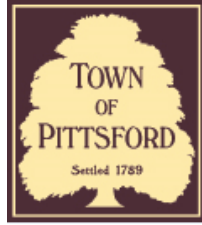


SUPERVISOR
William A. Smith, Jr.



COUNCIL MEMBERS
Kate Bohne Munzinger, Deputy Supervisor
Cathy Koshykar
Kim Taylor
Stephanie Townsend

Town Board Agenda
Town Hall – 11 S. Main Street, Pittsford – Lower Level
Tuesday, March 7, 2023 – 6:00 PM

Call to Order

Pledge of Allegiance

Minutes

Approval of Minutes of the meetings of February 28, 2023

Operational Matters

Public Comment
2023 Rabies Clinic
Fee Schedule Update

Recreational Matters

Public Comment
Town of Pittsford PGA Community Event

Personnel Matters

Public Comment
Hiring Resolutions

Other Business

Public Comment

Adjournment

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>

Minutes of the Town Board for February 28, 2023

**DRAFT
TOWN OF PITTSFORD
TOWN BOARD
FEBRUARY 28, 2023**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, February 28, 2023, 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 Cathy Koshykar, Katherine B. Munzinger, Kim Taylor and Stephanie M. Townsend.

ABSENT:

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; Spencer Bernard, Chief of Staff; Jessie Hollenbeck, Recreation Director, Hayes Wallman, Deputy Town Clerk.

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

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

SUPERVISORS ANNOUCEMENTS

Supervisor Smith offered congratulations to the Pittsford high school sports teams that have recently won Sectional titles; Girls Nordic Skiing, Boys Hockey, Cheerleading and Sutherland Boys Basketball playing in their semi-final game tonight.

Referring to the recent train derailment in Ohio, the Supervisor outlined the Town's emergency response preparations and plans. These include the Railroad Emergency Plan, the Significant Events Field Operations Guide, the Job Aids Checklists for emergency personnel structured in order of priority to gain and maintain situational awareness, to support immediate life safety initiatives, to support stabilization of the situation, to support human needs such as food and child care, and property conservation. These plans are reviewed and updated quarterly by the Emergency Team consisting of the Fire Marshall, the Captain of Sheriff's Department Zone A, representatives of all fire departments that serve Pittsford, representatives of the Monroe County Office of Emergency Management, the County Department of Public Safety, the Town Supervisor and Chief of Staff. In addition the Town keeps current at all times the binder containing all legal forms for the Supervisor to declare a state of emergency, to bring in state and federal emergency services and all forms of resolutions that the Town Board would need to adopt in a special meeting called to respond to such an emergency. The Supervisor noted that recently the Town filed a formal request to CSX Railroad to conduct a safety review of the railroad bridge on North Main Street near the intersection of Washington Road, and that the Town periodically requests safety reviews of the bridge, which have been performed.

PUBLIC HEARING FOR NORTHSIDE FIRE PROTECTION DISTRICT AGREEMENT

Supervisor Smith opened the public hearing asking if there was any member of the public who wished to comment on the matter. No comments were offered, whereupon the supervisor closed the hearing. He then moved to approve the Northside Fire Protection District Agreement. The motion was seconded by Councilmember Townsend and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

Minutes of the Town Board for February 28, 2023

RESOLVED, that the Town Supervisor be and hereby is authorized to enter into and sign the attached five (5) year “Northside Fire Protection District Agreement” with the Town/Village of East Rochester.

COMMENDATION FOR SUZANNE REDDICK

Supervisor Smith recognized Suzanne Reddick, who recently retired as Assistant to the Supervisor, a position she held for five years. Asking her to come forward, the Supervisor expressed his thanks for all she has done during her tenure to advance the interests of the people of the town, commending her as someone who stands up for what is right, helps those who need help and who has served as an excellent ambassador of the town government for the people of Pittsford. He presented her with a certificate of commendation signed by all members of the Town Board.

TOWN GREENHOUSE GAS EMISSIONS REPORT

Jackie Ebner, a member of the Environmental Advisory Board, shared the findings from a study of greenhouse gas emissions within Town. The data was split into two subsets: emissions originating from Town buildings and fleet and emissions from within the Town boundaries. Members of the public commented on the report and Board members thanked all who worked on the project and for the comprehensive report of the findings.

MINUTES OF THE FEBRUARY 7 MEETING APPROVED

A Resolution to approve the Minutes of the Town Board meeting of February 7, 2023, was offered by Councilmember Taylor, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the February 7, 2023, Town Board meeting are approved.

LEGAL MATTERS

PUBLIC COMMENT

No comments were submitted.

APPROVAL OF REAL ESTATE PURCHASE CONTRACT AND BONDING RESOLUTION

Supervisor Smith shared information about the property the Town proposes to purchase for the Town Court, noting that this will eliminate the rental the Town has paid since 2005 for the current Town Court premises and noting that the resulting savings will pay for the purchase price in eleven years.

Councilmember Townsend expressed her support of the purchase as a highly favorable step by the Town. The Supervisor then moved that the Town Board approve the Purchase and Sale Contract for real property located at 57 Monroe Avenue, Pittsford, New York, following the permissive referendum period and approving the bonding resolution for the purchase of the property, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

RESOLVED, that the Purchase and Sale Contract executed by Merle L. Whitehead, as Seller, and the Town of Pittsford, as Buyer, for the real property located at 57 Monroe Avenue, Pittsford, New York, be approved by the Town Board, in the form submitted herewith; and I further move that as this Resolution is subject to permissive referendum, the Town Clerk is directed to promptly post and publish the required notice of permissive referendum; and I further move that the Town Board adopt a bonding resolution for the purchase of said real property in the form of the formal bonding resolution submitted herewith.

Minutes of the Town Board for February 28, 2023

WHEREAS, the Town Board (the "Board") of the Town of Pittsford, Monroe County (the "Town") is considering to undertake a project consisting of the acquisition of a building located at 57 Monroe Avenue, Pittsford, New York 14534 (tax parcel identification number: 151.18-3-70.1), including the acquisition of land or rights-in-land, site improvements, any ancillary or related work required in connection therewith, and any engineering and other preliminary costs, legal expenses and other costs incidental to the financing thereof (collectively, the "Project"), all at a total estimated cost not to exceed \$1,250,000; and

WHEREAS, the Board hereby determines that the actions authorized by this resolution and the adoption hereof collectively constitute a "Type II" action within the meaning of the State Environmental Quality Review Act and the regulations of the New York State Department of Environmental Conservation thereunder (collectively, "SEQRA") and that no further action under SEQRA need be taken by the Board as a condition precedent to the adoption of this resolution; and

WHEREAS, the Board now wishes to appropriate funds for the Project and to authorize the issuance of the Town's serial bonds and bond anticipation notes to be issued to finance the aforementioned specific object or purpose

NOW, THEREFORE, BE IT RESOLVED, by the Town Board (the "Board") of the Town of Pittsford, Monroe County, New York (the "Issuer" or the "Town") (by the favorable vote of not less than two-thirds of all the members of such body), as follows:

SECTION 1. The Town is hereby authorized to undertake of the acquisition of a building located at 57 Monroe Avenue, Pittsford, New York 14534 (tax parcel identification number: 151.18-3-70.1), including the acquisition of land or rights-in-land, site improvements, any ancillary or related work required in connection therewith, and any engineering and other preliminary costs, legal expenses and other costs incidental to the financing thereof (collectively, the "Project"), at an estimated maximum cost of \$1,250,000 said amount is hereby appropriated therefor and the plan for the financing thereof shall consist of (i) the issuance of the \$1,250,000 in serial bonds of the Town authorized to be issued pursuant to this resolution or bond anticipation notes issued in anticipation of such bonds, and (ii) unless paid from other sources, the levy and collection of taxes on all taxable real property of the Town to pay the principal of such bonds or notes and the interest thereon as the same become due and payable.

SECTION 2. Serial bonds of the Town in the principal amount of \$1,250,000 are hereby authorized to be issued pursuant to provisions of Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (the "Law") to finance the aforementioned class of object or purpose.

SECTION 3. It is hereby determined that the period of probable usefulness of the aforementioned specific object or purpose is twenty-five (25) years, pursuant to subdivision 11(b). of paragraph a. of Section 11.00 of the Law.

SECTION 4. The temporary use of available funds of the Town, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Law, for the capital purposes described in this resolution. The Town shall reimburse such expenditures with the proceeds of the bonds or

Minutes of the Town Board for February 28, 2023

bond anticipation notes authorized by this resolution. This resolution shall constitute a declaration of "official intent" to reimburse the expenditures authorized herein with the proceeds of the bonds and bond anticipation notes authorized herein, as required by United States Treasury Regulations Section 1.150-2.

SECTION 5. The final maturity of the bonds herein authorized to be issued shall be in excess of five (5) years measured from the date of issuance of the first serial bond or bond anticipation note issued pursuant to this resolution.

SECTION 6. Each of the serial bonds authorized by this resolution and any bond anticipation notes issued in anticipation of said bonds shall contain the recital of validity prescribed by Section 52.00 of the Law and said serial bonds and any bond anticipation notes issued in anticipation of said bonds shall be general obligations of the Town, payable as to both principal and interest by a general tax upon all the real property within the Town subject to applicable statutory limits, if any. The faith and credit of the Town are hereby irrevocably pledged to the punctual payment of the principal and interest on said serial bonds and bond anticipation notes and provisions shall be made annually in the budget of the Town by appropriation for (a) the amortization and redemption of the bonds and bond anticipation notes to mature in such year and (b) the payment of interest to be due and payable in such year.

SECTION 7. Subject to the provisions of this resolution and of the Law, pursuant to the provisions of Section 30.00 relative to the authorization of the issuance of serial bonds and bond anticipation notes or the renewals of said obligations and of Sections 21.00, 50.00, 54.90, 56.00 through 60.00, 62.10 and 63.00 of the Law, the powers and duties of the Board relative to authorizing serial bonds and bond anticipation notes and prescribing terms, form and contents as to the sale and issuance of bonds herein authorized, including without limitation the determination of whether to issue bonds having substantially level or declining debt service and all matters related thereto, and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said bond anticipation notes, are hereby delegated to the Supervisor, as the chief fiscal officer of the Town (the "Supervisor"). Such notes shall be of such terms, form and contents as may be prescribed by said Supervisor consistent with the provisions of Local Finance Law. Further, pursuant to paragraph b. of Section 11.00 of the Law, in the event that bonds to be issued for any of the objects or purposes authorized by this resolution are combined for sale, pursuant to paragraph c. of Section 57.00 of the Law, with bonds to be issued for any of the other objects or purposes authorized by this resolution and/or with bonds to be issued for one or more objects or purposes authorized by other resolutions of the Board, then the power of the Board to determine the "weighted average period of probable usefulness" (within the meaning of paragraph a. of Section 11.00 of the Law) for such combined objects or purposes is hereby delegated to the Supervisor, as the chief fiscal officer of the Town.

SECTION 8. The Supervisor is hereby further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and to designate the bonds authorized by this resolution and any notes issued in anticipation thereof, if applicable, as "qualified tax-exempt bonds" in accordance with Section 265(b)(3)(B)(i) of the Code.

Minutes of the Town Board for February 28, 2023

SECTION 9. The Supervisor is further authorized to enter into a continuing disclosure undertaking with or for the benefit of the initial purchasers of the bonds or notes in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

SECTION 10. The intent of this resolution is to give the Supervisor sufficient authority to execute those applications, agreements and instruments, or to do any similar acts necessary to effect the issuance of the aforesaid serial bonds or bond anticipation notes without resorting to further action of the Board.

SECTION 11. Pursuant to subdivision b. of Section 35.00 of the Law, this resolution is subject to a permissive referendum in the manner prescribed by Article Seven of the Town Law of the State of New York (the "Town Law"). The Town Clerk is hereby authorized and directed, within ten (10) days after the date of adoption of this resolution, to post and publish a notice satisfying the requirements of Section 90 of the Town Law, which shall set forth the date of adoption of this resolution, shall contain an abstract hereof, and shall specify that this resolution was adopted subject to a permissive referendum. Such notice shall be published in the official newspaper of the Town for such purpose.

SECTION 12. This resolution shall take effect thirty (30) days after the date of its adoption or, if within such thirty (30) day period there is filed with the Town Clerk a petition subscribed and acknowledged by the number of qualified electors of the Town required by Section 91 of the Town Law and in the manner specified in such Section, until approved by the affirmative vote of a majority of such qualified electors voting on a proposition for its approval.

SECTION 13. The validity of the bonds authorized by this resolution and of any bond anticipation notes issued in anticipation of said bonds may be contested only if:

- (a) such obligations are authorized for an object or purpose for which the Town is not authorized to expend money; or
- (b) the provisions of law which should be complied with at the date of the publication of such resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication; or
- (c) such obligations are authorized in violation of the provisions of the constitution.

SECTION 14. Upon this resolution becoming effective, the Town Clerk is hereby authorized and directed to cause a copy of this resolution, or a summary thereof, to be published, together with a notice attached in substantially the form as prescribed in Section 81.00 of the Law, in the official newspaper(s) of the Town for such purpose, together with a notice of the Town Clerk substantially the form provided in Section 81.00 of the Law.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

FEBRUARY VOUCHERS APPROVED

Board members acknowledged review of the vouchers proposed for payment and a resolution to approve the proposed vouchers was offered by Deputy Supervisor Munzinger, seconded by

Minutes of the Town Board for February 28, 2023

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

The Resolution was declared carried as follows:

RESOLVED, that the February vouchers from numbers 159667 - 160242, in the amount of \$4,654,399.40 were approved for payment.

FEBRUARY SURPLUS APPROVED

Upon review, a resolution to approve the surplus inventory listed was made by Deputy Supervisor Munzinger, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

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

Asset #	Year	Description	Department	Cost	Disposition
18120	2015	IPAD Air 2: 64 GB Silver	Library	\$ 539.00	Recycled
18842	2017	IPAD Air 2: 64 GB Silver	Library	\$ 539.00	Recycled
19790	2019	Battery-APC Replacement Battery Cartridge	Technology	\$ 93.13	Junked
18688	2019	Battery-APC Replacement Battery Cartridge	Technology	\$ 93.13	Junked
18690	2019	Battery-APC Replacement Battery Cartridge	Technology	\$ 93.13	Junked
18691	2019	Battery-APC Replacement Battery Cartridge	Technology	\$ 93.13	Junked
14143	2004	Camera - Kodak EasyShare CX6330 Digital Camera	Technology	\$ 193.00	Junked
15129	2005	CD-Plextor 16x/4x DVD Recordable Drive	Technology	\$ 132.00	Junked
16748	2010	CUSTOM 50' VGA CABLE	Technology	\$ 150.00	Junked
16299	2007	Dell 17" Flat Panel	Technology	\$ 141.29	Junked
16322	2007	Dell 17" Flat Panel	Technology	\$ 149.55	Junked
16524	2008	Dell 17" Flat Panel	Technology	\$ 188.10	Junked
16525	2008	Dell 17" Flat Panel	Technology	\$ 188.10	Junked
16526	2008	Dell 17" Flat Panel	Technology	\$ 188.10	Junked
17136	2012	Dell 19" Flat Panel	Technology	\$ 175.00	Junked
17538	2013	Dell 19" Flat Panel	Technology	\$ 119.00	Junked
17536	2013	Dell 19" Flat Panel	Technology	\$ 119.00	Junked
17534	2013	Dell 19" Flat Panel	Technology	\$ 119.00	Junked
17499	2013	Dell 19" Flat Panel	Technology	\$ 119.00	Junked
17137	2012	Dell 19" Flat Panel	Technology	\$ 175.00	Junked
17134	2012	Dell 19" Flat Panel	Technology	\$ 175.00	Junked
17060	2011	Dell 19" Flat Panel	Technology	\$ 171.78	Junked
17059	2011	Dell 19" Flat Panel	Technology	\$ 171.78	Junked
17142	2012	Dell 19" Flat Panel	Technology	\$ 175.00	Junked
18340	2017	Dell 23" Flat Panel	Technology	\$ 135.19	Junked
18342	2017	Dell 23" Flat Panel	Technology	\$ 135.19	Junked
17663	2014	Dell 23" Flat Panel	Technology	\$ 204.99	Junked
17948	2015	Dell 23" Flat Panel-Ultrasharp	Technology	\$ 177.00	Junked
18193	2016	Dell 23" Touch Screen	Technology	\$ 239.99	Junked
18171	2016	Dell Docking Station D3100	Technology	\$ 135.99	Junked
20113	2020	Dell Latitude E5540 i5 120gb ssd 8gb ram	Technology	\$ 185.00	Junked
20110	2020	Dell Latitude E5540 i5 120gb ssd 8gb ram	Technology	\$ 185.00	Junked
20111	2020	Dell Latitude E5540 i5 120gb ssd 8gb ram	Technology	\$ 185.00	Junked
17859	2015	Dell Latitude E5540 Laptop-64-bit	Technology	\$ 755.50	Recycled
17858	2015	Dell Latitude E5540 Laptop-64-bit	Technology	\$ 755.50	Recycled

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17857	2015	Dell Latitude E5540 Laptop-64-bit w/docking stn	Technology	\$ 996.02	Recycled
18238	2016	Dell Latitude E5550 Laptop-64-bit	Technology	\$1,221.64	Recycled
17883	2005	Dell LCD TV W3706c (tag 1PFXZ71) 37"	Technology	\$1,000.00	Recycled
19840	2019	Dell OptiPlex 3060-64-bit	Technology	\$ 791.53	Recycled
18211	2016	Dell OptiPlex 7040-64-bit	Technology	\$ 810.91	Recycled
18214	2016	Dell OptiPlex 7040-64-bit	Technology	\$ 810.91	Recycled
18216	2016	Dell OptiPlex 7040-64-bit	Technology	\$ 810.91	Recycled
18235	2016	Dell OptiPlex 7040-64-bit	Technology	\$ 810.91	Recycled
18236	2016	Dell OptiPlex 7040-64-bit	Technology	\$ 810.91	Recycled
18209	2016	Dell OptiPlex 7040-64-bit	Technology	\$ 810.91	Recycled
18318	2017	Dell OptiPlex 7050-64-bit	Technology	\$ 723.27	Recycled
18320	2017	Dell OptiPlex 7050-64-bit	Technology	\$ 723.27	Recycled
17631	2017	Dell OptiPlex 7050-64-bit	Technology	\$ 723.27	Recycled
17853	2010	Eye-Fi wireless memory card	Technology	\$ 100.00	Junked
18089	2015	Firewall-Sonicwall Analyzer for NSA 220 license	Technology	\$ 214.00	Junked
18008	2015	Firewall-Sonicwall NSA 220 TotalSecure Appliance	Technology	\$1,280.79	Recycled
17416	2012	Firewall-Sonicwall NSA 220 TotalSecure Appliance	Technology	\$ 990.00	Recycled
16783	2010	Firewall-Sonicwall NSA 240 TotalSecure Appliance	Technology	\$1,241.97	Recycled
15164	2006	HDD - lomega 80gb external hard drive	Technology	\$ 100.00	Junked
15162	2006	HDD - lomega 80gb external hard drive	Technology	\$ 100.00	Junked
17112	2011	HP Compaq L2105tm-touch	Technology	\$ 269.00	Junked
17113	2011	HP Compaq L2105tm-touch	Technology	\$ 269.00	Junked
20081	2020	HP EliteBook 755 G3 8/128	Technology	\$ 124.00	Junked
20082	2020	HP EliteBook 755 G3 8/128	Technology	\$ 124.00	Junked
20077	2020	HP EliteBook 755 G3 8/128	Technology	\$ 124.00	Junked
20083	2020	HP EliteBook 755 G3 8/128	Technology	\$ 124.00	Junked
20076	2020	HP EliteBook 755 G3 8/128	Technology	\$ 124.00	Junked
15089	2005	HP LaserJet 1320NW	Technology	\$ 503.35	Recycled
16630	2009	HP LaserJet P2055DN	Technology	\$ 349.00	Junked
17582	2013	HP LaserJet Pro 400 M401DNe	Technology	\$ 355.10	Junked
20053	2020	HP ProBook 650 G2	Technology	\$ 124.00	Junked
20052	2020	HP ProBook 650 G2	Technology	\$ 124.00	Junked
20050	2020	HP ProBook 650 G2	Technology	\$ 124.00	Junked
20051	2020	HP ProBook 650 G2	Technology	\$ 124.00	Junked
20049	2020	HP ProBook 650 G2	Technology	\$ 124.00	Junked
16785	2010	Ithaca iTherm 280 Thermal Printer	Technology	\$ 295.00	Junked
15111	2005	KVM-Belkin 4-Port KVM Switch	Technology	\$ 54.00	Junked
15112	2005	KVM-Belkin 4-Port KVM Switch	Technology	\$ 54.00	Junked
16307	2007	Print Server-HP JetDirect 175X	Technology	\$ 103.87	Junked
14266	2004	Print Server-HP JetDirect 380x wireless USB	Technology	\$ 217.17	Junked
16549	2008	Print Server-HP JetDirect ew2400	Technology	\$ 181.00	Junked
12915	2002	Projector - Epson PowerLite 71c Multimedia	Technology	\$1,927.75	Recycled
16539	2008	Scanner - Barcode w/ stand	Technology	\$ 142.12	Junked
16538	2008	Scanner - Barcode w/ stand	Technology	\$ 142.12	Junked
17588	2013	Scanner - Barcode w/ stand	Technology	\$ 290.32	Junked
20098	2020	Scanner - Barcode w/ stand	Technology	\$ 173.50	Junked
16540	2008	Scanner - Barcode w/ stand	Technology	\$ 142.12	Junked
15150	2005	Scanner - Barcode w/ stand	Technology	\$ 235.00	Junked
16663	2009	Scanner - Canon DR-5010C Scanner	Technology	\$3,722.00	Recycled
16651	2009	Scanner - Epson Perfection V500 Scanner	Technology	\$ 174.20	Junked
17863	2014	Scanner - Epson Perfection V550 Scanner	Technology	\$ 188.99	Junked
18900	2017	Scanner - Epson Perfection V550 Scanner	Technology	\$ 188.99	Junked

Minutes of the Town Board for February 28, 2023

15143	2005	Scanner - HP ScanJet 7650 Scanner	Technology	\$ 559.98	Recycled
16646	2009	Scanner - Motorola bar code wand	Technology	\$ 165.00	Junked
16749	2010	SERIES 7 HDMI CABLE	Technology	\$ 150.00	Junked
16750	2010	SERIES 7 HDMI CABLE	Technology	\$ 150.00	Junked
18409	2018	Smartphone-Samsung Galaxy Note 8	Technology	\$ -	Junked
18176	2016	Smartphone-Samsung Galaxy S6	Technology	\$ 100.00	Junked
18172	2016	Smartphone-Samsung Galaxy S6	Technology	\$ 100.00	Junked
18173	2016	Smartphone-Samsung Galaxy S6	Technology	\$ 100.00	Junked
18387	2017	Smartphone-Samsung Galaxy S7	Technology	\$ -	Junked
18386	2017	Smartphone-Samsung Galaxy S7	Technology	\$ -	Junked
18388	2017	Smartphone-Samsung Galaxy S7	Technology	\$ -	Junked
18408	2018	Smartphone-Samsung Galaxy S8	Technology	\$ -	Junked
18365	2017	Smartphone-Samsung Galaxy S8	Technology	\$ 249.99	Junked
19879	2019	Star Thermal Receipt Printer	Technology	\$ 265.00	Junked
17552	2013	SurvCamera - Axis M3004-V IP Camera	Technology	\$ 273.42	Junked
17551	2013	SurvCamera - Axis M3004-V IP Camera	Technology	\$ 273.42	Junked
17553	2013	SurvCamera - Axis M3204 IP Camera	Technology	\$ 369.00	Junked
17555	2013	SurvCamera - Axis M3204 IP Camera	Technology	\$ 369.00	Junked
17554	2013	SurvCamera - Axis M3204 IP Camera	Technology	\$ 369.00	Junked
17556	2013	SurvCamera - Axis M3204 IP Camera	Technology	\$ 369.00	Junked
17549	2013	Switch-HP 1905-PoE Switch - 8 port (3com)	Technology	\$ 233.91	Junked
17548	2013	Switch-HP 1905-PoE Switch - 8 port (3com)	Technology	\$ 233.91	Junked
20496	2021	Switch-HPE Aruba 2530-8G PoE+ Switch	Technology	\$ 329.95	Junked
19809	2019	Switch-HPE OfficeConnect 1420 5G POE+ Unmanaged	Technology	\$ 90.00	Junked
19810	2019	Switch-HPE OfficeConnect 1420 5G POE+ Unmanaged	Technology	\$ 90.00	Junked
18657	2018	Switch-HPE OfficeConnect 1920S 8G 4SFP PPOE 65W	Technology	\$ 219.45	Junked
18366	2017	Switch-HPE OfficeConnect 1920S 8G 4SFP PPOE+ 65W	Technology	\$ 179.12	Junked
18906	2017	Tablet-Samsung Galaxy Tab S2-9.7"	Technology	\$ 499.99	Recycled
18654	2018	Tablet-Samsung Galaxy Tab S2-9.7" (no Verizon)	Technology	\$ 358.52	Junked
18678	2012	UPS - APC Back UPS 550VA	Technology	\$ 72.80	Junked
18677	2012	UPS - APC Back UPS 550VA	Technology	\$ 72.80	Junked
16649	2009	VOIP-Valcom Single Zone Page Control Unit	Technology	\$ 540.00	Recycled
18078	2015	Wireless Access Point-Aruba Instant AP-205	Technology	\$ 390.94	Junked
18080	2015	Wireless Access Point-Aruba Instant AP-205	Technology	\$ 390.93	Junked
18081	2015	Wireless Access Point-Aruba Instant AP-205	Technology	\$ 390.93	Junked
18082	2015	Wireless Access Point-Aruba Instant AP-205	Technology	\$ 390.93	Junked
18083	2015	Wireless Access Point-Aruba Instant AP-205	Technology	\$ 390.94	Junked
18084	2015	Wireless Access Point-Aruba Instant AP-205	Technology	\$ 390.94	Junked

RECREATIONAL MATTERS

PUBLIC COMMENTS

No comments were made.

2023 BAND CONTRACTS APPROVED

Recreation Director, Jessie Hollenbeck provided a schedule of bands to perform in 2023, the cost for each and samples of the contracts. Supervisor Smith made a motion to approve the schedule and to authorize the signing of the agreements, Councilmember Townsend seconded, and members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

Minutes of the Town Board for February 28, 2023

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

2023 EVENT INFRASTRUCTURE CONTRACTS APPROVED

Councilmember Taylor offered a resolution to authorize the Town Supervisor to sign contracts with the necessary infrastructure vendors for 2023 Town of Pittsford community events following the review and approval of the Town Attorney, seconded by Councilmember Townsend, and voted on by board members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that subject to the review and approval of the Town Attorney, the Town Board authorizes the Town Supervisor to sign a contract with the following vendors to allow them to provide their services for the Town of Pittsford's 2023 community events.

- Audio Images, Inc. for a fee not to exceed \$10,080
- McCarthy Tents & Events for a fee not to exceed \$15,325
- STS Security and Event Management for a fee not to exceed for a rate of \$33.00 per hour for NYS Certified Security Supervisors and \$28.00 per hour for NYS Certified Security Officers
- Young Explosives Corporation for a fee not to exceed \$3,000
- Adventures in Climbing for a fee not to exceed \$5,600

2023 EVENT TEMPORARY ACCESS AGREEMENT APPROVED

Councilmember Taylor made a motion to approve the 2023 temporary access licenses for both Town festivals, Deputy Supervisor Munzinger seconded, and members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

RESOLVED, that the Town Board authorizes the Town Supervisor to sign temporary access licenses in regard to the Pittsford community festivals.

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 Deputy Supervisor Munzinger, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, 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
Terra Robsinon	Court	Clerk to Town Justice	\$30.22	02/27/2023

This is subject to completion of the proper reviews and background checks for these candidates and appropriate sign off by the Town Board representative.

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

Minutes of the Town Board for February 28, 2023

Name	Position	Reason for Change	Rate	Effective Date
Tuong-Vi' Nguyen	Clerk to Town Justice	Promo–salary adj	\$34.34	02/27/2023

The Resolution was declared passed as follows:

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

Name	Dept	Position	Rate	Date of Hire
Terra Robsinon	Court	Clerk to Town Justice	\$30.22	02/27/2023

Name	Position	Reason for Change	Rate	Effective Date
Tuong-Vi' Nguyen	Clerk to Town Justice	Promo–salary adj	\$34.34	02/27/2023

OTHER BUSINESS

Councilmember Koshykar asked for a report at a future meeting about the status of grant applications such as the Board has had before. She asked about obtaining notice from railroads about hazardous substances on trains going through the Town and suggested writing to federal and state officials. Supervisor Smith observed that the Town had been through this a few years ago, enlisting the aid of Senator Schumer's office to see if the Town could be notified of substances in transit through Pittsford, and despite the Senator's assistance, this information was unobtainable under current federal regulations. Railroads, he noted, are under federal jurisdiction. Councilmember Townsend referred to recently introduced federal legislation to provide for notice to municipalities of moving hazardous materials through them by rail.

Councilmember Townsend asked when the 25 mph speed limit signs will be installed on the streets affected by the new local law passed at the end of 2022. Commissioner Schenkel explained that the state enabling law's requirement for a traffic engineer's report approving the new speed limit on each street has turned out to be a much more lengthy and troublesome condition than anticipated when the Board passed the local law. Apparently this requirement is so new to traffic engineering firms that they are still designing protocols to make the required evaluation and cannot do it yet. The Councilmember noted that this impediment should have been communicated earlier to Town Board members and asked for periodic reports to the Board from Department heads.

Councilmember Koshykar asked about planning for phasing in electric vehicles to the Town fleet. Commissioner Schenkel responded that this is already being done, that the Town looks for electric vehicles each year when it updates the fleet replacement schedule. Currently, electric pickup trucks that have been developed are unavailable for sale, such as the electric Ford F-150, and larger electric trucks have not yet been designed. He noted that electric riding lawnmowers and heavier duty trucks appear to be on the verge of being manufactured. The Town will continue to look for electric replacements as they become available. Currently there are problems in obtaining replacement vehicles of any type, including gasoline and diesel models, due to supply chain and labor shortage issues, to the point that the Town still awaits delivery of several vehicles ordered in 2022.

PUBLIC COMMENTS

There were no comments made.

Supervisor Smith then made a motion for the board to go into executive session to discuss Volunteer Board appointments, seconded by Councilmember Townsend, and voted on as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Town Board entered executive session at 7:08 P.M.

The Board returned from executive session at 7:40 P.M and the general meeting reconvened.

Minutes of the Town Board for February 28, 2023

The following Volunteer Board appointments were approved.

ASSESSMENT BOARD

On a motion by Supervisor Smith, seconded by Councilmember Taylor, with voting as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Bob Michaels be reappointed to the Assessment Review Board for another term of five (5) years, effective January 1, 2023, through December 31, 2027.

DESIGN REVIEW AND HISTORIC PRESERVATION BOARD

On a motion by Supervisor Smith, seconded by Councilmember Koshykar, with voting as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Kathleen Christman be re-appointed to the Design Review and Historic Preservation Board for a term of seven (7) years beginning January 1, 2023 and ending December 31, 2029.

ENVIRONMENTAL BOARD

On a motion by Supervisor Smith, seconded by Councilmember Townsend, with voting as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Jerremy Lorch be appointed to the Environmental Board, for a one-year term beginning January 1, 2023, and ending December 31, 2023; that Stephen Heinzelman, Julie Marcellus, James Pippin, Jackie Ebner and Lindsay Clark be reappointed, each for a one-year term beginning January 1, 2023 and ending December 31, 2023.

RESOLVED, that Surya T. Man be appointed as the student representative of the Environmental Board, for a one-year term beginning January 1, 2023, and ending December 31, 2023.

PARKS AND RECREATION BOARD

On a motion by Supervisor Smith, seconded by Councilmember Taylor, with voting as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Phil Bleeker and Bill Beach be appointed to the Parks and Recreation Board for a one-year term each beginning January 1, 2023, and ending December 31, 2023; that Rick Taylor, Steve Denaker, Pam Cooper-Vince, Karen McCready, Christyn Musso-Albanese and Benjamin McCormick be reappointed to the Parks and Recreation Board, each to a one-year term beginning January 1, 2023, and ending December 31, 2023; and,

BE IT FURTHER RESOLVED, that Steve Denaker be appointed Parks and Recreation Board Chairperson, for a one-year term beginning January 1, 2023 and ending December 31, 2023.

PLANNING BOARD

On a motion by Supervisor Smith, seconded by Deputy Supervisor Munzinger, with voting as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

Minutes of the Town Board for February 28, 2023

RESOLVED, that Hali Buckley be appointed to the Planning Board as of March 1, 2023, to complete the term of Board member Sarah Gibson, which will expire on December 31, 2023.

On a motion by Supervisor Smith, seconded by Deputy Supervisor Munzinger, with voting as follows:
Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that John Limbeck be re-appointed to the Planning Board, for a term of seven years beginning on January 1, 2023, and ending on December 31, 2029, and,
BE IT FURTHER RESOLVED that he be appointed Planning Board Chairperson, for a term of seven (7) years beginning January 1, 2023 and ending December 31, 2029.

ZONING BOARD

On motion by Supervisor Smith, seconded by Deputy Supervisor Munzinger, with voting as follows:
Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Barb Serve be reappointed to the Zoning Board of Appeals, for a term of seven (7) years beginning on January 1, 2023 and ending on December 31, 2029.

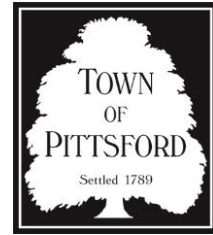
With no further business, the meeting adjourned at 7:44 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk

Memorandum

To: Supervisor Smith, Town Board Members
From: Carolyn J Casey, Animal Control Officer
Date: February 25, 2023



Regarding: Annual Rabies Clinic
For Meeting: March 7, 2023

A service Pittsford has provided to its residents for years, in partnership with the Monroe County Department of Health, is a free Rabies Vaccination Clinic. After consultation with the County, we propose to hold this year's Clinic on Thursday May 11, 2023, from 4:30 – 7:00 pm at the Town Highway Garage. The County's Department of Health will provide the vaccine, rabies tags, and certificates of vaccination. We have reached out to Veterinarian Dr. Larry Silberg and a vet tech from Doorbell Vet to administer the vaccinations as they have done with previous clinics. The cost of the clinic to the Town will not exceed \$500.00.

RESOLVED, that the Town Board hereby approves expenditure of up to \$500.00 for a free Rabies Clinic to be held at the Town Highway Garage on Thursday May 11, 2023 from 4:30 pm to 7:00 pm.

MEMORANDUM

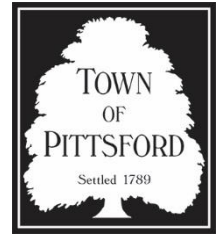
To: Pittsford Town Board

From: Paul Schenkel - Commissioner of Public Works

Date: February 21, 2023

Regarding: Authorize Fee Schedule Changes

For Meeting On: February 28, 2023



Ladies and Gentlemen:

The Department of Public Works periodically reviews the Town's fee schedule. Our goal is to charge no more than the Town's actual costs for the review and inspection required. Mostly these costs represent staff time. The schedule also keeps current with changes in applicable codes that require new or more complex inspections. Most of the fees updated are commercial fees and fees paid by developers.

In the proposed schedule attached, changed fees are highlighted in yellow. Proposed new fees are in red.

In the event the Town Board approves the proposed fee schedule, the following resolution would be in order:

RESOLVED, that the fee schedule in the form presented to the Town Board and annexed hereto be and hereby is approved.

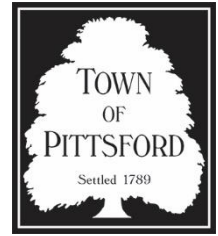
Department / Description	Details	Fee (Proposed)	Unit	Minimum Charge	Maximum Charge	Notes	Clerk Plus Code	Clerk Plus Description	Account Line
Animal Control									
Dog License Local Fee	Neutered	\$9	EA			\$1 to New York State	DSF	Dog Seizure Fee	A1550
Dog License Local Fee	Un-Neutered	\$17	EA			\$3 to New York State	DSF	Dog Seizure Fee	A1550
Replacement Tag Fee		\$1	EA				DSF	Dog Seizure Fee	A1550
Dog Seizure Fee - 1st Offense		\$50	EA				DSF	Dog Seizure Fee	A1550
Dog Seizure Fee - 2nd Offense		\$100	EA				DSF	Dog Seizure Fee	A1550
Dog Seizure Fee - 3rd Offense		\$200	EA				DSF	Dog Seizure Fee	A1550
Documents									
Municipal Code Book		\$175	EA						
Replacement Copy of Code Book		\$75	EA				MCBN	Mun. Code Book (New)	A2655
Supplements to Code	Cost is variable - based on printing cost	TBD					MCBR	Mun. Code Book (Replace)	A2655
Document Copies	Printed material 11x17 and smaller	\$0.25	Per Page				COPY	Copies	A2770
General									
Returned Check Fee		\$20	EA				RCKF	Returned Check Fee	A2770
Town Board - Rezoning, Planned Unit Developments, Incentive Zoning Applications		600 (\$1000)	EA				RATB	Rezoning Appl. (TBD)	A2770
Highway									
Work Permit within Right-of-Way	No Pavement Involved	\$35 (\$50)	EA				NPCP	Non-Pavement Cut Pmt.	A2560
Work Permit within Right-of-Way	Pavement Involved	\$75 (\$125)	EA				PAVC	Pavement Cut	A2560
Annual Maintenance Permit		\$800	EA				AHM	Annual Maintenance	A2560
Planning, Zoning, and Code Enforcement									
Building Permit - Residential Construction	New Structures, Additions, Alterations & Accessory Structures.	\$.20 (\$.25)	Sq. Ft.	\$50 (\$75)		If project scope necessitates the use of an independent architectural / engineering firm to complete the Building Code Review, the cost for such services will be passed directly to the Applicant prior to issuance of the Building Permit.	BLDG	Building Permit	B2555
Building Permit - Residential Construction	Garden/Storage Sheds, Generators, Fireplaces, Satellite Dish, EV Charger, etc.	\$40 (\$50)	EA			Sheds less than 180 Sq. Ft.	BLDG	Building Permit	B2555
Building Permit - Commercial, Industrial, & Institutional Construction	New Structures, Additions, Alterations, Accessory Structures	\$.25 (\$.35)	Sq. Ft.	\$100 (\$200)		If project scope necessitates the use of an independent architectural / engineering firm to complete the Building Code Review, the cost for such services will be passed directly to the Applicant prior to issuance of the Building Permit.	BLDG	Building Permit	B2555
Building Permit - Agricultural Use	New Structures, Additions, Alterations & Accessory Structures	\$50	EA			If project scope necessitates the use of an independent architectural / engineering firm to complete the Building Code Review, the cost for such services will be passed directly to the Applicant prior to issuance of the Building Permit.	BLDG	Building Permit	B2555
Truss Type Construction Plaque		\$50	EA			NYS Building Code Requirement to provide a plaque identifying the structure type for fire fighting purposes.	TRUS	Truss Construction	B2555
Signs	All permanent signs	\$2.50 (\$4.00)	Sq. Ft.	\$30 (\$50)			BLDG	Building Permit	B2555
Swimming Pools	Above-ground	\$50	EA				BLDG	Building Permit	B2555
Swimming Pools	In-ground	\$100 (\$500)	EA				BLDG	Building Permit	B2555
Swimming Pools	Non-Residential	\$100 (\$1000)	EA				BLDG	Building Permit	B2555
Tennis Courts/Recreational Court		\$50 (\$200)	EA				BLDG	Building Permit	B2555
Solar Panel Roof Mount Permit -	Residential	\$50 (\$100)	EA				BLDG	Building Permit	B2555
Solar Panel Roof Mount Permit -	Non-Residential	\$100 (\$0.15 plus \$100)	EA (Sq. Ft.)				BLDG	Building Permit	B2555
New Telecommunications Tower		\$100 (\$1000)	EA				BLDG	Building Permit	B2555

Department / Description		Details	Fee (Proposed)	Unit	Minimum Charge	Maximum Charge	Notes	Clerk Plus Code	Clerk Plus Description	Account Line
	Telecommunications Tower Equipment Change		\$100 (\$500)	EA				BLDG	Building Permit	B2555
	Demolition Permit - Residential & Agricultural Use	Primary Structure	\$40 (\$200)	EA			An additional fee of \$75 will be required for newspaper publications for structures that are 50 or more years old.	DEMP	Demolition Permit	B1570
	Demolition Permit - Residential & Agricultural Use	Accessory Structure	\$40 (\$50)	EA			An additional fee of \$75 will be required for newspaper publications for structures that are 50 or more years old.	DEMP	Demolition Permit	B1570
	Demolition Permit - Commercial, Industrial, & Institutional Use		\$200 (\$500)	EA			An additional fee of \$75 will be required for newspaper publications for structures that are 50 or more years old.	DEMP	Demolition Permit	B1570
	Recreation Fund Fee	Required for New Residential Units	\$850 (\$1000)	Per Unit			This fee is collected from the Developer when the initial Building Permit is issued for New Residential Units.	RECF	Recreation Fee	T37
	Incentive Zoning Fee	Unique Incentive Zoning Fee	Project Specific					IZF	Incentive Zoning Fee	T38
	Certificate of Compliance	Residential	\$10	EA						B2550
	Certificate of Compliance	Non-Residential	\$100	EA						B2550
	Certificate of Occupancy	Single-Family/Two-Family/Multi-Family	\$40 (\$50)	Unit			The Certificate of Occupancy Fee will be required for new builds.	COO	Cert.of Occupancy	B2550
	Certificate of Occupancy	Non-Residential	\$50.00 (\$25)	EA (per 1000 Sq. Ft)			The Certificate of Occupancy Fee will be required for new builds, structure additions, and for changes in Building Occupancy.	COO	Cert.of Occupancy	B2550
	Inspection/Re-Inspection Fee	New Residential Structures and Additions	\$50	Per Inspection				BLDG	Building Permit	B2550
	Inspection/Re-Inspection Fee	Non Residential Structures and Additions	\$100	Per Inspection				BLDG	Building Permit	B2550
	Temporary Activities Permit		\$60	EA				TAP	Temporary Activities	B2590
	Temporary Activities Permit	Requiring Monroe County Dept. of Health Public Gathering Permit	\$250	EA				TAP	Temporary Activities	B2590
	Vending Permit		\$100	Per Month						
	Annual Plumber License		\$75 (\$100)	Per Year				PLUM	Plumber's License	B2545
	Fire Alarm Permit - 911	Residential - 2 Years	\$20	EA				FIRE	Fire Alarm Permit	B2591
	Fire Alarm Permit - 911	Commercial - 2 Years	\$20 (\$100)	EA				FIRE	Fire Alarm Permit	B2591
	Public Assembly Permit & Yearly Inspection		\$75 (\$150)	Per Year			Building or venue capable of holding 50+ people.	AOP	Assembly Operating Pmt.	B2590
	Operating Permit & Yearly Inspection		\$100 (\$150)	Per Year			Storage of hazardous materials, flammable/combustible materials, gas stations, etc.	GASS	Gas Station	B2590
	Subdivision Application	Concept and Preliminary	\$500 + \$20 per lot plus Engineer Review Fees				Engineer Review Fees - \$ 1000 + \$ 50 per lot deposit due when application is submitted, monthly billing to the owner/applicant for accrued review fees will begin when the deposit balance is less than \$500.	SUBC	Subdiv. App. (Concept)	B2115
	Subdivision Application	Final	\$500 + \$20 per lot					SUBF	Subdiv. App. (Final)	B2115
	Site Plan Application New Structures and Additions ≥ 10,000 sq. ft.	Preliminary & Final	\$400 plus Engineering Review Fees				Engineer Review Fees - \$1000 to deposit due when application is submitted, monthly billing to the owner/applicant for accrued review fees will begin when the deposit balance is less than \$500.	SITE	Site Plan	B2115
	Site Plan Application Additions < 10,000 sq. ft.	Preliminary & Final	\$200 plus Engineering Review Fees				Engineer Review Fees - \$500 to deposit due when application is submitted, monthly billing to the owner/applicant for accrued review fees will begin when the deposit balance is less than \$250.	SITE	Site Plan	B2115
	Sign Plan Application	Commercial	\$100	EA				SIGN	Sign Plan Application	B2115

Department / Description		Details	Fee (Proposed)	Unit	Minimum Charge	Maximum Charge	Notes	Clerk Plus Code	Clerk Plus Description	Account Line
	Subdivision Inspection Fees		3% Amt. Of Letter of Credit - Less Water Improvements				Does not include MCWA Improvements	SUBI	Subd. Inspecton Fee	B1560
	Resubdivision / Map Amendment		\$50	EA				RSUB	Resubdivision	B2115
	Town Review Engineer	If project scope necessitates the use of the Town Review Engineer to complete the project review, the cost for such services will be passed directly to the Applicant.	\$130 (Current Approved Engineer / Architect Rate)	Per Hour			Review fee services will be estimated on a per project basis and will be billed on a monthly cycle.	ENGR	Eng. Review	B2115
	Zoning Board of Appeals Area Variances	Residential & Non Profit Applications	\$60 (\$75 plus \$15 per additional Variance)	EA			If project scope necessitates the use of an independent architectural/engineering firm to complete the Building Code Review, the cost for such services will be passed directly to the Applicant prior to issuance of the Building Permit.	AVAR	Area Variance	B2110
	Zoning Board of Appeals Area Variances	Non Residential Applications	\$125 (\$150 plus \$15 per additional Variance)	EA			If project scope necessitates the use of an independent architectural/engineering firm to complete the Building Code Review, the cost for such services will be passed directly to the Applicant prior to issuance of the Building Permit.	AVAR	Area Variance	B2110
	Zoning Board of Appeals Use Variance	Residential & Non Profit Applications	\$125 (\$500)	EA			If project scope necessitates the use of an independent architectural/engineering firm to complete the Building Code Review, the cost for such services will be passed directly to the Applicant prior to issuance of the Building Permit.	ZBAV	Zoning Bd. Variance	B2110
	Zoning Board of Appeals Use Variance	Non Residential Applications	\$250 (\$500)	EA			If project scope necessitates the use of an independent architectural/engineering firm to complete the Building Code Review, the cost for such services will be passed directly to the Applicant prior to issuance of the Building Permit.	ZBAV	Zoning Bd. Variance	B2110
	Zoning Board of Appeals Special Use Permit	Residential & Non Profit Applications	\$60	EA				ZFEE	Zoning Fees	B2110
	Zoning Board of Appeals Special Use Permit	Non Residential Applications	\$175	EA			If project scope necessitates the use of an independent architectural / engineering firm to complete the Design Review (including telecommunication facilities), the cost for such services will be passed directly to the Applicant prior to issuance of the Special Permit.	ZFEE	Zoning Fees	B2110
	Re-Advertisement / Public Hearing		\$100 (\$150)	EA				LGLR	Legal Ad Reimbursement	B2115
	Special Districts - Lighting		\$375 (\$500)	EA			One-time fee at creation of district	LITE	Lightg.Dist. App Fee	A2770
	Special Districts - Park		\$375 (\$1000)	EA			One-time fee at creation of district	PARK	Park District Applic Fee	A2770
	Floodplain Management Permit	Permit required for work within the Flood Plain and Floodway as determined by FEMA mapping.	\$60 (\$100 plus Engineering Review Fee)	EA			FEMA requirement for Town to manage FEMA mapped flood zones.	FPP	Flood Plain Permit	A2590
	Landscape Alteration Permit	Permit required for projects that involve grading, drainage and/or other significant landscape alterations.	\$30 (\$50)	EA				LAND	Landscape Alteration	A2590
	Town Easement Encroachment Permit		\$75 (plus Monroe County Filing Fees)	EA			Requires Town Board approval	EASE	Easement Encroachment	A2770
	Zoning Compliance Letter	Non Residential	\$50				Typically required for mortgage applications			B2550
Recreation										
	King's Bend Park	North Lodge-99 people	\$150	Resident						
	King's Bend Park	North Lodge-99 people	\$250	Non-Resident						
	King's Bend Park	South Lodge-50 people	\$125	Resident						
	King's Bend Park	South Lodge-50 people	\$200	Non-Resident						
	King's Bend Park	Lodge Reservation Cancellation fee	\$20	EA						
	King's Bend Park	Lodge Reservation Transfer Fee	\$5	EA						

Department / Description	Details	Fee (Proposed)	Unit	Minimum Charge	Maximum Charge	Notes	Clerk Plus Code	Clerk Plus Description	Account Line
Sewers									
District Extension Fee		\$150	EA	\$900	\$2,500				
Entrance Fee		\$100	EA			Plus additional charges depending upon location			
Lateral Connection Permit		\$40	EA						
Annual Sewer Rent	Pittsford Consolidated Sewer District	Based of Adopted Sewer District Budget							
Capital Reserve Fee		Based of Adopted Sewer District Budget							
Construction Permit		\$30	EA						
Sewer Main Inspection Fee		\$350	EA			Minimum charge or 1% of letter of credit amount			
Conductor Inspection Charge	In-ground drains	\$40	EA						
Monroe County Pure Waters Entrance Fee	Residential	Based on Adopted Monroe County Budget				Payable to Monroe County Pure Waters			
Monroe County Pure Waters Entrance Fee	Commercial	Based on Adopted Monroe County Budget				Payable to Monroe County Pure Waters			
Town Clerk									
Going Out of Business Event Permit - Local Fee		\$75	Non-Refundable				GOOB	Going Out of Business	A2770
Going Out of Business Event Permit - Local Fee	30-day Extension	\$50	Non-Refundable				MISC		A2770
Going Out of Business Event Permit - Local Fee	Required Deposit	\$425	Refundable				MPF	Misc. Going Out of Business Permit Fee	A2770
Marriage Licenses		\$40	EA						
Marriage Certificate	additional copies	\$10	EA				MC	Marriage Certificate	A1255
Peddlers Permit/Solicitor		\$235	EA				PEDD	Peddlers & Solicitor	A2590
Fireworks Permit		\$75 (\$150)	EA				FWRK	Fireworks Permit	A2590

MEMORANDUM



To: William A Smith and Pittsford Town Board
From: Jessie R. Hollenbeck, Recreation Director
Date: March 3, 2023
Regarding: PGA Community Event
For Meeting On: March 7, 2023

The 2023 PGA Championship Tournament, to be held at Oak Hill Country Club in Pittsford this May, presents a unique opportunity for the Town and Village. The Championship is one of the preeminent international golf competitions, showcasing professional golf's best athletes. The event will be held the week of May 15th.

Village Hall, residents, businesses and the Chamber of Commerce have reached out to express their interest in activities and events, specifically to leverage this PGA tournament, that comes to Pittsford once a decade, to bring more people and business into the Village and Town. Earlier this year the Town initiated conversations among the PGA, its local public relations firm Dixon Schwabl, Mayor Plummer, Oak Hill Country Club, the Pittsford Chamber of Commerce and local business representatives. These conversations and meetings generated a series of proposed events, many to be undertaken by individual businesses and the Chamber of Commerce, and one by the Town.

The Recreation Department recommends partnering with the group, to proceed with the proposed Town event, a highlight of the week, with a Town concert and Family Night on Wednesday, May 17 with the band Shine. The event would include golf trivia, miniature golf, an ice cream truck, food vendors and other family friendly activities. Canandaigua National Bank has generously offered to be a sponsor of the Family Night event with support of \$3,000.

You may recall the Town budgeted \$5,000 for a PGA event in our 2023 budget. To undertake the proposed Town events that emerged from the talks and meetings of the Pittsford PGA group as described above, the Recreation Department requests additional funding of \$8,225. Please see the projected budget below:

Proposed Event Budget:

\$2200	Band
\$5040	Sound and Stage
\$1600	Security
\$1580	Table and Chair Rental
\$270	Portable Restrooms
\$585	Mini Golf Rental
\$3000	Fireworks
\$800	Event Balloons and Décor
\$350	Magician
<u>\$800</u>	<u>Balloon Twisting</u>
\$16,225	Total

Current Event Funding:

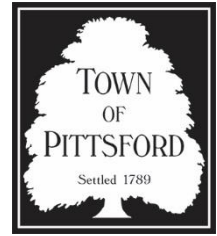
\$5000	Current Town Event Budget
\$3000	CNB Sponsorship

Budget Request:

\$8225	Funding needed for event
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The Recreation Department is committed to searching for additional sponsorship and potential partnerships to assist with costs. Approving this request will allow us to move forward on vendor confirmations and contracts while the sponsorship work is ongoing.

MEMORANDUM



To: Pittsford Town Board

From: Cheryl Fleming, Personnel Director

Date: March 1, 2023

Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: March 7, 2023

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	Rate	Effective Date
Aidan Berdy	Laborer	CDL class B	\$21.50	03/13/2023

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	Rate	Effective Date
Aidan Berdy	Laborer	CDL class B	\$21.50	03/13/2023