicants. TYLI shall provide written reports on the results of each review, in a format approved by the Town and TYLI, including any necessary administrative or organizational meetings.

Section 2 Fee

TYLI shall submit monthly detailed invoices showing an accounting of the work performed on behalf of the Town, based on hours worked and travel provided in accordance with TYLI's hourly billing rates, attached hereto, along with duly executed vouchers on forms supplied by the Town. Payments for services rendered shall be made by the Town within 30 calendar days of the date of TYLI's invoices.

Persons chosen by TYLI to perform various tasks associated with this Agreement will be at the sole discretion of TYLI, based on the nature of the request for service, the experience and level of education or the specialization in certain disciplines, and TYLI will make every effort to exercise care and efficiency with respect to the impact to the Town or the applicants on the cost of services.

Section 3 Authorized Agents

TYLI designates the Manager of Compliance Services and the Town designates the Code Enforcement Officer or Director of Planning Zoning and Development, as the authorized agents for all communications pursuant to this Agreement.

Section 4 Response Time

Complete, written comments on the compliance of all aspects of the project with applicable codes, shall be provided by TYLI to the Town within the following time periods after receipt of a complete application by TYLI. The term "complete application" shall be deemed to include all drawings, specifications, shop drawings, statement of special inspection, soils reports, energy compliance worksheets and other information necessary to convey the intent and scope of the work for which the applicant is seeking or is required to seek a permit in accordance with the Town of Pittsford's Municipal Town Code, the New York State Uniform Fire Prevention and Building Code, and applicable reference standards.

- Minor Commercial Remodeling 10 full business days
- Major Commercial Construction or Remodeling 15 – 30 full business days

Section 5 Term

- A. The term of this Agreement shall be from January 1, 2022 to December 31, 2022.
- B. Termination by Either Party. Either TYLI or the Town may terminate this Agreement, with or without cause, upon ninety (90) days written notice to the other party, however, the parties agree that the Agreement shall not be terminated without cause between the dates of May 1 and October 31. Upon any termination of this Agreement, or upon expiration of the term, TYLI shall promptly turn over to the Town all materials, files, computer discs, work papers, reports, or other work product relating to this Agreement or the services hereunder, in whatever form the same is maintained. Final payment to TYLI, or reimbursement to the Town, shall be prorated to the date of termination.

Section 6 Compliance with Laws

In connection with the services to be performed under this Agreement, TYLI and the Town and each of their agents and employees shall comply with all federal, state and local laws, resolutions, ordinances, codes, rules and regulations applicable to the performance of the services to be rendered hereunder. This specifically includes the provision of Part 1203 ("Minimum Standards for Administration and Enforcement") of Title 19 of the New York State Uniform Fire Prevention and Building Code.

Section 7 Liability and Indemnification

- A. The Town hereby covenants and agrees to indemnify, defend and hold harmless TYLI and its officers, agents and employees from and against any and all claims, liabilities, obligations, damages, losses and expenses, (including any claimed damage to real or personal property) whether contingent or otherwise, including reasonable attorney's fees and costs of defense, incurred by TYLI as a result of the negligence, omission, breach, fault or intentional misconduct of the Town in the conduct of work under this Agreement.
- B. TYLI hereby covenants and agrees to indemnify, and hold harmless the Town and its officers, agents and employees from and against any and all claims, liabilities, obligations, damages, losses and expenses, (including any claimed damage to real or personal property) whether contingent or otherwise, including reasonable attorney's fees and costs of defense, incurred by the Town as a result of the negligence, omission, breach, fault or intentional misconduct of TYLI in the conduct of work under this Agreement.
- C. If a claim or action is made or brought against either party, for which the other party may be responsible hereunder, in whole or in part, then that party shall be timely notified and required to handle or pay for the handling of the portion of the claim for which the party is responsible pursuant under this Agreement.

Section 8 Independent Contractor: Neither Party Deemed Agent

TYLI shall perform the services under this Agreement as an independent contractor. Neither TYLI nor any of its officers, agents or employees shall present themselves as officers or employees of the Town. Neither TYLI nor the Town shall be deemed to be the agent of the other, except as specifically set forth herein.

Section 9 Prohibition against Assignment or Transfer

TYLI is prohibited from assigning, transferring, conveying or otherwise disposing of this Agreement, or of any right, title or interest therein, or of the power to execute this Agreement, to any other person or corporation without the previous consent, in writing, of the Town.

Section 10 Contract Deemed Executory. Covenant by Town

This Agreement shall be deemed executory only to the extent of monies appropriated for its purpose. The Town represents and covenants that all monies to be paid to TYLI during the term of this Agreement have been duly authorized and will be made available for that purpose.

Section 11 Extent of Agreement

This Agreement, including the Terms and Conditions attached hereto, constitutes the entire and integrated Agreement between and among the parties hereto and supersedes any and all prior negotiations, agreements and conditions, whether written or oral.

Section 12 Law

This Agreement shall be governed by and under the laws of the State of New York. In the event that a dispute arises between the parties, venue for the resolution of such dispute shall be the County of Monroe, New York.

Section 13 No-Waiver

In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent the either party from enforcing each and every term of this Agreement thereafter.

Section 14 Severability

If any provision of this Agreement is held invalid by a court of law, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the laws of the State of New York.

Section 15 Conflicts of Interest

In the event that either party to this Agreement, or any official, officer, director, or personnel of a party, believes that the performance by TYLI in connection with any one or more construction or development projects, or any portion of such project(s), pursuant to this Agreement may be construed as a conflict of interest (“Conflict”), such party must promptly deliver to the other party a written notice of such Conflict (a writing for purposes of the Notice may include email) (“Notice”). As used in the previous sentence, “construed as a conflict of interest” shall be interpreted broadly and shall include, without limitation, a potential conflict of interest or the appearance of a conflict of interest. Immediately after Notice is delivered, (i) TYLI shall recuse itself from any work or involvement in any construction or development project related to the Conflict and (ii) the Town shall have no obligation to pay to TYLI any fees, portion of fees, reimbursement, or compensation arising from any construction or development project related to the Conflict. Where necessary, TYLI shall make recommendations for the person or firm TYLI believes has the resources and competence to provide the services necessary for the subject project. Such person or firm, if approved by the Town, will contract for those services directly with the Town.

Section 16 No Minimum

The decision to assign to TYLI (or contract with TYLI for) any specific project shall be solely within the Town’s discretion. The parties agree that the Town is not obligated to direct any minimum amount of work or minimum number of projects to TYLI pursuant to this Agreement.

Town of Pittsford

By: _____
William A. Smith, Supervisor Date

TYLI International Engineering and Architecture, P.C.

By:  _____
Robert J. Radley, President Date 12/15/21

Enc. TYLI Terms and Conditions

2022 HOURLY BILLING RATES - ROCHESTER

ENGINEERING SERVICES	2022 Billing Rates	
Principal	\$	265.00
Senior Project Manager	\$	185.00
Project Manager	\$	165.00
Senior Structural Engineer	\$	200.00
Senior Engineer	\$	145.00
Project Engineer	\$	135.00
Engineer	\$	115.00
Jr. Engineer	\$	95.00
Sr. Engineering Technician	\$	110.00
Engineering Technician	\$	95.00
Jr. Engineering Technician	\$	78.00
Support Staff	\$	66.00
NICET IV	\$	124.00
NICET III	\$	98.00
NICET II/I	\$	83.00
PLANNING SERVICES		
Sr Project Manager - Planning	\$	210.00
Sr. Planner	\$	135.00
Planner	\$	85.00
ARCHITECTURAL SERVICES		
Senior Architect	\$	175.00
Architect	\$	130.00
Senior Architectural Designer	\$	110.00
Architectural Designer	\$	90.00
INTERIOR DESIGN		
Senior Interior Designer	\$	125.00
Interior Designer	\$	110.00
MECHANICAL/ELECTRICAL/ PLUMBING SERVICES		
Sr. Engineer (M/E/P)	\$	165.00
Project Engineer (M/E/P)	\$	135.00
Engineer (M/E/P)	\$	112.00
Designer (M/E/P)	\$	95.00
M/E/P CADD Drafter	\$	85.00
CODE SERVICES		
Sr. Project Manager - Codes	\$	195.00
Sr. Code Consultant	\$	130.00
Sr. Fire Safety Specialist	\$	135.00
Code Compliance Consultant	\$	120.00
CONSTRUCTION MANAGEMENT		
Senior Construction Manager	\$	145.00
Construction Manager	\$	132.00
Permits Manager	\$	125.00
REIMBURSABLES		
Printing Services		Cost + 10%
Messenger Services, UPS		Cost + 10%
Travel Expenses		Cost + 10%
8-1/2 x 11 prints / copies in-house	\$ 0.15 mono/ \$ 0.30	color per sheet
8-1/4 x 14 prints / copies in-house	\$ 0.20 mono/ \$ 0.40	color per sheet
11 x 17 prints / copies in-house	\$ 0.25 mono/ \$ 0.50	color per sheet
Large Format - Bond	\$ 0.50 mono/ \$ 1.00	color per square foot
Large Format - Vellum	\$ 1.00 mono/ \$ 2.00	color per square foot
Large Format - Mylar	\$ 2.00 mono/ \$ 4.00	color per square foot

TERMS AND CONDITIONS TO LETTER AGREEMENT BETWEEN CONSULTANT AND CLIENT FOR PROFESSIONAL SERVICES

1. General

These Terms and Conditions, together with the executed proposal and any attachments thereto, and written modifications made after the date the proposal is executed, constitute the Professional Services Agreement ("Agreement") between T.Y. Lin International Engineering & Architecture, P.C. ("CONSULTANT") and the person or entity to whom the proposal is addressed ("Client") to perform the scope of services ("Services") set forth in the proposal for the project identified in the proposal ("Project"). The Agreement is the entire and integrated agreement of the parties for the Project and it may be modified only in writing.

2. Independent Contractor

CONSULTANT is an independent contractor and is not an employee, agent or partner of Client. Nothing in this Agreement establishes a fiduciary relationship between CONSULTANT and Client.

3. Performance of Services

CONSULTANT shall perform the Services in accordance with the skill and care ordinarily applied by design professionals performing similar services at the same time and in the same locality as the Project and under similar circumstances ("Standard of Care"). CONSULTANT's will render the Services without any warranty, express or implied, regarding the quality or timeliness of the Services and Client expressly waives all such warranties.

4. Time of Performance

CONSULTANT shall perform the Services according to Client's schedule as expeditiously as is consistent with the Standard of Care. Neither party to this Agreement will be liable to the other party for delays in performance or for direct or indirect costs resulting from delays that result from labor strikes, riots, acts of war or terrorism, acts of governmental authorities, extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

5. Compliance with Law

CONSULTANT shall exercise the Standard of Care to comply with the requirements of all applicable codes, regulations, and current written interpretations thereof published and in effect during this Agreement.

6. Responsibility at the Project Site

CONSULTANT shall not have control over or charge of, and shall not be responsible for (a) construction means, methods, techniques, sequences or procedures, (b) safety precautions and programs in connection with work or activities at the project site, (c) acts or omissions of any contractor, subcontractors or any other persons performing any work or undertaking any activities at the Project site, or (d) the failure of any of them to carry out any work or perform their activities in accordance with their contractual obligations, including, but not limited to, the requirements of any drawings, specifications or other documents prepared by CONSULTANT in the performance of the Services.

7. Payment

CONSULTANT will submit fee invoices monthly and payment will be due within thirty (30) days of the invoice date ("Due Date"). Invoices paid more than forty-five days after the Due Date shall accrue interest at a rate of 1% per month on the outstanding balance. All payments shall be made in US dollars. In addition to the fee, CONSULTANT will bill reimbursable expenses incurred for the Project on a direct cost basis + 10% to cover administrative costs. Without providing ten (10) days' written notice setting forth good cause therefor, Client shall not withhold amounts from payments due. If Client fails to make payments within fifteen (15) days of the Due Date, CONSULTANT may suspend or terminate the Services, without liability to Client for delay, after providing seven (7) days' written notice to Client and an opportunity to make payment. Before resuming performance, CONSULTANT shall be paid all sums due prior to the suspension and any expenses unavoidably incurred in suspending and resuming the Services. Following the resumption of performance, time schedules and CONSULTANT's fee for the remaining Services shall be equitably adjusted.

8. Indemnification

To the fullest extent permitted by law, CONSULTANT and Client shall each indemnify and hold harmless (but not defend from claims) the other party, its officers, directors, and employees from any and all damages, losses, costs, and reasonable attorneys' fees recoverable under the law ("Damages") arising from third-party claims alleging personal injury or property damage, but only to the extent the Damages are caused by the negligent acts, errors, or omissions of the party (or its officers, employees and/or agents, contractors or consultants) from whom indemnity is sought. Neither party shall be indemnified for its own negligence.

9. Authorized Use of Deliverables

On condition that Client performs its obligations under this Agreement, including timely payment of amounts due, CONSULTANT grants to Client a non-exclusive license to reproduce the deliverables of CONSULTANT and its subconsultants including any reports, drawings, and specifications ("CONSULTANT Documents") solely and exclusively for use in executing the Project. Any termination of this Agreement prior to the completion of the Project shall terminate this non-exclusive license. Client's modification of any CONSULTANT Documents, or use of them on another project, without CONSULTANT's professional involvement or written consent is at Client's sole risk and, to the fullest extent permitted by law, Client shall indemnify and defend CONSULTANT from claims by any third party arising from such use or modification.

10. Termination

Either party may terminate this Agreement for the material default of the other party to perform its obligations under this Agreement through no fault of the terminating party, but only after providing seven (7) days' written notice to the defaulting party and an additional ten (10) days to cure the default. In the event of any termination, Client shall pay to CONSULTANT all amounts due for Services satisfactorily performed prior to the date of the termination.

11. Limitation of Liability

To the fullest extent permitted by law, the total liability, in the aggregate, of CONSULTANT, and CONSULTANT's officers, directors, partners, employees, agents, and subconsultants (if any such liability exists), to Client, and to anyone claiming by, through, or under Client, for any claims, losses, costs, or damages whatsoever, arising out of, resulting from, or in any way related to the Project or Agreement from any cause or causes, including but not limited to tort, negligence, professional errors and omissions, strict liability, breach of contract, or breach of warranty, shall not exceed the total compensation received by CONSULTANT or \$50,000 whichever is greater.

12. Existing Conditions

CONSULTANT shall be permitted to rely upon the accuracy and completeness of information that Client provides regarding the Project. Unless specifically required under this Agreement, CONSULTANT shall not perform or have performed any destructive testing or open any concealed portions of Client's building(s) or site in order to ascertain its actual, but hidden, condition, and CONSULTANT shall not be responsible for costs arising from hidden conditions later discovered. Unless a duty under this Agreement, CONSULTANT shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form and Client shall defend, indemnify, and hold harmless CONSULTANT from and against any and all claims, damages, losses and expenses (including

**TERMS AND CONDITIONS TO
LETTER AGREEMENT BETWEEN
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FOR PROFESSIONAL SERVICES**

reasonable attorney's fees) arising from the presence, discharge, release or escape of asbestos, hazardous waste, or other contaminants at Client's site, except to the extent caused by the negligence of CONSULTANT.

13. Waiver of Consequential Damages

The Client and CONSULTANT mutually waive consequential, indirect or special damages for claims, disputes or other matters in question arising out of or relating to the Services or the Project, whether in contract or in tort, including but not limited to loss of use, loss of profit, lost opportunity costs, diminution in value, or claims for delay, impact or disruption damages made by Client or any of its contractors or subcontractors, whether or not the possibility of such damages had been disclosed to the other party in advance or could have been reasonably foreseen by such other party. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination.

14. No Personal Liability

This Agreement does not create and shall not be deemed to create or permit any personal liability or obligation on the part of any owner, shareholder, officer, director, employee, agent or representative of either party. Each party agrees that any claim arising under or related to the Project shall be made only against the corporate legal entity of CONSULTANT or Client.

12. No Third Party Rights

Nothing in this Agreement shall be construed to give any person or entity other than Client and CONSULTANT any legal or equitable right, remedy, or claim under this Agreement.

13. Severability

If any of these Terms and Conditions are adjudicated in a court of competent jurisdiction and determined to be invalid or unenforceable in whole or in part, the remaining provisions shall remain in full force and effect, and remain binding upon the parties.

15. Assignment

Neither CONSULTANT nor the Client shall assign, sublet or transfer any rights under or interest in this Agreement without the written consent of the other. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assigning party from any duty or responsibility under this Agreement.

16. Survival

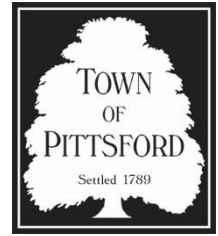
These Terms and Conditions shall survive the completion of CONSULTANT's Services on the Project and the termination of the Agreement for any cause.

17. Governing Law

This Agreement shall be governed and construed in accordance with the laws of the State in which the Project is located.

MEMORANDUM

To: Pittsford Town Board
From: Brian Luke, Director of Finance
Date: December 17, 2021
Regarding: Financial Special Meeting
For Meeting On: December 21, 2021



In order to assist in the closing of the Town's financial records for fiscal year 2021, I am requesting a special meeting on December 30, 2021 at 10:00am. It is important that vouchers be recorded in the correct fiscal year. Issuing checks at year-end ensures that expenses are recorded in the proper period. In addition, this special meeting allows for any year-end budgetary transfers that may be necessary to accommodate these vouchers and to fund Reserves.

Resolved, that a Year-End Financial Special Meeting of the Town Board be set for December 30, 2021 at 10:00am for the purpose of approving vouchers and approving budgetary transfers necessary to be recorded in fiscal year 2021.

Budget Transfers

Be it resolved that the following budget transfers are approved:

That \$11,250 be transferred from 1.1989.2002.1.1 (WT – Office Equipment Replacement Schedule) to 1.9950.9000.1.1 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Office Equipment Capital Reserve.

That \$1,306 be transferred from 1.1989.2029.0001.0001 (WT – Fleet Replacement) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$70,200 be transferred from 1.1990.4000.0001.0001 (WT – Contingency) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$55,000 be transferred from 1.9030.8000.0000.0000 (WT – Social Security) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$15,000 be transferred from 1.9040.8000.0000.0000 (WT – Workers Comp) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$183,000 be transferred from 1.9060.8000.0000.0000 (WT – Medical Insurance) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$118,978 be transferred from 1.9950.9000.0001.0001 (WT – Transfer to Capital) to the Whole Town Equipment Capital Reserve.

That \$7,002 be transferred from 4.1989.2003.0002.0004 (DA – Fleet Replacement) to 4.9950.9000.0001.0004 (DA – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$100,000 be transferred from 1.9010.8000.0000.0000 (WT – State Retirement) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the General Reserve.

That \$4,500 be transferred from 2.1990.4000.0001.0001 (PT – Contingency) to 2.9950.9000.0001.0001 (PT – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$5,000 be transferred from 2.9010.8000.0000.0000 (PT – State Retirement) to 2.9950.9000.0001.0001 (PT – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$5,000 be transferred from 2.9040.8000.0000.0000 (PT – Workers Comp) to 2.9950.9000.0001.0001 (PT – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$35,000 be transferred from 5.9010.8000.0000.0000 (DB – State Retirement) to 5.9950.9000.0000.0000 (DB – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$31,000 be transferred from 5.9040.8000.0000.0000 (DB – Workers Comp) to 5.9950.9000.0000.0000 (DB – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$500 be transferred from 6.1989.2002.1.6 (Sewer – Office Equipment Replacement Schedule) to 6.9950.9000.1.6 (Sewer – Transfer to Capital) and that these funds then be transferred to the Sewer Office Equipment Capital Reserve.

That \$351 be transferred from 6.1989.2029.2.6 (Sewer – Fleet Replacement) to 6.9950.9000.1.6 (Sewer – Transfer to Capital) and that these funds then be transferred to the Sewer Equipment Capital Reserve.

That \$110,273 be transferred from 6.9950.9000.0001.0006 (Sewer – Transfer to Capital) to the Sewer Equipment Capital Reserve.

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
DECEMBER 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
ACTION PROTECTIVE GROUP, INC	PJS	153970	TOWPIT	SERVICE CALL FOR PUMP STATIONS	136.50
				VENDOR TOTAL	136.50
ACTION TELEPHONE EXCHANGE	PJS	154149	198012082021	BILLING 11/9 THRU 12/06/21	152.35
				VENDOR TOTAL	152.35
ADMAR SUPPLY COMPANY, INC	PJS	153963	12116808-001	CHAINS FOR SAWS	55.47
				VENDOR TOTAL	55.47
ALTA ENTERPRISES, LLC	PJS	154300	P348548	TRANSMISSION OIL	1,493.24
				VENDOR TOTAL	1,493.24
ANDERSON	JRH	154268	122021/ANDERSON	GIRLS B-BALL INSTRUCTOR PAYMENT	910.00
				VENDOR TOTAL	910.00
ASSOCIATION OF TOWNS OF NEW YORK STATE	BWL	153956	KIM TAYLOR	KIM TAYLOR TRAINING	75.00
	BWL	153956	RENEE MCQUILLEN	RENEE MCQUILLEN TRAINING	75.00
				VENDOR TOTAL	150.00
AUTO VALUE PARTS STORES	PJS	154067	592539/L	BRAKE PADS 412	405.17
	PJS	154223	594844/L	BOLTS	100.00
	PJS	154223	594893/L	BRAKES 423	881.70
				VENDOR TOTAL	1,386.87
AVARUS SOLUTIONS, LLC	JB	154325	40020	AXIS P3245-V SECURITY CAMERAS	1,796.40
	JB	154320	40015	AXIS SECURITY CAMERAS	1,230.30

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	3,026.70
BEAM MACK SALES & SERVICE	PJS	154063	346647R	AXLE SEAL	99.85
				VENDOR TOTAL	99.85
BEEMAN	JRH	154233	122021/BEEMAN	SENSORY & SECIENCE INSTRUCTOR PAYMENT	840.00
				VENDOR TOTAL	840.00
BENEFIT RESOURCE, LLC	BWL	154042	652674	FSA ADMIN FEE: NOV	125.00
				VENDOR TOTAL	125.00
BONADIO & CO., LLP	BWL	154183	BN286143	PROGRESS BILLING FY 2021 AUDIT	3,000.00
				VENDOR TOTAL	3,000.00
BRIDGE TOWER OP CO, LLC	RMN	154208	745258661	LEGAL NOTICE-ZONING BRD PUBLIC HRG ON 12	76.81
	RMN	154187	745248462	PUBLIC HRG LL#3 2021-12056474	51.92
	RMN	154187	745255876	DRHP BRD MEETING FOR C OF A-12056911	45.37
	RMN	154187	745255830	PLANNING BRD PBL HRG-12058056	46.68
	RMN	154323	745261701	LEGAL NOTICE - PERMISSIVE REFERENDUM LL#	45.37
				VENDOR TOTAL	266.15
BRIGHTON MOWER SERV., INC	PJS	154173	97971	OIL	99.90
	PJS	154173	97958	BLADES AND FILTERS	189.81
	PJS	153959	97693	VOLTAGE REGULATOR	62.95
	PJS	153959	97703	IGNITION SWITCH	27.95
				VENDOR TOTAL	380.61

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
CAMPBELLNET SOLUTIONS	JB	154309	2021647	ZULTYS PHONE SYSTEM MAINTENANCE 12/15/20	7,826.70
	JB	154313	2021646	TELEPHONE PAGING AMPLIFIER & INSTALLATIO	701.60
VENDOR TOTAL					8,528.30
CASELLA WASTE MANAGEMENT OF N.Y., INC.	PJS	154304	761643	30 YD DUMPSTER	95.50
VENDOR TOTAL					95.50
CASTLE BRANCH INC	BWL	153998	0814748-IN	EMPLOYMENT SCREENING	280.00
VENDOR TOTAL					280.00
CATALOG AND COMMERCE SOLUTIONS, LLC	JB	154054	2250	WEBSITE MANAGEMENT/SUPPORT - 1ST QUARTER	1,500.00
VENDOR TOTAL					1,500.00
CDW GOVERNMENT INC.	JB	154318	P184923	ADOBE ACROBAT PRO FOR TEAMS - TEAM LICEN	705.00
	JB	154321	P725604	HDMI SPLITTER & CABLES	77.77
	JB	154324	P782908	TABLETS/WIRELESS DEVICES	618.72
	JB	154310	P228607	AXIS FLASH MEMORY CARD 64GB MICROSDXC	900.00
VENDOR TOTAL					2,301.49
CHASE CARD SERVICES	BWL	154044	120121	CANDLE LIGHT NIGHT COOKIES	48.86
	JB	154053	R01105311	TEAMVIEWER PREMIUM UPGRADE-12/1/2021-11/	1,000.00
	JB	154055	1078202056	HPE ARUBA 2530-8G-POE+ SWITCH 8 PORTS MA	329.95
	JB	154091	3294419	MICROSOFT OFFICE STANDARD 2019 & TRAININ	2,340.00
	JB	154150	247330	CLOUDCOVER MUSIC 1-YEAR SUBSCRIPTION	193.86
	JB	153930	113-5518816-3809859	OFFICE SUPPLIES & POWER ADAPTERS	214.70
	BWL	154052	12012021	MOUSE PAD	4.88
	JB	153927	1266288153	TOWNOFPITTSFORD DOMAIN RENEWALS	1,039.56
	JB	154305	113-7082604-3239432	GHOSTEK NAUTICAL WATERPROOF GALAXY S21 C	49.98
	JB	154314	1078509879	SHURE MX418DC-18" DESKTOP CARDIOID GOOSE	915.00

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	6,136.79
CHEDIAK	JRH	154212	12092021	SENIORS CRAFT CLUB MATERIALS	45.72
				VENDOR TOTAL	45.72
CINTAS CORPORATION #411	PJS	154155	4103454967	RUG & MOP SERVICE	280.05
	PJS	153987	4101967560	RUG & MOP SERVICE	280.05
				VENDOR TOTAL	560.10
COLONY HARDWARE CORP.	PJS	153985	INV-0590954	SAFETY SUPPLIES	480.16
				VENDOR TOTAL	480.16
CONSTELLATION NEW ENERGY, INC.	BWL	154308	61174930501	STREET LIGHTING 7 OR MORE	249.71
	BWL	154308	61174961801	STREET LIGHTING POLE MAINT.	28.45
	BWL	154308	61175113501	STREET LIGHTING STONETOWN	38.81
	BWL	154308	61174961001	STREET LIGHTING TN @ LARGE	176.53
	BWL	154308	61174976601	STREET LIGHTING 3-6 POLES	126.27
	BWL	154308	61174923301	STREET LIGHTING 1-2 POLES	136.60
	PJS	154270	61174958901	CANDLEWOOD DR	10.71
	PJS	154270	61175095301	GREYTHORNE HILL	18.94
	PJS	154270	61162583501	BRICKSTON DR	4.21
	PJS	154252	61174947401	PSD	160.17
	PJS	154252	61166336501	MILE POST	3.62
	PJS	154312	61240881201	SCC	1,492.58
	PJS	154312	61203518101	PORT OF PITTSFORD	23.57
	PJS	154098	61142766101	REITZ PARKWAY	151.75
	PJS	154098	61129218101	529 MARSH ROAD	43.91
	PJS	154098	61142580601	5 DUNNEWOOD CT	103.08
	PJS	154098	61142762001	LEHIGH STATION	87.33
	PJS	154098	61132003201	6 DOWNING DR	0.00
	PJS	154098	61142773701	POINCIANA DR	8.10
	PJS	154098	61142763201	3950 EAST AVE KNOWLTON	0.00
	PJS	154100	61142581801	KINGS BEND	1.52

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
CONSTELLATION NEW ENERGY, INC.	PJS	154100	61142609201	625 MARSH RD	5.16
	PJS	154100	61142614901	631 MARSH RD	22.47
	PJS	154100	61142579001	SCC	1,203.11
	PJS	154100	61085649601	THORNELL FARM PARK	180.92
	PJS	154100	61085656701	PARKS	104.85
				VENDOR TOTAL	4,382.37
COOK BROTHERS TRUCK PARTS	PJS	154286	1504831	456 BRAKE PINS	158.22
	PJS	154133	1491846	AIR VALVE 454	73.44
				VENDOR TOTAL	231.66
COPPOLA	JRH	154234	122021/COPPOLA	IRISH DANCE INSTRUCTOR PAYMENT	1,766.03
				VENDOR TOTAL	1,766.03
CREIGHTON SELF-DEFENSE INC	JRH	154260	122021/CREIGHTON	MARTIAL ARTS INSTRUCTOR PAYMENT	2,632.70
				VENDOR TOTAL	2,632.70
CROWN CASTLE INTERNATIONAL CORP.	JB	154083	1001014	FIBER SERVICE #S269684 - 170 W. JEFFERSO	850.00
				VENDOR TOTAL	850.00
CROZIER	BWL	154126	111721	VIDEOTAPING & EDITING: CONCERTS / FESTS	400.00
				VENDOR TOTAL	400.00
CSX TRANSPORTATION	PJS	154151	8415635	ANNUAL FEE - PIPELINE CROSSING - E. ROCH	531.79
				VENDOR TOTAL	531.79
CYLINDER SERVICES INC	PJS	154303	70437	CYLINDER 453	737.19

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	737.19
CYNCON EQUIPMENT INC.	PJS	154285	88006	BROOM FOR SWEEPER	117.00
				VENDOR TOTAL	117.00
D.J.M. EQUIPMENT, INC. BOBCAT OF THE FINGER LAKE	PJS	154170	01-160694	FILTERS	135.06
	PJS	153958	01-159738	TAIL LIGHT FOR BOBCAT	15.95
				VENDOR TOTAL	151.01
DANESI	JRH	154232	122021/DANESI	ARC BABYSITTER'S TRAINING INSTRUCTOR PAY	133.00
				VENDOR TOTAL	133.00
DAVISON	PJS	154157	120821	MILEAGE REIMBURSE	7.06
	PJS	154296	121521	MILEAGE REIMBURSE - DMV	7.06
				VENDOR TOTAL	14.12
DEBBIE SUPPLY INC	PJS	154129	656216	MISC HARDWARE	13.92
	PJS	153934	655957	FIRE CODE ENFORCEMENT GEAR-NEW EMPLOYEE	112.42
	PJS	154161	656332	LIGHT TIMERS	102.47
	PJS	154159	656279	BOLLARD BOLTS	16.46
	PJS	154051	626150	MISC HARDWARE	48.10
				VENDOR TOTAL	293.37
DECKMAN OIL COMPANY	PJS	154131	753230	BLUE DEF	729.11
				VENDOR TOTAL	729.11
DELL MARKETING L.P.	JB	154317	10542265063	VLA OFFICE STD LTSC 2021	8,598.30

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	8,598.30
DEMOCRAT & CHRONICLE	BWL	154184	DC1187406	MONTHLY NEWSPAPER	45.00
				VENDOR TOTAL	45.00
DIRECT ENERGY BUSINESS MARKETING, LLC	PJS	154156	HS12745472	DIRECT ENERGY TOWN WIDE AND PUMP STATION	321.79
	PJS	154287	HS12774958	DIRECT ENERGY TOWN WIDE AND PUMP STATION	1,095.76
				VENDOR TOTAL	1,417.55
DOLOMITE PRODUCTS CO INC	PJS	154152	1038499	WASHED STONE	286.42
				VENDOR TOTAL	286.42
DOLORES DECOSTE - PETTY CASH	JRH	154211	12132014	SENIORS APPETIZER PARTY	18.36
				VENDOR TOTAL	18.36
DONNELLY	JRH	154202	12102021/REIMBURSEMENT	SENIORS PROGRAM SUPPLIES	88.54
				VENDOR TOTAL	88.54
DOWARD	JRH	154253	122021/DOWARD	HORSE FRIEND HORSEMAN INSTRUCTOR PAYMENT	364.00
				VENDOR TOTAL	364.00
DUKE COMPANY	PJS	154306	001499323	PLOW STAKES	472.90
				VENDOR TOTAL	472.90
EASTERN METAL OF ELMIRA	PJS	154243	61040	CROSSING GUARD SIGNS	455.34

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	455.34
EDP, KGS, LLC	JRH	154267	122021/SSHOTS	SOCCER SHOTS INSTRUCTOR PAYMENT	756.00
				VENDOR TOTAL	756.00
EDWARDS TREE & LANDSCAPE	PJS	154169	2336	REMOVE GIANT LOCUST AND ASH BEHIND 30 ME	1,750.00
				VENDOR TOTAL	1,750.00
ENVIRONMENTAL PRODUCTS & ACCESSORIES, LLC	PJS	154175	255420	HOSE CART NOZZLES	1,114.16
	PJS	154174	255421	ROOT CUTTER BLADES	466.00
				VENDOR TOTAL	1,580.16
FAIRPORT CHILDREN'S THEATER	JRH	154254	122021/ROCHA	LEGALLY BLONDE JR INSTRUCTOR PAYMENT	735.00
				VENDOR TOTAL	735.00
FERGUSON ENTERPRISES INC	PJS	153992	7049814	FAUCET FOR PARKS	61.83
				VENDOR TOTAL	61.83
FINGER LAKES BUILDING OFFICIALS ASSOCIATION,INC	PJS	153975	CE430009-2022 & CE1002809-2022	2022 ANNUAL DUES & CONFERENCE	890.00
				VENDOR TOTAL	890.00
FINGER LAKES CASTLE	PJS	154145	843274	SHOP CHEMICALS	152.49
	PJS	154142	843219	/THRUST	293.25
				VENDOR TOTAL	445.74

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
FIREPLACE FASHIONS	PJS	154094	98215	REMOTE FIREPLACE MODULE	140.40
				VENDOR TOTAL	140.40
FISH WINDOW CLEANING	PJS	154168	2875-136175	WINDOW CLEANING KINGS BEND SOUTH	30.00
	PJS	154168	2875-136176	WINDOW CLEANING KINGS BEND NORTH	30.00
				VENDOR TOTAL	60.00
FITZSIMMONSBETH	JRH	154255	122021/FITZSIMMONS	AT HOME CLAY MAKING INSTRUCTOR PAYMENT	29.40
				VENDOR TOTAL	29.40
FIVE STAR EQUIPMENT INC	PJS	154068	P58101	LEAF MACHINE GASKET	34.94
	PJS	154282	P58695	RETURN TO LEVEL LEVEL ROD #473	149.17
				VENDOR TOTAL	184.11
FOAM DART NATION LLC	JRH	154178	1434	RECREATION BIRTHDAY PARTY 12/09/2021	199.50
				VENDOR TOTAL	199.50
FORBES COURT REPORTING SERVICES, LLC	PHD	154003	7	SEPTEMBER 2021 COURT REPORTING SERVICES	500.00
				VENDOR TOTAL	500.00
FOSSIL INDUSTRIES INC.	PJS	154194	F96614	4"X6" PARK SIGNS EXT CHPL GRAPHIC	1,998.00
				VENDOR TOTAL	1,998.00
FRONTIER COMMUNICATIONS	JB	154099	12/01/6430-092614-6	6430 KBP NORTH PHONE & BROADBAND SERVICE	71.81
	PJS	154128	585-248-3897-052517-6	PSD SECURITY PHONE LINE	33.23
	PJS	154128	585-248-2520-052517-6	PARKS SECURITY PHONE LINE	32.74
	PJS	154120	585-248-6205-052517-6	HIGHWAY PHONE LINE	32.74

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
FRONTIER COMMUNICATIONS	PJS	154120	585-198-6080-060617-6	COURT PHONE LINE	41.86
	PJS	154120	585-248-6202-052517-6	TOWN HALL PHONE LINE	275.49
	PJS	154120	585-586-4739-052517-6	SCC ELEVATOR PHONE LINE	72.51
	PJS	154119	585-100-1313-010717-6	PUMP STATION PHONE LINES	334.73
	PJS	154119	585-218-9325-061517-6	AUTUMN WOODS PS PHONE LINE	33.81
				VENDOR TOTAL	928.92
GENERAL WELDING AND FABRICATION	PJS	154118	32205	BINDER AND CAMERA PART	201.18
				VENDOR TOTAL	201.18
GLOBAL EQUIPMENT COMPANY	PJS	153995	118374128	TRASH CANS AND RECYCLING CANS	894.60
				VENDOR TOTAL	894.60
GOTTA III	JRH	154190	GC211101	SENIORS SQUARE DANCING NOVEMBER 2021	75.00
	JRH	154213	GC211201	SENIORS SQUARE DANCING DECEMBER 2021	75.00
				VENDOR TOTAL	150.00
GRAINGER, INC.	JRH	154225	9101488378	SENIORS GARBAGE DISPOSAL	1,271.94
	PJS	154048	9122801617	RECESSED ELECTRIC HEATER FOR LIBRARY	325.96
				VENDOR TOTAL	1,597.90
HADLOCK'S ACE HARDWARE	PJS	154148	000797	SCREWS FOR VAN	19.59
	PJS	154219	000807	PACKING TAPE	17.18
	PJS	154274	000815	HAND TOOL	287.92
	PJS	154281	000810	ROD THREAD	16.17
	PJS	154049	792	5 WAY ADAPTOR FOR LIBRARY	21.97
				VENDOR TOTAL	362.83
HANSON	JRH	154251	122021/HANSON	BALLET INSTRUCTOR PAYMENT	2,590.69

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	2,590.69
HANSON AGGREGATES NEW YORK LLC	PJS	153979	4046915	NORTHFIELD GATE BLACKTOP	876.48
	PJS	154299	10142184	J-VIC NORTHFIELD GATE, WHITECLIFF, BROML	7,600.00
				VENDOR TOTAL	8,476.48
HASTINGS	PJS	154283	1390	TREE THORNELL RD CREEK	650.00
				VENDOR TOTAL	650.00
HAWK COLLISION & FRAME	PJS	154240	125222	INSPECTION FOR TRUCKS 452	20.00
	PJS	154240	125215	458	20.00
	PJS	154240	125227	INSPECTION FOR TRUCKS 456	20.00
	PJS	154275	125288	INSPECTION AND EMISSIONS REPAIR 336-1	306.89
	PJS	154135	125196	INSPECTION FOR TRUCKS459-2	20.00
	PJS	154135	125193	INSPECTION FOR TRUCKS455	20.00
	PJS	154135	125211	INSPECTION FOR TRUCKS455	20.00
				VENDOR TOTAL	426.89
HEISSENBERGER	JRH	154256	122021/HEISSENBERGER	COOKIE CLASS INSTRUCTOR PAYMENT	357.00
				VENDOR TOTAL	357.00
HERZOG	JRH	154191	94	SENIORS LINE DANCING NOVEMBER 2021	280.00
				VENDOR TOTAL	280.00
HILLYARD, INC.	PJS	153988	604539010	GREEN ICE MELT (1 PALLET - 49 BAGS)	555.17
	PJS	153989	604539013	PAPER SUPPLIES - TP & BROWN ROLL	1,536.76
	PJS	153990	604539011	BAG LINERS	947.20
	PJS	153955	604539012	TRASH LINERS	788.60
	PJS	153967	604518582	PAPER TOWEL HOLDER	37.53

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	3,865.26
HOME DEPOT	PJS	153973	7103245	CONCRETE & CEMENT SUPPLIES & TOOLS	40.28
	PJS	154138	12460202184	MISC HW & EXT'N CORDS	257.34
	PJS	154153	6032710	SCREWS, TOOLS	36.95
	PJS	154153	9033464	WOOD, TOOLS, INTERIOR DOOR	218.67
	PJS	154216	12470001048222	KEYS	13.40
	PJS	154160	5021157	RESIN AND PAINT	70.41
	PJS	153984	9026360	HOLIDAY DECORATIONS	35.73
	PJS	153984	6026817	HOLIDAY DECORATIONS	331.86
	PJS	154238	H1247-202975	DESK FOR VAN	139.36
	PJS	154236	9034561	PANELING, MOLDING, CAULK, LIQUID NAILS	112.44
	PJS	154236	9011738	INSULATION, ACRYLIC SHEET	64.95
	PJS	154236	5012301	TRIM, MOLDING	27.24
	PJS	154236	4090461	BUTCHER BLOCK COUNTER, WAX, CAULK	266.94
	PJS	154246	3022915	PAINT, EPOXY	16.96
	PJS	153972	9076149	INSULATION AND PLYWOOD	294.94
	PJS	154297	3030093	MOLDING, SCREWS, MISC HARDWARE	149.57
	PJS	154315	2023043	TOOLS FOR TRUCKS	280.26
	PJS	153957	0026150	HOLIDAY DECORATIONS	411.16
	PJS	154096	5032830	IMPACT, MISC TOOLS	178.45
	PJS	154096	5027077	WET VAC, MISC TOOLS	252.23
	PJS	154096	4027172	HOLIDAY BOW	29.98
				VENDOR TOTAL	3,229.12
HYNES CONCRETE CONTRACTOR INCORPORATED	PJS	153978	S15133	EAST AVE PAD	2,500.00
				VENDOR TOTAL	2,500.00
INTERSTATE BATTERY SYSTEM	PJS	153962	351869	BATTERY TORO MOWER	40.95
				VENDOR TOTAL	40.95
INTIVITY, INC.	JB	154101	192553	NETWORK ADMIN FURNITURE	1,142.31
	JRH	154180	1749183-0		31.96

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
INTIVITY, INC.	JRH	154180	177749977-2		11.49
	JRH	154180	1749977-3		12.39
	JRH	154180	1749977-1		69.53
	JRH	154180	1749977-0		172.26
	JRH	154180	1749183-1		338.80
				VENDOR TOTAL	1,778.74
IRON MOUNTAIN, INC	RMN	154033	GBTY684	RECORD RETENTION - 12/01/2021 - 12/31/20	820.42
				VENDOR TOTAL	820.42
J. O'CONNELL & ASSOCIATES, INC.	BWL	154045	1070	GRANT CONSULTANT SERVICES: DECEMBER	3,600.00
				VENDOR TOTAL	3,600.00
JAMES PETERSON II - PETTY CASH	PJS	153935	901	INSULATION	60.94
	PJS	153935	902	STICK ON MIRROR FOR TRUCK	4.31
	PJS	153935	900	STAMPS	18.50
				VENDOR TOTAL	83.75
JESSIE HOLLENBECK - PETTY CASH	JRH	154165	1272021/PETTYCASH	AFTER SCHOOL PROGRAM SUPPLIES	23.00
				VENDOR TOTAL	23.00
JOHN CLIFFORD SALES	PJS	154066	1113	412 INSPECTION	26.00
	PJS	154066	1114	420 INSPECTION	15.00
	PJS	154066	1115	402	26.00
	PJS	154066	1116	422	15.00
	PJS	154066	1117	415	21.00
				VENDOR TOTAL	103.00
JONES	JRH	154195	12102021	SENIORS ZUMBA GOLD DECEMBER 2021	240.00

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
JONES	JRH	154192	12092021	SENIORS ZUMBA GOLD CLASS NOVEMBER 20201	280.00
				VENDOR TOTAL	520.00
JURUS	BWL	154123	2021-012	VIDEOTAPING & EDITING VETERANS DAY	300.00
				VENDOR TOTAL	300.00
KAWCZYNSKI	JRH	154197	12102021	SENIORS YOGA DECEMBER 2021	180.00
		154193	12092021	SENIORS YOGA NOVEMBER 2021	210.00
	VENDOR TOTAL	390.00			
KENWORTH NORTHEAST GROUP, INC	PJS	154221	RI258302	BLOWER RESISTOR	69.97
	BWL	154242	B9338	VEHICLE #458-1 KENWORTH T470 DUMP TRUCK	216,952.00
	VENDOR TOTAL	217,021.97			
LAKESIDE TOOL, INC.	PJS	154311	321419	AIR TOOL	113.92
	PJS	154220	321301	AXLE SOCKETT 423	27.51
	VENDOR TOTAL	141.43			
LANDPRO EQUIPMENT, LLC	PJS	154172	2144634	GATOR PARTS	145.55
	PJS	154172	2144638	FILTERS	245.21
	PJS	154245	2149207	GATOR TAIL LIGHTS	262.32
	PJS	154245	2149205	CREDIT ON ACCOUNT	-85.80
	PJS	153960	2129528	BELTS FOR JD LEAF COLLECTOR	100.84
	VENDOR TOTAL	668.12			
LEWIS GENERAL TIRES, INC.	PJS	154059	677407	TIRE 460	115.90
	PJS	154060	673289	TIRES FOR TUB GRINDER	1,116.56
	PJS	154316	144206	SNOW TIRES - 2 VEHICLES	842.60
	PJS	154244	144038	SNOW TIRES - 2 VEHICLES	754.04

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
DECEMBER 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	2,829.10
LOWES CREDIT SERVICES	PJS	154162	32167	CHRISTMAS LIGHTS AND TIMERS, MISC CLEANI	96.07
	PJS	153994	33909	ELECTRICAL PLATES & WINDOW CLEANER	71.94
				VENDOR TOTAL	168.01
M R B GROUP	BWL	154204	41356	ENG. REV. FEES: ALPINE RIDGE SEC. 2	87.50
	BWL	154204	40991	ENG. REV. FEES: ALPINE RIDGE SEC. 2	350.00
	BWL	154205	39413	ENG. REV. FEES: LOCUST TRAIL (GREENPOINT	262.50
	BWL	154205	40989	ENG. REV. FEES: LOCUST TRAIL (GREENPOINT	612.50
	BWL	154205	40704	ENG. REV. FEES: LOCUST TRAIL (GREENPOINT	619.22
				VENDOR TOTAL	1,931.72
M&T BANK CORPORATION	RMN	154200	12102021	2021 SCHOOL TAX RECEIPTS	4,151.45
				VENDOR TOTAL	4,151.45
MAGGIO	JRH	154266	122021/MAGGIO	WOMENS MARTIAL ARTS INSTRUCTOR PAYMENT	107.87
				VENDOR TOTAL	107.87
MAGLIATO	JRH	154259	122021/MAGLIATO	WIGGLES, GIGGLES INSTRUCTOR PAYMENT	995.40
				VENDOR TOTAL	995.40
MANITOU CONCRETE	PJS	153980	1037858	CONCRETE PAD	1,301.75
				VENDOR TOTAL	1,301.75
MCCARTHY TIRE SERVICE COMPANY OF NEW YORK, INC.	PJS	154263	47-101523	REPAIR TRUCK 467	80.00

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
DECEMBER 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	80.00
MCVEAN	JRH	154248	122021/MCVEAN	AEROBICS INSTRUCTOR PAYMENT	602.53
				VENDOR TOTAL	602.53
MILLER	JRH	154262	122021/MILLER	BIRTHDAY BASH CARD INSTRUCTOR PAYMENT	126.00
				VENDOR TOTAL	126.00
MITCHELL1	PJS	154237	IB26803791	DECEMBER BILLING	394.00
				VENDOR TOTAL	394.00
MOFFETT TURF EQUIPMENT, INC.	PJS	154171	01-321736	FILTERS VENTRAC	186.80
				VENDOR TOTAL	186.80
MONROE CO. ASSOC. OF TOWN	PJS	153991	112321	2022 NYS & MONROE CTY DUES	295.00
				VENDOR TOTAL	295.00
MURRAY	JRH	154271	122021/MURRAY	PRESCHOOL ADVENTURES INSTRUCTOR PAYMENT	526.40
				VENDOR TOTAL	526.40
NAPA AUTO PARTS	PJS	154061	6917-010758	OIL SEAL	55.92
	PJS	154307	6917-011503	WHEEL SEPERATOR	374.42
	PJS	153986	6917-010114	LUBE, CLEANERS	40.62
	PJS	153986	6917-010206	CREDIT FOR TAX CHARGED	-3.01
	PJS	154095	6917-010527	TRAILER PLUG REPLACEMENT PARTS	10.39
	PJS	154095	6917-010770	TRAILER PLUG REPLACEMENT PARTS	206.40

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
DECEMBER 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	684.74
NATIONAL ELEVATOR INPECTION SERVICES	PJS	153993	RI 21013083	ELEVATOR INSPECTIONS	110.00
				VENDOR TOTAL	110.00
NEW YORK ASSOC OF LOCAL GOV'T RECORD OFFICERS GOV'	RMN	154276	12152021	NYALGRO 2022 MEMBERSHIP	50.00
				VENDOR TOTAL	50.00
NEW YORK MARKING DEVICES CORP.	BWL	154000	88026	NAME PLATES - TAYLOR/O'LEARY/TANTALO/MAR	66.25
				VENDOR TOTAL	66.25
NEW YORK PLANNING FEDERATION	PJS	154103	16379	TOWN MEMBERSHIP DUES FOR 2022	350.00
				VENDOR TOTAL	350.00
NGUYENTORIA	PHD	154004	1122021	MILEAGE TO NYS COURT CLERK'S CONFERENCE	255.36
	PHD	154005	11162021	FINGERPRINTS	88.75
	PHD	154006	11232021	2 SMALL CLAIMS CERT/RR MAILINGS	14.76
				VENDOR TOTAL	358.87
NOCO ENERGY CORP.	PJS	154057	SP12203870	FUEL	1,528.22
	PJS	154057	SP12208585	FUEL	978.97
	PJS	154224	SP12215237	321 GALLONS	834.92
	PJS	154224	SP12214170	450.4 GAL	1,171.49
	PJS	154277	SP12218936	481 GALLONS	1,251.08
	PJS	154277	SP12221594	250.8	580.60
				VENDOR TOTAL	6,345.28

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
DECEMBER 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
NORTHEAST SWEEPERS AND RENTALS, INC.	PJS	154301	7935	BROOMS FROM RAVO	500.00
				VENDOR TOTAL	500.00
NORTHERN NURSERIES, INC.	PJS	154136	70191	WEED BAR	330.00
				VENDOR TOTAL	330.00
NORTHERN SUPPLY INC	PJS	154239	099603	PLOW BLADES	1,660.00
	PJS	154284	100786	PLOW BLADES	1,760.00
				VENDOR TOTAL	3,420.00
NORTHERN TOOL & EQUIP CO.	PJS	154201	71014615	SCC STAIRWELL RAMP BREAKERS & SHIPPING	374.93
				VENDOR TOTAL	374.93
NYS CANAL CORPORATION	PJS	153997	112421	ANNUAL CANAL PLOWING & DUMPING 21-22	75.00
				VENDOR TOTAL	75.00
NYS D.E.C.	PJS	154146	9990000519231	SEPTAGE FEE	750.00
				VENDOR TOTAL	750.00
OIL FILTER SERVICE, INC.	PJS	154056	45305	FILTERS FOR BRUSH TRUCKS	90.70
	PJS	154062	45447	SIDEWALK PLOW	41.31
	PJS	153977	45191	FILTERS	97.24
	PJS	154280	45710	FILTERS FOR SIDEWALK PLOW	44.62
				VENDOR TOTAL	273.87
PAYCHEX, INC.	BWL	154043	2021112500	MONTHLY PAYROLL PROCESSING	4,045.68
	BWL	154210	9625833	MONTHLY ESR SERVICES	306.25

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
PAYCHEX, INC.	BWL	154121	1850961	MONTHLY ONBOARDING	100.00
	BWL	154186	1889602	MONTHLY TIME AND ATTENDANCE	150.00
VENDOR TOTAL					4,601.93
PAZRAL	JRH	154249	122021/PAZRAL	PILATES & YOGA INSTRUCTOR PAYMENT	661.50
VENDOR TOTAL					661.50
PENNY LANE PRINTING	JRH	154228	212075	WINTER 2022 BROCHURE & POSTAGE	7,415.28
VENDOR TOTAL					7,415.28
PERINTON RV RENTALS INC.	PJS	153982	27321-1	PLOW CUTTING EDGE, WING RUBBERS	569.22
VENDOR TOTAL					569.22
PERINTON YOUTH HOCKEY	JRH	154264	122021/AMERKS	INTRO TO HOCKEY INSTRUCTOR PAYMENT	112.56
VENDOR TOTAL					112.56
PHOENIX GRAPHICS, INC.	BWL	154125	67885	MESSENGER FALL 2021	11,626.29
VENDOR TOTAL					11,626.29
PITTSFORD AUTO SERVICE, INC.	PJS	153976	1012299	FUEL	90.77
	PJS	153976	1012356	FUEL	29.50
	PJS	154218	1012918	FUEL	84.53
	PJS	154258	1013385	FUEL	110.19
	PJS	154261	1013597	FUEL	149.33
	PJS	154143	1012672	FUEL	278.47
VENDOR TOTAL					742.79

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
DECEMBER 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
PITTSFORD CENTRAL SCHOOLS	PJS	154132	2376-22A	MONTHLY PARKS FUEL USAGE	2,532.74
	JRH	154166	2377-22A	RECREATION GASOLINE NOVEMBER 2021	52.39
	JRH	154188	2373-22A	SENIORS GASOLINE NOVEMBER 2021	120.08
VENDOR TOTAL					2,705.21
PITTSFORD YOUTH SERVICES INCORPORATED	BWL	154092	3465	DECEMBER CONTRACT SERVICES	5,083.00
VENDOR TOTAL					5,083.00
PLUG & PAY TECHNOLOGIES	JRH	154181	2021120201115630703	PITTSWEB	15.00
	JRH	154181	2021120201115630702	PITTSREC	15.00
VENDOR TOTAL					30.00
PMG PIZZA LLC	JRH	154179	833	BIRTHDAY PARTIES PROGRAM SUPPLIES	34.00
VENDOR TOTAL					34.00
POWER DRIVES, INC.	PJS	154064	RRS857009	HYDROLIC HOSE	172.90
	PJS	154272	RRS859495	HOSE 459	94.65
VENDOR TOTAL					267.55
POWERS	PJS	154298	4530	SERVICE FOR HEATERS IN MECHANICS BAYS	1,213.75
VENDOR TOTAL					1,213.75
POWERS FARM MARKET	PJS	153983	687340	10' TREE POP GAZEBO	190.00
VENDOR TOTAL					190.00
PUBLIC RELATIONS SOCIETY OF AMERICA, INC.	BWL	154124	ORDER#4790	PRSA WEBINAR	15.00

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
DECEMBER 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	15.00
PULSE OCCUPATIONAL MEDICINE OF ROCHESTER	BWL	154038	563200	PRE-EMPLOYMENT SCREENING	236.00
				VENDOR TOTAL	236.00
R.M. PUTNEY & ASSOCIATES, INC	JRH	154176	3608	COMMERCIAL ORGANICS PICKUP NOVEMBER 2021	50.00
	JRH	154177	3660	COMMERCIAL ORGANICS PICKUP DECEMBER 2021	48.00
				VENDOR TOTAL	98.00
REDDICK	BWL	154322	121621	PAPER SUPPLIES	26.76
				VENDOR TOTAL	26.76
REGIONAL DISTRIBUTORS INC	PJS	154289	S1873061.001	DISINFECTING WIPES	357.00
				VENDOR TOTAL	357.00
REGIONAL INTERNATIONAL CORPORATION	PJS	154139	011180603P	453 AUTO DRAIN	243.31
				VENDOR TOTAL	243.31
ROCHESTER ASPHALT MATERIAL, INC.	PJS	154241	1039825	GENERAL PATCH	434.28
				VENDOR TOTAL	434.28
ROCHESTER FENCING CLUB	JRH	154231	122021/FENCING	FIT KIDS: FENCING INSTRUCTOR PAYMENT	182.00
				VENDOR TOTAL	182.00
ROCHESTER GAS & ELECTRIC	PJS	154154	11409870648	ELECT & GAS - TOWN WIDE	127.78

**ACCOUNTS PAYABLE LISTING
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
ROCHESTER GAS & ELECTRIC	PJS	154158	12409738279	BARKER RD PARK ELECTRIC AND CONSTELLATIO	99.51
	PJS	154117	17900217882	ELECT & GAS - TOWN WIDE	9,303.05
VENDOR TOTAL					9,530.34
ROCHESTER GRAVEL PRODUCTS	PJS	154273	48488	COBBLE STONE	646.94
VENDOR TOTAL					646.94
ROSE	JRH	154198	122021/ROSE	SENIORS FITNESS SESSIONS DECEMBER 2021	175.00
VENDOR TOTAL					175.00
ROTOLITE-ELLIOTT CORP.	PJS	153928	107533	UNIFORM CODE FIRE NOTIFICATION FORMS, 3	102.75
	PJS	154292	106399	SIGN 30"X30"- COVID SELF TEST DISTRIBUTI	42.00
VENDOR TOTAL					144.75
S & S WORLDWIDE, INC	JRH	154182	IN100898643	AFTER SCHOOL PROGRAM SUPPLIES	23.79
	JRH	154214	IN100906891	AFTER SCHOOL SUPPLIES	480.51
	JRH	154214	IN100905455	AFTER SCHOOL SUPPLIES	82.35
VENDOR TOTAL					586.65
SAXBY IMPLEMENT CORP.	PJS	154217	169092	BAR OIL, LUBE	19.39
	PJS	154217	169091	BAR OIL, LUBE	95.52
VENDOR TOTAL					114.91
SEYREK SEALERS LLC	PJS	153933	PITTS BRUSH	OCTOBER 21 BRUSH COLLECTION	29,778.51
VENDOR TOTAL					29,778.51
SLAUGHTER	JRH	154250	122021/SLAUGHTER	SEMI-PRIVATE GYMNASTICS INSTRUCTOR PAYME	1,328.60

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
DECEMBER 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	1,328.60
STAPLES	RMN	154164	8064378523	GENERAL OFFICE SUPPLY - 2022 CALENDARS A	52.22
				VENDOR TOTAL	52.22
STEIDLE	JRH	154199	12072021	SENIOR LUNCH CLUB SUPPLIES	9.29
				VENDOR TOTAL	9.29
STEPHENSON EQUIPMENT, INC.	PJS	154288	50053895	LOWER SEAL	365.72
	PJS	154140	50053684	SALTER MOTOR	1,699.90
	PJS	154141	50053683	SALTER MOTOR #463	1,157.86
				VENDOR TOTAL	3,223.48
STREET SKILLS, LLC	JRH	154257	122021/DELVECCHIO	5 HOUR COURSE INSTRUCTOR PAYMENT	35.00
				VENDOR TOTAL	35.00
SWBR ARCHITECTS AND ENGINEERS PC	BWL	154206	0210011001	ENG. REV. FEES: MCDONALDS MONROE AVE	2,450.00
				VENDOR TOTAL	2,450.00
SYNERGY GLOBAL SOLUTIONS	JB	154319	119938	ARCserve BACKUP MAINTENANCE RENEWALS	603.00
				VENDOR TOTAL	603.00
TANTALO	PJS	153932	477602	MONROE CTY FIRE MARSHAL & BLDG INSPECTOR	20.00
				VENDOR TOTAL	20.00

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
THOMSON REUTERS - WEST	BWL	154215	845425211	NOV 2021 WEST LAW DATABASE	295.47
				VENDOR TOTAL	295.47
THRU-WAY SPRING, INC	PJS	154058	160586	458 SALT TRUCK	832.70
				VENDOR TOTAL	832.70
THURBER	PHD	154007	09212021	LUNCH EXPENSE FROM NYS CONFERENCE	22.10
				VENDOR TOTAL	22.10
TICKNER	PJS	154227	1429	TREE VAN VOORHIS	800.00
	PJS	154226	1426	TREE SUNSET	800.00
	PJS	154229	1428	TREE IN ROW	800.00
	PJS	154230	1430	TREE TRIMMING LAUREL DALE	200.00
				VENDOR TOTAL	2,600.00
TOP NOTCH MONOGRAMMING	PJS	153929	111621	EMBROIDER LOGO CODE ENFORCEMENT WEAR	16.00
				VENDOR TOTAL	16.00
TOSHIBA BUSINESS SOLUTIONS	PJS	154163	5667000	DPW COPIER 2ND FL 4TH QTR CHARGES	580.33
	PHD	154209	5669483	MONTHLY COPIER BILL	18.82
	RMN	154185	5667626	MAINTENANCE CHARGE - 11/01/2021 - 11/30/	64.79
	JRH	154291	5669481	SENIORS COPIER BILLING DECEMBER 2021	10.77
	JRH	154291	5649180	SENIORS COPIER BILLING NOVEMBER 2021	16.90
	JRH	154290	5667632	RECREATION COPIER BILLING	145.97
	JB	154293	5650399	MANAGED PRINT SERVICES-STAND-ALONE PRINT	270.00
	JB	154294	5667468	MANAGED PRINT SERVICES-STAND-ALONE PRINT	270.00
	JB	154295	5654511	MANAGED PRINT SERVICES-NETWORKED PRINTER	134.12
	PJS	154302	5669509	HIGHWAY COPIER	26.24
	PJS	154222	5669482	PSD MONTHLY COPIER MAINTENANCE	10.94

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
DECEMBER 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	1,548.88
TOWN OF PITTSFORD	BWL	154065	PSDFEE2021	2021 ANNUAL PSD ADMINISTRATION CHARGES	22,598.00
	BWL	154130	2021 PARKS	2021 PARK DISTRICT CHARGES	6,040.17
	BWL	154137	2021REFUSE ADMIN	2021 REFUSE DISTRICT ADMIN FEES	7,641.95
				VENDOR TOTAL	36,280.12
TOZER	JRH	154269	122021/TOZER	FAIRYTALE BALLET INSTRUCTOR PAYMENT	737.89
				VENDOR TOTAL	737.89
TRACEY ROAD EQUIPMENT	PJS	153981	X105075012:01	AIR VALVE	263.01
	PJS	153981	X105075029:01	CREDIT	-110.32
	PJS	153981	X105075014:01	AIR VALVE	33.47
				VENDOR TOTAL	186.16
UNIQUE PAVING MATERIALS CORPORATION	PJS	154235	63402	COLD PATCH	119.20
				VENDOR TOTAL	119.20
UR OCCUPATIONAL MEDICINE	BWL	153961	00024373-00	DRUG SCREENS DOT 5 PANEL	220.00
				VENDOR TOTAL	220.00
URMC DEPARTMENT OF PSYCHIATRY	BWL	154122	TOP1221	EAP SERVICES DECEMBER	201.66
				VENDOR TOTAL	201.66
UTICA GENERAL TRUCK CO., INC	PJS	154278	157619R	451 AIR FILTER	135.19

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	135.19
VAN BORTEL FORD	PJS	154279	386705	SEAL 423	87.29
				VENDOR TOTAL	87.29
VAN PUTTE SEED CO., INC.	PJS	154093	102368	WOODCREEK DRAINAGE STRUCTURE WALL	19,000.00
				VENDOR TOTAL	19,000.00
VERMONT SYSTEMS	JB	154050	VS001653	RECTRAC 3.1 MIGRATION WITH HOSTING	1,716.25
				VENDOR TOTAL	1,716.25
VICTOR POWER EQUIPMENT	PJS	154134	296927	2 CYCLE OIL	199.99
	PJS	154097	297007	CHAINSAW AND LINE TRIMMER	1,423.99
				VENDOR TOTAL	1,623.98
VP SUPPLY CORP.	PJS	154147	4835514	ELECTRICAL FOR HIGHWAY PUMP STATION	169.89
	PJS	153996	4835554	WALL PLATES	6.64
	PJS	153996	4835555	WALL PLATES AND WIRE NUTS	125.46
	PJS	153966	4748092	LED LIGHT STRIPS	266.58
				VENDOR TOTAL	568.57
W. B. MASON CO., INC.	RMN	154207	225673174	GENERAL OFFICE SUPPLIES	61.77
	RMN	154008	225164662	GENERAL OFFICE SUPPLIES-2022 CALENDARS/T	74.03
	RMN	154001	225448407	GENERAL OFFICE SUPPLIES-2022 CALENDARS	6.05
	RMN	154032	225332880	GENERAL OFFICE SUPPLIES-2022 YEARLY CALE	47.77
				VENDOR TOTAL	189.62

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
DECEMBER 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
WARD	PJS	154102	120321	MILEAGE REIMBURSEMENT 11/22/21 -12/3/21	13.05
	PJS	153971	112221	COURIER MILEAGE 11/18 THRU 11/19/21	17.70
WARD	PJS	154203	3126316145	REIMBURSE - MENORA TOWN HALL	51.66
				VENDOR TOTAL	82.41
WEGMANS FOOD MARKETS INC	JRH	153423	2065	RECREATION WEGMANS SEPTEMBER 2021	352.54
	JRH	153424	2066	SENIORS WEGMANS SEPTEMBER 2021	264.14
	BWL	153336	101121		79.48
	BWL	153336	101821		94.99
				VENDOR TOTAL	791.15
WISSET	JRH	154265	122021/WISSET	TEENY TINY TAP INSTRUCTOR PAYMENT	574.05
				VENDOR TOTAL	574.05
WON-DOOR CORPORATION	PJS	154167	266636	FIRE DOOR INSPECTIONS	424.00
				VENDOR TOTAL	424.00
WRIGHT	JRH	154196	1221	SENIORS PROGRAM DECEMBER 2021	435.00
	JRH	154189	1121	SENIORS PROGRAM NOVEMBER 2021	465.00
WRIGHT	JRH	154247	122021/WRIGHT	EDGE11 SOCCER INSTRUCTOR PAYMENT	1,190.00
				VENDOR TOTAL	2,090.00
XYLEM WATER SOLUTIONS USA, INC.	PJS	154144	3556C00915	CONTROL PANEL AND CONNECTIONS FOR PUMP S	624.00
				VENDOR TOTAL	624.00
ZUROWSKI	PJS	154127	120621	REIMB - WALMART 6 CUBE ORGANIZER	79.00
	PJS	153931	201122	NOTARY PUBLIC TRAINING	65.00

**ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
					VENDOR TOTAL 144.00
					REPORT TOTAL 502,038.73

END OF REPORT

**PREPAID ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
DECEMBER 2021**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
DEMOCRAT & CHRONICLE	BWL	153943	DC1187406:DEC	MONTHLY NEWSPAPER	45.00
				VENDOR TOTAL	45.00
EXCELLUS	BWL	154036	55086-0001:	DENTAL ADMIN FEES: GEN ADMIN	58.11
	BWL	154036	55086-0002:	DENTAL ADMIN FEES: GOV SERVICES	67.05
	BWL	154036	55086-0003:	DENTAL ADMIN FEES: BLDG MAINT	44.70
	BWL	154036	55086-0004:	DENTAL ADMIN FEES: DPW ADMIN	22.35
	BWL	154036	55086-0005:	DENTAL ADMIN FEES: IT	13.41
	BWL	154036	55086-0006:	DENTAL ADMIN FEES: RECREATION	44.70
	BWL	154036	55086-0007:	DENTAL ADMIN FEES: PARKS	58.11
	BWL	154036	55086-0008:	DENTAL ADMIN FEES: P & Z	49.17
	BWL	154036	55086-0009:	DENTAL ADMIN FEES: GIS	4.47
	BWL	154036	55086-0010:	DENTAL ADMIN FEES: LIBRARY	58.11
	BWL	154036	55086-0011:	DENTAL ADMIN FEES: HWY MECHANICS	13.41
	BWL	154036	55086-0012:	DENTAL ADMIN FEES: HWY	277.14
	BWL	154036	55086-0013:	DENTAL ADMIN FEES: PSD	75.99
	BWL	154036	55086-0014:	DENTAL ADMIN FEES: PFD	8.94
				VENDOR TOTAL	795.66
FIDELITY SECURITY LIFE COMPANY OF NY	BWL	154041	165058608	EYE MED VISION PREMIUM: DECEMBER	369.17
				VENDOR TOTAL	369.17
FRONTIER COMMUNICATIONS	PHD	154002	11292021	MONTHLY TELEPHONE BILL	65.33
	AKM	154014	58524862591221	LIBRARY FAX	32.95
	JB	154030	11/22/6431-052517-6	IT DEPT EMERGENCY PHONE SERVICE 11/22/21	33.46
	JRH	154035	20211130	SENIORS PHONE SERVICES 11/22/2021-12/21/	32.95
	JRH	154037	20211129	RECREATION PHONE SERVICES 11/22/2021-12/	33.86
	BWL	154039	585-100-2618-050219-6	MONTHLY PHONE PYMT	1,177.29
	BWL	154040	585-248-6435-052517-6	HWY EMISSIONS PHONE	66.19
	BWL	154040	585-248-6247-052517-6	DPW FAX PHONE	134.40
				VENDOR TOTAL	1,576.43
HOME DEPOT	BWL	154046	4974020	POWER WASHER ATTACHMENT	549.00

PREPAID ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
DECEMBER 2021

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				VENDOR TOTAL	549.00
MUTUAL OF OMAHA	BWL	153964	001278273171	LIFE & DISABILITY INSURANCE PREMIUM: DEC	3,020.38
				VENDOR TOTAL	3,020.38
MVP HEALTH CARE	BWL	153965	15830420	MVP GOLD PREMIUM: DECEMBER	25,235.20
	BWL	153968	15837415	MVP CARVE-OUT PREMIUM: DECEMBER	7,123.79
	BWL	154034	15829477	MONTHLY HEALTH CARE BILL	154,479.70
				VENDOR TOTAL	186,838.69
ROCHESTER GAS & ELECTRIC	BWL	153999	17900217808	MONTHLY STREET LIGHTING PYMT	6,602.36
				VENDOR TOTAL	6,602.36
STAPLES	BWL	154047	3476019613	OFFICE SUPPLIES	24.63
				VENDOR TOTAL	24.63
TIME WARNER COMMUNICATION	JB	153969	138786301111821	BUSINESS CLASS DIGITAL ADAPTERS 11/17/21	33.65
	JB	154031	129319401112321	FIBER INTERNET 50MBPS & 5 STATIC IPS - 1	539.99
				VENDOR TOTAL	573.64
VERIZON WIRELESS	PJS	153974	9892513299	MONTHLY CELL PHONE CHARGES	453.32
				VENDOR TOTAL	453.32
REPORT TOTAL					200,848.28

END OF REPORT

TOWN OF PITTSFORD

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		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0001	GENERAL FUND								
Dept 1010	TOWN BOARD								
0001	PERSONAL SERVICES	3,927.00	102,100.00	102,100.00	98,173.08	3,926.92	0.00	3,926.92	96.15
0004	CONTRACTUAL & MISC. EXPENSE	0.00	6,050.00	6,050.00	1,725.00	4,325.00	0.00	4,325.00	28.51
Total Dept 1010	TOWN BOARD	3,927.00	108,150.00	108,150.00	99,898.08	8,251.92	0.00	8,251.92	92.37
Dept 1110	TOWN JUSTICES								
0001	PERSONAL SERVICES	7,181.03	254,229.00	254,229.00	212,417.74	41,811.26	0.00	41,811.26	83.55
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	43.45	142,523.00	142,523.00	121,904.93	20,618.07	18.56	20,599.51	85.53
Total Dept 1110	TOWN JUSTICES	7,224.48	397,252.00	397,252.00	334,322.67	62,929.33	18.56	62,910.77	84.16
Dept 1220	TOWN SUPERVISOR								
0001	PERSONAL SERVICES	7,184.78	188,122.00	188,122.00	177,861.35	10,260.65	0.00	10,260.65	94.55
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	38.96	3,880.00	3,880.00	3,193.37	686.63	0.00	686.63	82.30
Total Dept 1220	TOWN SUPERVISOR	7,223.74	192,502.00	192,502.00	181,054.72	11,447.28	0.00	11,447.28	94.05
Dept 1230	COMMUNITY SERVICE								
0001	PERSONAL SERVICES	3,676.19	95,950.00	95,950.00	88,598.60	7,351.40	0.00	7,351.40	92.34
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	4,360.00	26,338.00	36,338.00	33,766.40	2,571.60	0.00	2,571.60	92.92
Total Dept 1230	COMMUNITY SERVICE	8,036.19	122,788.00	132,788.00	122,365.00	10,423.00	0.00	10,423.00	92.15
Dept 1310	DIRECTOR OF FINANCE								
0001	PERSONAL SERVICES	3,103.41	100,186.00	100,186.00	74,794.28	25,391.72	0.00	25,391.72	74.66
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	0.00	2,836.00	3,006.00	2,403.58	602.42	200.00	402.42	79.96
Total Dept 1310	DIRECTOR OF FINANCE	3,103.41	103,522.00	103,692.00	77,197.86	26,494.14	200.00	26,294.14	74.45
Dept 1320	INDEPENDENT AUDIT								
0004	CONTRACTUAL & MISC. EXPENSE	2,285.00	33,325.00	38,325.00	38,325.00	0.00	0.00	0.00	100.00
Total Dept 1320	INDEPENDENT AUDIT	2,285.00	33,325.00	38,325.00	38,325.00	0.00	0.00	0.00	100.00
Dept 1330	TAX COLLECTION								
0001	PERSONAL SERVICES	1,715.06	44,846.00	46,346.00	42,750.91	3,595.09	0.00	3,595.09	92.24
0004	CONTRACTUAL & MISC. EXPENSE	3,951.45	8,350.00	8,350.00	8,250.54	99.46	0.00	99.46	98.81
Total Dept 1330	TAX COLLECTION	5,666.51	53,196.00	54,696.00	51,001.45	3,694.55	0.00	3,694.55	93.25

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Fund 0001	GENERAL FUND								
Dept 1355	ASSESSOR								
0001	PERSONAL SERVICES	5,623.01	192,784.00	192,784.00	136,198.59	56,585.41	0.00	56,585.41	70.65
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	16.50	8,539.00	8,689.00	1,539.62	7,149.38	0.00	7,149.38	17.72
Total Dept 1355	ASSESSOR	5,639.51	201,823.00	201,973.00	137,738.21	64,234.79	0.00	64,234.79	68.20
Dept 1375	CREDIT CARD FEES								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	30,000.00	30,000.00	19,793.28	10,206.72	0.00	10,206.72	65.98
Total Dept 1375	CREDIT CARD FEES	0.00	30,000.00	30,000.00	19,793.28	10,206.72	0.00	10,206.72	65.98
Dept 1410	TOWN CLERK								
0001	PERSONAL SERVICES	6,658.43	186,251.00	199,751.00	172,794.29	26,956.71	0.00	26,956.71	86.50
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	300.00	300.00	246.99	53.01	0.00	53.01	82.33
0004	CONTRACTUAL & MISC. EXPENSE	347.29	8,250.00	8,250.00	5,927.69	2,322.31	4.79	2,317.52	71.85
Total Dept 1410	TOWN CLERK	7,005.72	194,801.00	208,301.00	178,968.97	29,332.03	4.79	29,327.24	85.92
Dept 1420	ATTORNEY								
0001	PERSONAL SERVICES	1,732.51	45,046.00	45,046.00	43,313.49	1,732.51	0.00	1,732.51	96.15
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	250.00	250.00	0.00	250.00	0.00	250.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	295.47	17,150.00	19,552.00	12,261.69	7,290.31	2,577.47	4,712.84	62.71
Total Dept 1420	ATTORNEY	2,027.98	62,446.00	64,848.00	55,575.18	9,272.82	2,577.47	6,695.35	85.70
Dept 1430	PERSONNEL								
0001	PERSONAL SERVICES	3,830.67	104,043.00	104,043.00	97,964.85	6,078.15	0.00	6,078.15	94.16
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	600.00	600.00	0.00	600.00	0.00	600.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	4,676.93	120,392.00	120,392.00	70,534.28	49,857.72	0.00	49,857.72	58.59
Total Dept 1430	PERSONNEL	8,507.60	225,035.00	225,035.00	168,499.13	56,535.87	0.00	56,535.87	74.88
Dept 1440	ENGINEERING								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	25,000.00	25,000.00	14,777.55	10,222.45	9,660.00	562.45	59.11
Total Dept 1440	ENGINEERING	0.00	25,000.00	25,000.00	14,777.55	10,222.45	9,660.00	562.45	59.11
Dept 1450	ELECTIONS								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	42,058.00	42,058.00	14,189.00	27,869.00	0.00	27,869.00	33.74
Total Dept 1450	ELECTIONS	0.00	42,058.00	42,058.00	14,189.00	27,869.00	0.00	27,869.00	33.74
Dept 1460	RECORDS MANAGEMENT								
0004	CONTRACTUAL & MISC.	0.00	1,000.00	1,000.00	165.06	834.94	0.00	834.94	16.51

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Fund 0001	GENERAL FUND								
Dept 1460	RECORDS MANAGEMENT EXPENSE								
Total Dept 1460	RECORDS MANAGEMENT	0.00	1,000.00	1,000.00	165.06	834.94	0.00	834.94	16.51
Dept 1490	PUBLIC WORKS								
0001	PERSONAL SERVICES	6,706.14	223,850.00	223,850.00	186,266.47	37,583.53	0.00	37,583.53	83.21
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	2,150.00	2,150.00	577.60	1,572.40	0.00	1,572.40	26.87
0004	CONTRACTUAL & MISC. EXPENSE	120.83	19,360.00	20,210.00	15,629.40	4,580.60	8.00	4,572.60	77.33
Total Dept 1490	PUBLIC WORKS	6,826.97	245,360.00	246,210.00	202,473.47	43,736.53	8.00	43,728.53	82.24
Dept 1620	BUILDING								
0001	PERSONAL SERVICES	169.80	4,755.00	4,755.00	4,210.10	544.90	0.00	544.90	88.54
0004	CONTRACTUAL & MISC. EXPENSE	12,308.50	269,351.00	269,481.00	178,860.66	90,620.34	381.96	90,238.38	66.37
Total Dept 1620	BUILDING	12,478.30	274,106.00	274,236.00	183,070.76	91,165.24	381.96	90,783.28	66.76
Dept 1670	CENTRAL MAILING								
0004	CONTRACTUAL & MISC. EXPENSE	6,094.29	71,700.00	71,700.00	44,400.08	27,299.92	5,500.00	21,799.92	61.92
Total Dept 1670	CENTRAL MAILING	6,094.29	71,700.00	71,700.00	44,400.08	27,299.92	5,500.00	21,799.92	61.92
Dept 1680	DATA PROCESSING								
0001	PERSONAL SERVICES	8,590.06	178,520.00	193,520.00	165,096.58	28,423.42	0.00	28,423.42	85.31
0002	EQUIPMENT & CAPITAL OUTLAY	450.47	2,500.00	2,500.00	2,487.03	12.97	0.00	12.97	99.48
0004	CONTRACTUAL & MISC. EXPENSE	15,540.61	132,520.00	144,129.00	117,168.33	26,960.67	20,955.50	6,005.17	81.29
Total Dept 1680	DATA PROCESSING	24,581.14	313,540.00	340,149.00	284,751.94	55,397.06	20,955.50	34,441.56	83.71
Dept 1910	UNALLOCATED INSURANCE								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	195,000.00	220,000.00	219,010.19	989.81	0.00	989.81	99.55
Total Dept 1910	UNALLOCATED INSURANCE	0.00	195,000.00	220,000.00	219,010.19	989.81	0.00	989.81	99.55
Dept 1920	MUNICIPAL ASSOCIATION DUES								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	1,900.00	1,900.00	1,900.00	0.00	0.00	0.00	100.00
Total Dept 1920	MUNICIPAL ASSOCIATION DUES	0.00	1,900.00	1,900.00	1,900.00	0.00	0.00	0.00	100.00
Dept 1930	JUDGEMENTS/CLAIMS								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	4,000.00	4,000.00	2,099.81	1,900.19	0.00	1,900.19	52.50
Total Dept 1930	JUDGEMENTS/CLAIMS	0.00	4,000.00	4,000.00	2,099.81	1,900.19	0.00	1,900.19	52.50
Dept 1950	PROPERTY TAX								
0004	CONTRACTUAL & MISC.	0.00	8,000.00	8,000.00	6,256.71	1,743.29	0.00	1,743.29	78.21

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Fund 0001	GENERAL FUND								
Dept 1950	PROPERTY TAX EXPENSE								
Total Dept 1950	PROPERTY TAX	0.00	8,000.00	8,000.00	6,256.71	1,743.29	0.00	1,743.29	78.21
Dept 1989	UNCLASSIFIED								
0002	EQUIPMENT & CAPITAL OUTLAY	17,866.51	169,463.00	393,744.00	329,125.58	64,618.42	21,730.61	42,887.81	83.59
Total Dept 1989	UNCLASSIFIED	17,866.51	169,463.00	393,744.00	329,125.58	64,618.42	21,730.61	42,887.81	83.59
Dept 1990	CONTINGENCY								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	150,000.00	70,200.00	0.00	70,200.00	0.00	70,200.00	0.00
Total Dept 1990	CONTINGENCY	0.00	150,000.00	70,200.00	0.00	70,200.00	0.00	70,200.00	0.00
Dept 2620	CUSTODIAL								
0001	PERSONAL SERVICES	16,757.80	432,482.00	432,482.00	381,180.19	51,301.81	0.00	51,301.81	88.14
0002	EQUIPMENT & CAPITAL OUTLAY	669.64	4,200.00	55,272.00	27,344.13	27,927.87	16,128.16	11,799.71	49.47
0004	CONTRACTUAL & MISC. EXPENSE	3,616.68	163,474.00	167,305.84	148,446.94	18,858.90	18,779.32	79.58	88.73
Total Dept 2620	CUSTODIAL	21,044.12	600,156.00	655,059.84	556,971.26	98,088.58	34,907.48	63,181.10	85.03
Dept 3120	CROSSING GUARDS								
0001	PERSONAL SERVICES	6,128.17	162,389.00	162,389.00	145,181.16	17,207.84	0.00	17,207.84	89.40
0004	CONTRACTUAL & MISC. EXPENSE	455.34	1,450.00	1,450.00	455.34	994.66	950.00	44.66	31.40
Total Dept 3120	CROSSING GUARDS	6,583.51	163,839.00	163,839.00	145,636.50	18,202.50	950.00	17,252.50	88.89
Dept 3310	TRAFFIC								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	7,000.00	7,000.00	6,500.00	500.00	500.00	0.00	92.86
0004	CONTRACTUAL & MISC. EXPENSE	0.00	8,000.00	9,650.00	9,153.90	496.10	495.00	1.10	94.86
Total Dept 3310	TRAFFIC	0.00	15,000.00	16,650.00	15,653.90	996.10	995.00	1.10	94.02
Dept 3510	CONTROL OF ANIMALS								
0001	PERSONAL SERVICES	2,296.72	62,017.00	62,017.00	55,260.48	6,756.52	0.00	6,756.52	89.11
0004	CONTRACTUAL & MISC. EXPENSE	0.00	9,414.00	9,414.00	2,917.04	6,496.96	27.90	6,469.06	30.99
Total Dept 3510	CONTROL OF ANIMALS	2,296.72	71,431.00	71,431.00	58,177.52	13,253.48	27.90	13,225.58	81.45
Dept 4210	YOUTH SERVICES								
0004	CONTRACTUAL & MISC. EXPENSE	5,083.00	61,000.00	61,000.00	60,996.00	4.00	0.00	4.00	99.99
Total Dept 4210	YOUTH SERVICES	5,083.00	61,000.00	61,000.00	60,996.00	4.00	0.00	4.00	99.99
Dept 4560	PHYSICIAN								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	1,500.00	1,500.00	720.00	780.00	0.00	780.00	48.00

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Fund 0001	GENERAL FUND								
Dept 4560	PHYSICIAN								
Total Dept 4560	PHYSICIAN	0.00	1,500.00	1,500.00	720.00	780.00	0.00	780.00	48.00
Dept 5010	SUPERINTENDENT OF HIGHWAYS								
0001	PERSONAL SERVICES	2,383.52	56,785.00	56,785.00	50,724.96	6,060.04	0.00	6,060.04	89.33
0002	EQUIPMENT & CAPITAL OUTLAY	26.24	500.00	500.00	117.50	382.50	0.00	382.50	23.50
0004	CONTRACTUAL & MISC. EXPENSE	0.00	1,000.00	1,000.00	391.72	608.28	0.00	608.28	39.17
Total Dept 5010	SUPERINTENDENT OF HIGHWAYS	2,409.76	58,285.00	58,285.00	51,234.18	7,050.82	0.00	7,050.82	87.90
Dept 5132	HIGHWAY GARAGE								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	14,000.00	26,104.00	23,991.31	2,112.69	1,220.00	892.69	91.91
0004	CONTRACTUAL & MISC. EXPENSE	1,653.68	51,928.00	58,103.00	38,603.49	19,499.51	7,673.00	11,826.51	66.44
Total Dept 5132	HIGHWAY GARAGE	1,653.68	65,928.00	84,207.00	62,594.80	21,612.20	8,893.00	12,719.20	74.33
Dept 5182	STREET LIGHTING								
0004	CONTRACTUAL & MISC. EXPENSE	176.53	41,850.00	43,469.89	21,501.74	21,968.15	0.00	21,968.15	49.46
Total Dept 5182	STREET LIGHTING	176.53	41,850.00	43,469.89	21,501.74	21,968.15	0.00	21,968.15	49.46
Dept 6410	PUBLICITY								
0001	PERSONAL SERVICES	2,727.93	71,450.00	71,450.00	65,995.16	5,454.84	0.00	5,454.84	92.37
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	6,273.55	44,704.00	49,704.00	39,015.57	10,688.43	5,500.00	5,188.43	78.50
Total Dept 6410	PUBLICITY	9,001.48	116,654.00	121,654.00	105,010.73	16,643.27	5,500.00	11,143.27	86.32
Dept 6510	VETERANS SERVICE								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	300.00	300.00	0.00	300.00	0.00	300.00	0.00
Total Dept 6510	VETERANS SERVICE	0.00	300.00	300.00	0.00	300.00	0.00	300.00	0.00
Dept 6772	PROGRAMS FOR AGING								
0001	PERSONAL SERVICES	4,711.39	173,032.00	173,032.00	88,437.47	84,594.53	0.00	84,594.53	51.11
0004	CONTRACTUAL & MISC. EXPENSE	3,088.33	93,790.00	93,790.00	46,596.72	47,193.28	0.00	47,193.28	49.68
Total Dept 6772	PROGRAMS FOR AGING	7,799.72	266,822.00	266,822.00	135,034.19	131,787.81	0.00	131,787.81	50.61
Dept 7020	RECREATION ADMINISTRATION								
0001	PERSONAL SERVICES	14,704.82	743,741.00	743,741.00	451,896.58	291,844.42	0.00	291,844.42	60.76
0002	EQUIPMENT & CAPITAL OUTLAY	1,271.94	5,000.00	5,000.00	3,575.44	1,424.56	0.00	1,424.56	71.51
0004	CONTRACTUAL & MISC.	27,151.17	371,090.00	372,588.00	335,918.31	36,669.69	569.00	36,100.69	90.16

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Fund 0001	GENERAL FUND								
Dept 9710	SERIAL BONDS								
Dept 9710	SERIAL BONDS	2,640.63	101,647.00	101,647.00	101,646.89	0.11	0.00	0.11	100.00
Dept 9901	INTERFUND TRANSFERS								
0009	INTERFUND TRANSFERS	0.00	2,065,219.00	2,065,219.00	2,065,219.00	0.00	0.00	0.00	100.00
Total Dept 9901	INTERFUND TRANSFERS	0.00	2,065,219.00	2,065,219.00	2,065,219.00	0.00	0.00	0.00	100.00
Dept 9950	TRANSFER TO CAPITAL PROJECTS								
0009	INTERFUND TRANSFERS	0.00	200,000.00	348,978.00	230,000.00	118,978.00	0.00	118,978.00	65.91
Total Dept 9950	TRANSFER TO CAPITAL PROJECTS	0.00	200,000.00	348,978.00	230,000.00	118,978.00	0.00	118,978.00	65.91
Total Fund 0001	GENERAL FUND	303,153.40	11,344,575.00	11,898,163.83	9,688,567.61	2,209,596.22	123,236.43	2,086,359.79	81.43

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0002	PART TOWN FUND								
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	0.00	21,300.00	21,300.00	16,289.84	5,010.16	0.00	5,010.16	76.48
Total Dept 9040	WORKERS COMPENSATION	0.00	21,300.00	21,300.00	16,289.84	5,010.16	0.00	5,010.16	76.48
Dept 9045	LIFE INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	350.00	350.00	231.06	118.94	0.00	118.94	66.02
Total Dept 9045	LIFE INSURANCE	0.00	350.00	350.00	231.06	118.94	0.00	118.94	66.02
Dept 9050	UNEMPLOYMENT INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
Total Dept 9050	UNEMPLOYMENT INSURANCE	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
Dept 9055	DISABILITY INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	1,234.00	1,234.00	900.04	333.96	0.00	333.96	72.94
Total Dept 9055	DISABILITY INSURANCE	0.00	1,234.00	1,234.00	900.04	333.96	0.00	333.96	72.94
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	74.25	162,198.00	162,198.00	143,862.01	18,335.99	0.00	18,335.99	88.70
Total Dept 9060	HOSPITALIZATION	74.25	162,198.00	162,198.00	143,862.01	18,335.99	0.00	18,335.99	88.70
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	0.00	100.00	100.00	0.00	100.00	0.00	100.00	0.00
Total Dept 9089	MISC. EMPLOYEE BENEFITS	0.00	100.00	100.00	0.00	100.00	0.00	100.00	0.00
Total Fund 0002	PART TOWN FUND	24,077.77	1,386,805.00	1,470,716.00	1,083,195.96	387,520.04	151,658.90	235,861.14	73.65

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0003	LIBRARY FUND								
Dept 4560	PHYSICIAN								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	600.00	600.00	600.00	0.00	0.00	0.00	100.00
Total Dept 4560	PHYSICIAN	0.00	600.00	600.00	600.00	0.00	0.00	0.00	100.00
Dept 7410	LIBRARY								
0001	PERSONAL SERVICES	30,444.92	942,429.00	942,429.00	705,818.96	236,610.04	0.00	236,610.04	74.89
0002	EQUIPMENT & CAPITAL OUTLAY	260.63	2,910.00	29,944.80	29,944.80	0.00	0.00	0.00	100.00
0004	CONTRACTUAL & MISC. EXPENSE	19,031.59	240,222.00	245,662.39	207,395.59	38,266.80	28,908.53	9,358.27	84.42
Total Dept 7410	LIBRARY	49,737.14	1,185,561.00	1,218,036.19	943,159.35	274,876.84	28,908.53	245,968.31	77.43
Dept 9010	STATE RETIREMENT								
0008	EMPLOYEE BENEFITS	0.00	119,479.00	119,479.00	80,540.24	38,938.76	0.00	38,938.76	67.41
Total Dept 9010	STATE RETIREMENT	0.00	119,479.00	119,479.00	80,540.24	38,938.76	0.00	38,938.76	67.41
Dept 9030	SOCIAL SECURITY								
0008	EMPLOYEE BENEFITS	2,325.83	72,461.00	72,461.00	52,682.66	19,778.34	0.00	19,778.34	72.70
Total Dept 9030	SOCIAL SECURITY	2,325.83	72,461.00	72,461.00	52,682.66	19,778.34	0.00	19,778.34	72.70
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	0.00	9,725.00	9,725.00	6,892.12	2,832.88	0.00	2,832.88	70.87
Total Dept 9040	WORKERS COMPENSATION	0.00	9,725.00	9,725.00	6,892.12	2,832.88	0.00	2,832.88	70.87
Dept 9045	LIFE INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	350.00	350.00	262.02	87.98	0.00	87.98	74.86
Total Dept 9045	LIFE INSURANCE	0.00	350.00	350.00	262.02	87.98	0.00	87.98	74.86
Dept 9050	UNEMPLOYMENT INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	1,500.00	7,275.00	0.00	7,275.00	0.00	7,275.00	0.00
Total Dept 9050	UNEMPLOYMENT INSURANCE	0.00	1,500.00	7,275.00	0.00	7,275.00	0.00	7,275.00	0.00
Dept 9055	DISABILITY INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	1,500.00	1,500.00	845.99	654.01	0.00	654.01	56.40
Total Dept 9055	DISABILITY INSURANCE	0.00	1,500.00	1,500.00	845.99	654.01	0.00	654.01	56.40
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	609.15	189,303.00	189,303.00	156,363.13	32,939.87	0.00	32,939.87	82.60
Total Dept 9060	HOSPITALIZATION	609.15	189,303.00	189,303.00	156,363.13	32,939.87	0.00	32,939.87	82.60
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	14.00	300.00	300.00	154.00	146.00	14.00	132.00	51.33
Total Dept 9089	MISC. EMPLOYEE BENEFITS	14.00	300.00	300.00	154.00	146.00	14.00	132.00	51.33
Total Fund 0003	LIBRARY FUND	52,686.12	1,580,779.00	1,619,029.19	1,241,499.51	377,529.68	28,922.53	348,607.15	76.68

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0004	HIGHWAY WHOLE TOWN FUND								
Dept 1989	UNCLASSIFIED								
0002	EQUIPMENT & CAPITAL OUTLAY	216,952.00	320,729.00	842,194.00	598,246.98	243,947.02	236,945.00	7,002.02	71.03
Total Dept 1989	UNCLASSIFIED	216,952.00	320,729.00	842,194.00	598,246.98	243,947.02	236,945.00	7,002.02	71.03
Dept 4560	PHYSICIAN								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	2,000.00	2,000.00	257.50	1,742.50	0.00	1,742.50	12.88
Total Dept 4560	PHYSICIAN	0.00	2,000.00	2,000.00	257.50	1,742.50	0.00	1,742.50	12.88
Dept 5130	MACHINERY								
0001	PERSONAL SERVICES	5,324.42	104,563.00	104,563.00	100,222.14	4,340.86	0.00	4,340.86	95.85
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	24,800.00	24,800.00	23,015.32	1,784.68	0.00	1,784.68	92.80
0004	CONTRACTUAL & MISC. EXPENSE	982.01	169,400.00	176,234.00	173,572.77	2,661.23	2,550.00	111.23	98.49
Total Dept 5130	MACHINERY	6,306.43	298,763.00	305,597.00	296,810.23	8,786.77	2,550.00	6,236.77	97.12
Dept 5140	BRUSH & WEEDS								
0001	PERSONAL SERVICES	0.00	20,400.00	20,400.00	0.00	20,400.00	0.00	20,400.00	0.00
Total Dept 5140	BRUSH & WEEDS	0.00	20,400.00	20,400.00	0.00	20,400.00	0.00	20,400.00	0.00
Dept 5142	SNOW REMOVAL								
0001	PERSONAL SERVICES	97,791.40	901,616.00	901,616.00	629,058.21	272,557.79	0.00	272,557.79	69.77
0004	CONTRACTUAL & MISC. EXPENSE	15,195.77	491,330.00	501,140.58	407,945.34	93,195.24	444.00	92,751.24	81.40
Total Dept 5142	SNOW REMOVAL	112,987.17	1,392,946.00	1,402,756.58	1,037,003.55	365,753.03	444.00	365,309.03	73.93
Dept 9010	STATE RETIREMENT								
0008	EMPLOYEE BENEFITS	0.00	162,122.00	162,122.00	152,166.02	9,955.98	0.00	9,955.98	93.86
Total Dept 9010	STATE RETIREMENT	0.00	162,122.00	162,122.00	152,166.02	9,955.98	0.00	9,955.98	93.86
Dept 9030	SOCIAL SECURITY								
0008	EMPLOYEE BENEFITS	7,867.53	78,839.00	78,839.00	54,744.90	24,094.10	0.00	24,094.10	69.44
Total Dept 9030	SOCIAL SECURITY	7,867.53	78,839.00	78,839.00	54,744.90	24,094.10	0.00	24,094.10	69.44
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	0.00	78,230.00	78,230.00	53,109.52	25,120.48	0.00	25,120.48	67.89
Total Dept 9040	WORKERS COMPENSATION	0.00	78,230.00	78,230.00	53,109.52	25,120.48	0.00	25,120.48	67.89
Dept 9045	LIFE INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	895.00	895.00	563.95	331.05	0.00	331.05	63.01
Total Dept 9045	LIFE INSURANCE	0.00	895.00	895.00	563.95	331.05	0.00	331.05	63.01
Dept 9050	UNEMPLOYMENT INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0004	HIGHWAY WHOLE TOWN FUND								
Dept 9050	UNEMPLOYMENT INSURANCE								
Total Dept 9050	UNEMPLOYMENT INSURANCE	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00
Dept 9055	DISABILITY INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	2,545.00	2,545.00	1,800.65	744.35	0.00	744.35	70.75
Total Dept 9055	DISABILITY INSURANCE	0.00	2,545.00	2,545.00	1,800.65	744.35	0.00	744.35	70.75
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	668.70	425,380.00	425,380.00	373,918.72	51,461.28	0.00	51,461.28	87.90
Total Dept 9060	HOSPITALIZATION	668.70	425,380.00	425,380.00	373,918.72	51,461.28	0.00	51,461.28	87.90
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	14.00	225.00	225.00	154.00	71.00	14.00	57.00	68.44
Total Dept 9089	MISC. EMPLOYEE BENEFITS	14.00	225.00	225.00	154.00	71.00	14.00	57.00	68.44
Total Fund 0004	HIGHWAY WHOLE TOWN FUND	344,795.83	2,786,074.00	3,324,183.58	2,568,776.02	755,407.56	239,953.00	515,454.56	77.28

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		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0005	HIGHWAY PART TOWN FUND								
Dept 4560	PHYSICIAN								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	2,600.00	2,600.00	615.50	1,984.50	0.00	1,984.50	23.67
Total Dept 4560	PHYSICIAN	0.00	2,600.00	2,600.00	615.50	1,984.50	0.00	1,984.50	23.67
Dept 5110	GENERAL REPAIRS								
0001	PERSONAL SERVICES	3,906.33	1,560,717.00	1,560,717.00	1,270,485.75	290,231.25	0.00	290,231.25	81.40
0004	CONTRACTUAL & MISC. EXPENSE	4,088.34	1,148,098.00	1,166,486.30	1,114,863.60	51,622.70	3,000.00	48,622.70	95.57
Total Dept 5110	GENERAL REPAIRS	7,994.67	2,708,815.00	2,727,203.30	2,385,349.35	341,853.95	3,000.00	338,853.95	87.47
Dept 5112	IMPROVEMENTS								
0002	EQUIPMENT & CAPITAL OUTLAY	7,600.00	196,324.00	363,642.38	357,375.24	6,267.14	400.00	5,867.14	98.28
Total Dept 5112	IMPROVEMENTS	7,600.00	196,324.00	363,642.38	357,375.24	6,267.14	400.00	5,867.14	98.28
Dept 9010	STATE RETIREMENT								
0008	EMPLOYEE BENEFITS	0.00	206,666.00	206,666.00	171,000.45	35,665.55	0.00	35,665.55	82.74
Total Dept 9010	STATE RETIREMENT	0.00	206,666.00	206,666.00	171,000.45	35,665.55	0.00	35,665.55	82.74
Dept 9030	SOCIAL SECURITY								
0008	EMPLOYEE BENEFITS	297.42	119,792.00	119,792.00	94,642.60	25,149.40	0.00	25,149.40	79.01
Total Dept 9030	SOCIAL SECURITY	297.42	119,792.00	119,792.00	94,642.60	25,149.40	0.00	25,149.40	79.01
Dept 9040	WORKERS COMPENSATION								
0008	EMPLOYEE BENEFITS	0.00	184,901.00	184,901.00	131,231.25	53,669.75	0.00	53,669.75	70.97
Total Dept 9040	WORKERS COMPENSATION	0.00	184,901.00	184,901.00	131,231.25	53,669.75	0.00	53,669.75	70.97
Dept 9045	LIFE INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	800.00	800.00	533.68	266.32	0.00	266.32	66.71
Total Dept 9045	LIFE INSURANCE	0.00	800.00	800.00	533.68	266.32	0.00	266.32	66.71
Dept 9050	UNEMPLOYMENT INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	3,000.00	5,200.00	0.00	5,200.00	0.00	5,200.00	0.00
Total Dept 9050	UNEMPLOYMENT INSURANCE	0.00	3,000.00	5,200.00	0.00	5,200.00	0.00	5,200.00	0.00
Dept 9055	DISABILITY INSURANCE								
0008	EMPLOYEE BENEFITS	0.00	2,400.00	2,400.00	1,713.09	686.91	0.00	686.91	71.38
Total Dept 9055	DISABILITY INSURANCE	0.00	2,400.00	2,400.00	1,713.09	686.91	0.00	686.91	71.38
Dept 9060	HOSPITALIZATION								
0008	EMPLOYEE BENEFITS	265.32	484,678.00	484,678.00	407,142.02	77,535.98	0.00	77,535.98	84.00
Total Dept 9060	HOSPITALIZATION	265.32	484,678.00	484,678.00	407,142.02	77,535.98	0.00	77,535.98	84.00
Dept 9089	MISC. EMPLOYEE BENEFITS								
0008	EMPLOYEE BENEFITS	14.00	325.00	325.00	154.00	171.00	14.00	157.00	47.38

TOWN OF PITTSFORD

Expense Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
Fund 0005	HIGHWAY PART TOWN FUND								
Dept 9089	MISC. EMPLOYEE BENEFITS								
Total Dept 9089	MISC. EMPLOYEE BENEFITS	14.00	325.00	325.00	154.00	171.00	14.00	157.00	47.38
Total Fund 0005	HIGHWAY PART TOWN FUND	16,171.41	3,910,301.00	4,098,207.68	3,549,757.18	548,450.50	3,414.00	545,036.50	86.62
Grand Total		740,884.53	21,008,534.00	22,410,300.28	18,131,796.28	4,278,504.00	547,184.86	3,731,319.14	80.91

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

TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2021 Period From: 1 To: 12

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0001	GENERAL FUND							
Item 1001	REAL PROPERTY TAXES	0.00	0.00	6,468,761.00	6,468,761.00	6,468,761.00	0.00	100.00
Item 1081	OTHER PYMT IN LIEU OF TAXES	0.00	0.00	12,286.00	12,286.00	10,543.93	1,742.07	85.82
Item 1090	INTEREST & PENALTY ON PROP TAX	0.00	0.00	135,000.00	135,000.00	152,278.58	(17,278.58)	112.80
Item 1170	FRANCHISES	0.00	0.00	415,000.00	415,000.00	404,154.76	10,845.24	97.39
Item 1232	TAX COLLECTOR FEES	307.34	(307.34)	2,800.00	2,800.00	307.34	2,492.66	10.98
Item 1255	CLERK FEES	242.50	(242.50)	3,500.00	3,500.00	3,532.50	(32.50)	100.93
Item 1550	DOG WARDEN FEES	0.00	0.00	900.00	900.00	352.00	548.00	39.11
Item 2001	CULTURE & RECREATION FEES	(3,490.00)	3,490.00	801,200.00	801,200.00	718,221.23	82,978.77	89.64
Item 2210	GENERAL SERVICES - OTHER GOV'T	0.00	0.00	41,958.00	41,958.00	14,189.00	27,769.00	33.82
Item 2228	GIS CHARGES, OTHER GOV'T	0.00	0.00	13,841.00	13,841.00	10,195.00	3,646.00	73.66
Item 2350	YOUTH SER/OTHER GOV'T.	0.00	0.00	6,500.00	6,500.00	0.00	6,500.00	0.00
Item 2351	PROGRAMS FOR AGING - OTHER GOV'T	0.00	0.00	36,800.00	36,800.00	39,043.21	(2,243.21)	106.10
Item 2401	INTEREST & EARNINGS	669.62	(669.62)	30,000.00	30,000.00	13,237.59	16,762.41	44.13
Item 2410	RENTAL OF LAND	5,720.42	(5,720.42)	127,695.00	127,695.00	124,085.04	3,609.96	97.17
Item 2411	FIELD USE FEES	0.00	0.00	7,200.00	7,200.00	15,080.00	(7,880.00)	209.44
Item 2450	COMMISSIONS	63.30	(63.30)	500.00	500.00	362.87	137.13	72.57
Item 2544	DOG LICENSES	1,380.00	(1,380.00)	17,000.00	17,000.00	15,612.00	1,388.00	91.84
Item 2560	STREET OPENING PERMITS	800.00	(800.00)	2,400.00	2,400.00	3,805.00	(1,405.00)	158.54
Item 2590	PERMITS	0.00	0.00	8,000.00	8,000.00	7,845.00	155.00	98.06
Item 2610	FINES & FORFEITED BAIL	0.00	0.00	55,000.00	55,000.00	25,550.50	29,449.50	46.46
Item 2655	MINOR SALES	0.00	0.00	0.00	0.00	27.39	(27.39)	100.00
Item 2665	SALE OF EQUIPMENT	0.00	0.00	0.00	0.00	275.00	(275.00)	100.00
Item 2701	REFUND OF PRIOR YEAR EXP.	0.00	0.00	0.00	0.00	40,909.84	(40,909.84)	100.00
Item 2705	GIFTS & DONATIONS	0.00	0.00	23,100.00	23,600.00	21,839.00	1,761.00	92.54
Item 2750	AIM - RELATED PAYMENTS	108,081.00	(108,081.00)	108,081.00	108,081.00	108,081.00	0.00	100.00
Item 2770	OTHER UNCLASSIFIED REVENUES	346.04	(346.04)	21,617.00	21,617.00	8,592.40	13,024.60	39.75
Item 2801	INTERFUND REVENUES	0.00	0.00	24,000.00	24,000.00	0.00	24,000.00	0.00
Item 3005	MORTGAGE TAX	0.00	0.00	975,000.00	975,000.00	711,238.71	263,761.29	72.95
Item 3089	OTHER STATE AID	0.00	0.00	0.00	0.00	7,196.48	(7,196.48)	100.00
Item 4089	GENERAL FEDERAL AID	0.00	0.00	0.00	200,000.00	200,000.00	0.00	100.00
Item 5031	INTERFUND TRANSFERS	0.00	0.00	450,000.00	619,062.00	619,062.00	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	1,556,436.00	1,556,436.00	0.00	1,556,436.00	0.00
Total Fund 0001	GENERAL FUND	114,120.22	(114,120.22)	11,344,575.00	11,714,137.00	9,744,378.37	1,969,758.63	83.18

Date Prepared: 12/17/2021 09:07 AM

Report Date: 12/17/2021

Account Table: FUND 1-5

Alt. Sort Table:

TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2021 Period From: 1 To: 12

GLR0116 1.0

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Prepared By: BRIAN

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0002	PART TOWN FUND							
Item 1120	SALES TAX	0.00	0.00	941,807.00	941,807.00	995,226.33	(53,419.33)	105.67
Item 1560	SAFETY INSPECTION FEES	0.00	0.00	5,000.00	5,000.00	82,940.38	(77,940.38)	1,658.81
Item 1570	DEMOLITION PERMITS	0.00	0.00	750.00	750.00	955.00	(205.00)	127.33
Item 2110	ZONING FEES	84.00	(84.00)	2,500.00	2,500.00	2,698.00	(198.00)	107.92
Item 2115	PLANNING BOARD FEES	6,125.00	(6,125.00)	10,000.00	10,000.00	12,265.00	(2,265.00)	122.65
Item 2401	INTEREST & EARNINGS	33.00	(33.00)	5,000.00	5,000.00	1,179.13	3,820.87	23.58
Item 2545	LICENSES, OTHER	150.00	(150.00)	3,000.00	3,000.00	1,875.00	1,125.00	62.50
Item 2550	PERMITS - CERT. OF OCCUPANCY	120.00	(120.00)	3,000.00	3,000.00	7,079.75	(4,079.75)	235.99
Item 2555	BUILDING & ALTERATION PERMITS	5,322.60	(5,322.60)	90,500.00	90,500.00	161,187.30	(70,687.30)	178.11
Item 2590	PERMITS	0.00	0.00	3,000.00	3,000.00	4,190.00	(1,190.00)	139.67
Item 2591	FIRE ALARM PERMITS	0.00	0.00	1,200.00	1,200.00	340.00	860.00	28.33
Item 5031	INTERFUND TRANSFERS	0.00	0.00	0.00	76,004.00	76,004.00	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	321,048.00	321,048.00	0.00	321,048.00	0.00
Total Fund 0002	PART TOWN FUND	11,834.60	(11,834.60)	1,386,805.00	1,462,809.00	1,345,939.89	116,869.11	92.01

Date Prepared: 12/17/2021 09:07 AM

Report Date: 12/17/2021

Account Table: FUND 1-5

Alt. Sort Table:

TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2021 Period From: 1 To: 12

GLR0116 1.0

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Prepared By: BRIAN

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0003	LIBRARY FUND							
Item 1001	REAL PROPERTY TAXES	0.00	0.00	1,394,379.00	1,394,379.00	1,394,379.00	0.00	100.00
Item 2081	COLLECTION FEES	92.89	(92.89)	900.00	900.00	1,168.70	(268.70)	129.86
Item 2082	LIBRARY FINES	1,418.54	(1,418.54)	50,000.00	50,000.00	30,625.00	19,375.00	61.25
Item 2083	PRINTING REVENUE	0.00	0.00	6,500.00	6,500.00	3,141.60	3,358.40	48.33
Item 2401	INTEREST & EARNINGS	30.00	(30.00)	9,000.00	9,000.00	1,532.18	7,467.82	17.02
Item 2701	REFUND OF PRIOR YEAR EXP.	0.00	0.00	0.00	0.00	21,662.18	(21,662.18)	100.00
Item 2760	SYSTEM GRANTS	0.00	0.00	0.00	0.00	9,239.00	(9,239.00)	100.00
Item 5031	INTERFUND TRANSFERS	0.00	0.00	0.00	21,000.00	21,000.00	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	120,000.00	120,000.00	0.00	120,000.00	0.00
Total Fund 0003	LIBRARY FUND	1,541.43	(1,541.43)	1,580,779.00	1,601,779.00	1,482,747.66	119,031.34	92.57

Date Prepared: 12/17/2021 09:07 AM

Report Date: 12/17/2021

Account Table: FUND 1-5

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TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2021 Period From: 1 To: 12

GLR0116 1.0

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Prepared By: BRIAN

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0004	HIGHWAY WHOLE TOWN FUND							
Item 1001	REAL PROPERTY TAXES	0.00	0.00	1,835,269.00	1,835,269.00	1,835,269.00	0.00	100.00
Item 2300	SERVICE - OTHER GOV'T.	0.00	0.00	507,805.00	507,805.00	412,399.94	95,405.06	81.21
Item 2401	INTEREST & EARNINGS	45.00	(45.00)	16,500.00	16,500.00	2,704.61	13,795.39	16.39
Item 2650	SALE OF SCRAP & EXCESS	0.00	0.00	1,500.00	1,500.00	5,413.80	(3,913.80)	360.92
Item 2665	SALE OF EQUIPMENT	0.00	0.00	0.00	0.00	1,250.00	(1,250.00)	100.00
Item 5031	INTERFUND TRANSFERS	0.00	0.00	0.00	306,838.00	306,838.00	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	425,000.00	425,000.00	0.00	425,000.00	0.00
Total Fund 0004	HIGHWAY WHOLE TOWN FUND	45.00	(45.00)	2,786,074.00	3,092,912.00	2,563,875.35	529,036.65	82.90

Date Prepared: 12/17/2021 09:07 AM

Report Date: 12/17/2021

Account Table: FUND 1-5

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TOWN OF PITTSFORD

Revenue Control Report

Fiscal Year: 2021 Period From: 1 To: 12

GLR0116 1.0

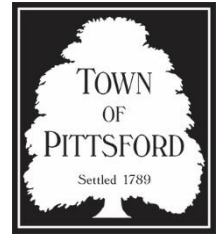
Page 5 of 5

Prepared By: BRIAN

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund 0005	HIGHWAY PART TOWN FUND							
Item 1001	REAL PROPERTY TAXES	0.00	0.00	514,477.00	514,477.00	514,477.00	0.00	100.00
Item 1120	SALES TAX	0.00	0.00	2,458,000.00	2,458,000.00	2,604,516.88	(146,516.88)	105.96
Item 2300	SERVICE - OTHER GOV'T.	0.00	0.00	4,000.00	4,000.00	0.00	4,000.00	0.00
Item 2401	INTEREST & EARNINGS	45.00	(45.00)	12,500.00	12,500.00	2,700.34	9,799.66	21.60
Item 2701	REFUND OF PRIOR YEAR EXP.	0.00	0.00	0.00	0.00	3,282.14	(3,282.14)	100.00
Item 3501	CHIPS PROGRAM	0.00	0.00	171,324.00	338,642.38	36,280.57	302,361.81	10.71
Item 5031	INTERFUND TRANSFERS	0.00	0.00	175,000.00	175,000.00	175,000.00	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	575,000.00	575,000.00	0.00	575,000.00	0.00
Total Fund 0005	HIGHWAY PART TOWN FUND	45.00	(45.00)	3,910,301.00	4,077,619.38	3,336,256.93	741,362.45	81.82
Grand Total		127,586.25	(127,586.25)	21,008,534.00	21,949,256.38	18,473,198.20	3,476,058.18	84.16

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

MEMORANDUM



To: Pittsford Town Board

From: Paul Schenkel - Commissioner of Public Works

Date: December 15, 2021

Regarding: Agreement with Town of Brighton for Snow and Ice Control on Allens Creek Road

For Meeting On: December 21, 2021

Ladies and Gentlemen:

Each year the Town of Pittsford enters into an intermunicipal agreement with the Town of Brighton to provide snow and ice control for the section of Allens Creek Road in the Town of Pittsford (0.83 mile).

Attached is a copy of the agreement for your review. The Town of Brighton will provide snow and ice control for a lump sum amount of \$5,831.58. The term of the agreement is for the 2021/2022 winter season. The amount is calculated using rates from the Monroe County Department of Transportation. This agreement amount is down from \$5,848.18 for last season.

Based on my review, I recommend the Town Board authorize the Town Supervisor to execute the Snow and Ice Control Intermunicipal Agreement with the Town of Brighton for Allens Creek Road in the amount of \$5,831.58 for the 2021/2022 winter season.

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

Resolved, the Town Board accepts the recommendation of the Commissioner of Public Works and authorizes the Town Supervisor to execute the Snow and Ice Control Intermunicipal Agreement with the Town of Brighton for Allens Creek Road in the amount of \$5,831.58 for the 2021/2022 winter season.



Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

December 7, 2021

Paul Schenkel
Town of Pittsford
11 South Main Street
Pittsford, NY 14534

Re: Snow and Ice Control on Allens Creek Road
2021/2022 Agreement Renewal

Dear Paul,

I have attached a copy of the 2021/2022 Agreement Renewal for Snow and Ice Removal on Allens Creek Road for your review. Please review the attached agreement and if acceptable please endorse the agreement and mail the original document to my attention. The agreement was modified as follows:

- The two-lane-mile reimbursement was adjusted to the new Monroe County DOT rate. The lump sum was adjusted accordingly.
- The dates are modified to reflect the 2021/2022 snow plow season

Please direct any questions or comments to my attention.

Sincerely,

Michael E. Guyon

Attachment

**Agreement Renewal for Snow and Ice Control
on Allens Creek Road
2021/2022**

This Agreement is made, pursuant to General Municipal Law Section 119-o, between the Town of Brighton, a municipal corporation having offices at Town Hall, 2300 Elmwood Avenue, Rochester, New York, 14618, and the Town of Pittsford, a municipal corporation having offices at Town Hall, 11 South Main Street, Pittsford, New York, 14534.

WITNESSETH:

WHEREAS, the parties desire to renew the 2021/2022 agreement for the provision of snow and ice control services, and

WHEREAS, Brighton authorized renewal of such an agreement at a Town Board meeting on _____, 202_.

WHEREAS, Pittsford authorized such an agreement at a Town Board meeting on _____, 202_.

NOW THEREFORE, in consideration of the terms and conditions herein, it is hereby agreed by and between the parties as follows:

1. The highway, on which services are to be performed, is Allens Creek Road from the Brighton town line located just east of Whitestone Lane to the Brighton town line located just west of Brookside Drive, the approximate length being 0.83 miles.
2. The services to be provided by Brighton are: (a) application of salt and abrasives, (b) snow plowing, including winging back, and c) correction of damage to lawns and mailboxes which is the direct result of snow removal operations. The services are more fully defined in the Agreement for the provision of snow and ice control services Monroe County and the respective Towns ("Agreement"), which, only to the extent that it describes the services to be provided, is incorporated herein by reference.
3. The level of service to be provided by Brighton is that equal to the treatment afforded to the County's roads, as defined in the Agreement for the provision of snow and ice control services Monroe County.
4. In consideration of the services by Brighton, Pittsford will pay Brighton a lump sum equal to the product of the length of the road segment times the average, per-two-lane-mile reimbursement to Brighton from Monroe County for the 2021/2022 season (tentatively \$3,513.00/lane mile). This lump sum is \$5831.588 (subject to any adjustments made by the County), and will be due and payable in February, 2022.
5. The initial term of this agreement shall be from November 1, 2021 until April 30, 2022. This agreement may be extended thereafter by the mutual agreement of the parties.

6. The Town of Pittsford hereby covenants and agrees to indemnify, defend and hold harmless the Town of Brighton, including its officers., agents and employees, from and against any and all claims, liabilities, obligations, damages., losses and expenses, whether contingent or otherwise, including reasonable attorneys' fees and costs of defense, incurred by Brighton as a result of the performance of services under this agreement, excepting only those resulting from the negligence, omission, breach, fault or intentional misconduct of the Town of Brighton in the conduct of the work under this agreement.

7. This agreement shall be governed by and under the laws of the State of New York. In the event that a dispute arises between the parties, venue for the resolution of such dispute shall be the County of Monroe, New York.

8. If any provision of this agreement is held invalid by a court of law, the remainder of this agreement shall be valid and enforceable.

IN WITNESS WHEREOF, the parties have duly executed this Agreement on the _____ day of _____, 202_

TOWN OF PITTSFORD

BY: _____
William Smith, Supervisor

TOWN OF BRIGHTON

BY: _____
William W. Moehle, Supervisor

MEMORANDUM

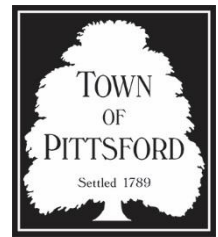
To: Pittsford Town Board

From: Paul Schenkel - Commissioner of Public Works

Date: December 16, 2021

Regarding: Set Bid Date for Resurfacing of Thornell Farm Park Tennis Courts

For Meeting On: December 21, 2021



Ladies and Gentlemen:

Approximately every 5 to 7 years, the tennis courts at Thornell Farm Park are due for resurfacing. Overtime, cracks start to appear in the asphalt surface, the acrylic color surface fades, and puddles occur where there is settlement. It was last resurfaced in 2016 during the Athletic Fields upgrade project. The project is earmarked in the 2022 budget.

With recent concerns being raised about the availability of contractors and materials, we thought it was prudent to start the bidding process early. Therefore, I request that Town Board sets a bid opening date for 11:00 AM on February 8, 2022, for the Resurfacing of the Thornell Farm Park Tennis Courts.

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

Resolved, that the Town Board sets a bid opening date for 11:00 AM on February 8, 2022, for the Resurfacing of the Thornell Farm Park Tennis Courts.

Timeline for Resurfacing of Thornell Farm Park Tennis Courts

December 17, 2021 - Bid Date Resolution Due for Town Board Agenda

December 21, 2021 - Bid Date set at Town Board Meeting

January 4, 2022 - Legal Notice submittal to Town Clerk's Office to submit to Daily Record

January 10, 2022 - Bid appears in The Daily Record & Posted to Town Website

January 10, 2022 - Vendor packages sent or available at Town Hall

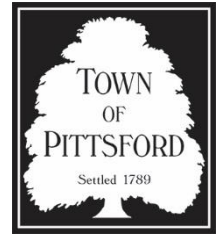
February 8, 2022 - Bid opening date at Town Hall

February 11, 2022 - Successful Bidder Resolution due for Town Board Agenda

February 15, 2022 – Award Contract to Bidder at Town Board Meeting

February 16, 2022 - Notice to Proceed letter sent from Public Works

MEMORANDUM



To: Pittsford Town Board

From: Cheryl Fleming, Personnel Director

Date: December 17, 2021

Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: December 21, 2021

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

Name	Position	Reason for Change	Salary	Effective Date
Spencer Drake	Laborer	Seasonal to RFT	\$18.35/hr	12/28/2021
James Papin	Crossing Grd	Added Shifts – Replacement	\$20.96/hr	01/10/2022

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

Name	Position	Reason for Change	Salary	Effective Date
Spencer Drake	Laborer	Seasonal to RFT	\$18.35/hr	12/28/2021
James Papin	Crossing Grd	Added Shifts – Replacement	\$20.96/hr	01/10/2022