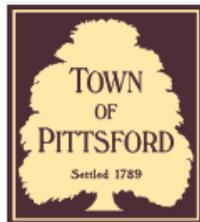


**SUPERVISOR**  
William A. Smith, Jr.



**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**  
**Monday, November 6, 2023 – 6:00 PM**

**Call to Order**

**Pledge of Allegiance**

**Supervisor’s Budget Presentation**

**Public Hearing**

Supervisor’s Proposed Budget for 2024

**Minutes**

Approval of Minutes of the Meeting of October 17, 2023

**Legal Matters**

Public Comment  
Bonding for Tax Collection  
Sewer District Extension JHSD-159  
Sewer District Extension SWBC -52  
Sewer District Extension JHSD-158

**Financial Matters**

Public Comment  
2024 Budget Resolution

**Recreational Matters**

Public Comment  
Winter 2024 Recreation Programs

**Personnel Matters**

Public Comment  
Hiring Resolution

**Other Business**

**Public Comment**

**Adjournment**

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

### ***ATTENDING IN PERSON***

#### **Comments:**

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

### ***VIEWING FROM HOME***

#### **1. Live**

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

<https://videoplayer.telvue.com/player/FcqTL0OYMCGU6WlccUApyUL3twz4dm9V/stream/819?fullscreen=false&showtabssearch=true&autostart=true>

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

#### **Comments:**

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

- at any time before 2:30pm on the day of the meeting (a) by email to [comments@townofpittsford.org](mailto:comments@townofpittsford.org); (b) by submitting it in writing, through the drop slot to the right of the front door at Town Hall (11 South Main Street); or (c) by U.S. Mail to the Town Clerk, for receipt no later than 2:30 pm on the day of the meeting;  
***and, in addition,***
- at any time ***during*** the meeting by email to [comments@townofpittsford.org](mailto:comments@townofpittsford.org)
- All comments submitted should **include the name and street address** of the commenter. Comments from residents will be read by the Town Clerk at the appropriate point of the meeting. The Clerk will read your name, but not your street address unless you ask for it to be read.

#### **2. On-Demand Video**

As always, video will be uploaded to our cable access station's streaming portal subsequent to the meeting, usually within a few days. It is available on demand. You can see it here:

<https://videoplayer.telvue.com/player/FcqTL0OYMCGU6WlccUApyUL3twz4dm9V/stream/690?fullscreen=false&showtabssearch=true&autostart=true>

## Minutes of the Pittsford Town Board for October 17, 2023

### **DRAFT TOWN OF PITTSFORD TOWN BOARD OCTOBER 17, 2023**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, October 17, 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, Stephanie Townsend and Kim Taylor.

**ABSENT:** None.

**ALSO PRESENT:** Staff Members: Robert Koegel, Town Attorney; Paul Schenkel, Commissioner of Public Works; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director; Kelly Eldred, Assistant to the Supervisor; Shelley O'Brien, Communications Director; Spencer Bernard, Chief of Staff; Cheryl Flemming, Personnel Director.

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

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

#### **SUPERVISOR'S ANNOUCEMENTS**

- Leaf collection started on October 16; residents should anticipate crews in their neighborhood every 3 weeks. Pick up will continue until all the leaves are down.
- The PTSA Supersale is happening now through Thursday this week. It is located at the Mendon High School gym and the hours are 3:00 to 8:00 PM daily.
- The Pittsford Recreation Department is hosting its annual Halloween Fest on Sunday, October 22 at the Spiegel Center. Additional parking will be available at Sutherland High School.

#### **SUPERVISOR'S BUDGET PRESENTATION**

Supervisor Smith shared his 2024 Budget proposal with board members.

The proposed budget for 2024 keeps the tax rate flat, with no increase. The rate will remain at \$3.13 per \$1,000 of assessed property value. This preserves the cumulative tax rate cut of more than 9% since 2018. All current Town services will continue at the same level and there will be improvements.

- **Holds tax rate flat at \$3.13 per thousand dollars.** Cumulatively since 2018, more than a **9% cut in the Tax Rate**
- **Aggressive Residential Road Repaving Program**
- **Maintains funding for Pedestrian Safety improvements and measures to reduce speeding.**
- **3% increase in funding for Pittsford Youth Services. Total increase in funding for PYS since 2017 has been 88%. In addition to this year's ARPA funding for PYS.**
- Full support for **Pittsford Community Library**
- **Maintains full funding for Community Events** and Recreation Programs
- A 6% increase in funding for **Elderberry Express**

## Minutes of the Pittsford Town Board for October 17, 2023

- **Maintains full funding for Senior Programs including:**
  - Lunch Program for Seniors
  - Continuation of Senior pavilion picnic series
- **2% increase in funding for Pittsford Volunteer Ambulance**
- Funds the **12% increase** in medical costs.
- Funds the **3% increase** in Dental Plan costs.
- **Funds Paddle & Pour** and the *Food Truck & Music Fest*
- **Increased funding** for continuing maintenance of Town Parks and Facilities
- **Continues to fund Environmental initiatives.**
- **4% COLA for Town Staff** (No pay increase for Elected Officials)

In Board discussion following the presentation, the Supervisor confirmed that the proposed budget contained contingency funds sufficient to cover a contract with County Sheriff's Office for services beyond those to which the Town is legally entitled, in the event that, following review and public input, the Board chose to enter into such a contract. Councilmember Townsend asked about the effect on revenues and the budget of the State's recent expansion of eligibility for a property tax exemption.

### **MINUTES OF THE OCTOBER 5 MEETING APPROVED**

A Resolution to approve the minutes of the Town Board meeting of October 5 was offered 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 Minutes of the October 5, 2023, Town Board meeting are approved.

### **LEGAL MATTERS**

#### **PUBLIC COMMENTS**

No comments were submitted.

#### **PUBLIC HEARING SET ON PROPOSED 2024 BUDGET**

Councilmember Townsend referred to the Town Board meeting schedule, noting that the next meeting had been scheduled for the day before Election Day rather than the day after. She recommended that for the sake of consistency, it be rescheduled to the day after. Board members commented that the issue is to move it to a day close to Election Day whether before or after. Thereafter Supervisor Smith made a motion to set the Public Hearing on the proposed 2024 budget for Monday, November 6, 2023, the motion was seconded by Councilmember Taylor and voted on as follows: Ayes: Koshykar, Munzinger, Taylor and Smith. Nays: Townsend.

The Resolution was declared carried as follows:

**RESOLVED**, that public hearings be and hereby are set for Monday November 6, 2023, at 6:00 P.M. local time in the Pittsford Town Hall to consider the 2023 Preliminary Town Budget, the 2024 Special Districts Budgets, and the Sewer Rent Rolls and Debt Service Budgets.

### **FINANCE MATTERS**

#### **PUBLIC COMMENTS**

No comments were submitted.

#### **OCTOBER VOUCHERS APPROVED**

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

Minutes of the Pittsford Town Board for October 17, 2023

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 October vouchers from numbers 163033 - 163417, totaling \$1,066,738.59 were approved for payment.

**PERSONAL MATTERS**

**PUBLIC COMMENTS**

No comments were submitted.

**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 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:

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Lindsay Whitaker	REC	Afterschool Counselor	\$14.20	10/18/2023
Cheryl Sugrue	Library	Library Aide	\$15.89	10/19/2023
Hannah Glanton	REC	Afterschool Counselor	\$14.20	11/06/2023
Olivia Verrasi	REC	Afterschool Counselor	\$14.20	11/06/2023
Genevieve Moore	REC	Afterschool Counselor	\$14.20	11/06/2023

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 Resolution was declared passed as follows:

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

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Lindsay Whitaker	REC	Afterschool Counselor	\$14.20	10/18/2023
Cheryl Sugrue	Library	Library Aide	\$15.89	10/19/2023
Hannah Glanton	REC	Afterschool Counselor	\$14.20	11/06/2023
Olivia Verrasi	REC	Afterschool Counselor	\$14.20	11/06/2023
Genevieve Moore	REC	Afterschool Counselor	\$14.20	11/06/2023

**OTHER BUSINESS**

Deputy Supervisor Munzinger welcomed the many students in attendance at this evening’s meeting.

The Supervisor reported a request from the Design Review and Historic Preservation Board for consideration of appointing Alternate Members to that Board. The DR&HP Board reported that too often this year there have been problems having a quorum of members at meetings. Attorney Robert Koegel explained that this would require enactment of a local law providing for appointment of alternate members. Councilmember Townsend asked for data regarding attendance.

Supervisor Smith and board members extended their congratulations to Scott Wallman, Highway General Foreman, on his recent retirement from the Town following more than thirty years of service.

Minutes of the Pittsford Town Board for October 17, 2023

**PUBLIC COMMENT**

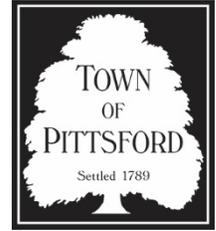
Natalie Maley commented.

With no further business, the meeting adjourned at 7:10 P.M.

Respectfully submitted,

Renee McQuillen  
Town Clerk

# MEMORANDUM



**To:** Town Board

**From:** Renee McQuillen, Town Clerk/Tax Receiver

**Date:** October 31, 2023

**Regarding:** Bonding for Tax Collection

**For Meeting On:** November 6, 2023

The Town of Pittsford provides public employee dishonesty and faithful performance of duty insurance coverage for the Receiver of Taxes, Director of Finance, and the Supervisor.

As part of tax collection requirements, the Monroe County Treasury will not release tax bills to the Receiver of Taxes until it has been proven that the Town Board has authorized the above insurance coverage.

Therefore, I would like to request that the Town Board approve the following Resolution for the 2024 tax collections:

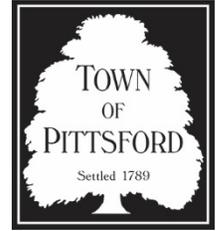
Be it **RESOLVED** by the Town Board of the Town of Pittsford, as follows:

**Section 1.** The Town Board hereby guarantees the surety, form and amount of the official undertaking for the faithful performance of the duties of the Town Clerk and Receiver of Taxes, as follows:

Type of undertaking:	Insurance coverage for Town Clerk and Receiver of Taxes
Amount:	\$100,000.00 per employee Public Employee Dishonesty Coverage with additional indemnity of \$200,000.00, including Faithful Performance of Duty, for the Receiver of Taxes

**Section 2.** A true copy of this resolution shall be affixed to the undertaking to indicate this Board's approval thereon in accordance with Town Law §25.

# MEMORANDUM



**To:** Town Board Members

**From:** Paul Schenkel - Commissioner of Public Works

**Date:** November 3, 2023

**Regarding:** Sewer District Extension JHSD-159

**For Meeting On:** November 6, 2023

Ladies and Gentlemen:

Residents at 495 Mendon Road, currently on a septic system, wish to connect to the Town sanitary sewers. This would require extending Sewer District JHSD-159.

The Department of Public Works has received a Petition, signed by the homeowners affected, Mark and Joy Morris, for the proposed Sewer District Extension JHSD-159. I recommend that the Town Board set a public hearing to consider this matter.

Attached is a proposed "Order for Public Hearing," together with the Petition, which includes a map and Entrance Fee Schedule for the requested Extension.

The proposed date for the public hearing is November 21, 2023, as is set forth in the proposed Order. In the event that the Board determines that a Public Hearing should take place on the proposed Sewer District Extension, I suggest the following Resolution motion:

## RESOLUTION FOR ORDER

**I move that a Public Hearing be set for November 21, 2023, at 6:00 P.M. local time, to consider the approval of the proposed "Sewer District Extension JHSD-159" to the "Pittsford Consolidated Sewer District," as set forth in the written Order.**

At a Regular Meeting of the Town Board  
of the Town of Pittsford, New York, held at Pittsford  
Town Hall, 11 S. Main Street, in the Town of Pittsford,  
New York, on the 6<sup>th</sup> day of November, 2023.

**PRESENT:**

William A. Smith, Jr., Supervisor  
Kate Bohne Munzinger, Deputy Supervisor  
Cathleen A. Koshykar, Councilperson  
Kim Taylor, Councilperson  
Stephanie M. Townsend, Councilperson

**ABSENT: NONE**

**TOWN BOARD  
TOWN OF PITTSFORD**

**STATE OF NEW YORK  
COUNTY OF MONROE**

In the Matter of Extension JHSD-159  
to the PITTSFORD SEWER DISTRICT

**ORDER FOR  
PUBLIC HEARING**

to include

495 Mendon Road

178.03-1-76

Mark W. Morris & Joy E. Morris

---

**WHEREAS**, Petitions, signed by the owners, Mark W. Morris & Joy E. Morris, of the proposed "Extension JHSD-159" to the Pittsford Sewer District, have been presented to the Town Board of Pittsford, Monroe County, New York, the said proposed Extension being located, in general terms, on the real property located at the address 495 Mendon Road, Pittsford, New York, all as is more particularly set forth in the Petition; and

**WHEREAS**, no public monies are proposed to be expended for the Extension of the District; and

**WHEREAS**, the Sewer Entrance, Connection and other County Fees have been paid by the owners of the unit within the Extension are in the aggregate amount of \$524.32;

**NOW, ON MOTION** duly made and seconded, it is

**RESOLVED AND ORDERED**, that a public hearing be held before the Town Board of the Town of Pittsford, at the Town of Pittsford Town Hall, on November 21, 2023 at 6:00 o'clock P.M., Local Time, to consider the said Petition and to hear all persons interested therein, and for such other and further action on the part of the Town Board with relation to the said Petition as may be required by law or proper in the premises; and it is further

**RESOLVED AND ORDERED**, that a copy of the within Order be duly published in The Daily Record, which paper is designated as the official paper for such publication, and a copy of

the said Order be posted on the bulletin board of the Town Clerk of the Town of Pittsford, New York, maintained pursuant to Section 30 of the Town Law, not less than ten (10) nor more than twenty (20) days prior to the date of the said hearing.

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

William A. Smith, Jr.	VOTING
Katherine Bohne Munzinger	VOTING
Cathleen A. Koshykar	VOTING
Kim Taylor	VOTING
Stephanie M. Townsend	VOTING

The Order was thereupon declared duly adopted.

Dated: November 6, 2023

### **TOWN CLERK CERTIFICATION**

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

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of November, 2023.

---

Renee M. McQuillen, Town Clerk

In the Matter of Extension JHSD-159  
To the PITTSFORD SEWER DISTRICT  
To include 495 Mendon Road (Mark W. Morris & Joy E. Morris)  
T.A. 178.03-1-76

PETITION

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TO: THE TOWN BOARD OF THE TOWN OF PITTSFORD, NEW YORK:

The undersigned Petitioner herein, as and for their Petition to establish an Extension to the Pittsford Sewer District, respectfully submits to the Town Board of the Town of Pittsford the following:

1. Petitioner is the owner of taxable real property located wholly within the Town of Pittsford, County of Monroe, and State of New York and outside of any incorporated Village or City.
2. The proposed Extension is to be known as "Extension JHSD-159" of the Pittsford Sewer District. The boundaries of the proposed Extension are set forth in a map denoted in Exhibit 1 attached hereto.
3. Petitioner is the sole owner of taxable real property in the proposed Extension to the Sewer District, according to the latest completed assessment rolls.
4. No public monies are to be expended for the creation of the proposed Extension nor is the Town of the Pittsford Sewer District being requested to construct or pay for any of the sewers and/or appurtenances to be installed as a result of the proposed Extension.
5. The Petitioner will construct or cause to be constructed the sewer system for the proposed Extension and other facilities that may be required at their own expense in compliance with all requirements of the Pittsford Sewer District.
6. The Petitioner is aware of and will be responsible for the payment of the Entrance, Connection and other fees set forth on the attached Schedule C.

WHEREFORE, the Petitioner herein respectfully requests that the Town Board of the Town of Pittsford take such action as is required to create "Extension JHSD-159" to the Pittsford Sewer District, in accordance with the within Petition.

**PETITIONER**

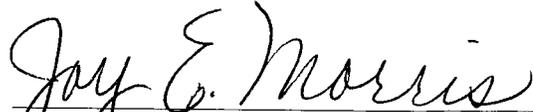
**495 Mendon Road**

Tax Account No.: 178.03-1-76

Property Owner: Mark W. Morris & Joy E. Morris

Assessed Valuation: \$180,500

  
MARK W. MORRIS

  
JOY E. MORRIS

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

On the 21<sup>st</sup> day of September, 2023, before me, the undersigned, a Notary Public in and for said State, personally appeared **MARK W. MORRIS** 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.

Heather M. Stupp  
Notary Public, State of New York  
No. 01ST6207014  
Qualified in Ontario County  
Commission Expires June 8, 2025

  
NOTARY PUBLIC

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

On the 21<sup>st</sup> day of September, 2023, before me, the undersigned, a Notary Public in and for said State, personally appeared **JOY E. MORRIS**, 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.

Heather M. Stupp  
Notary Public, State of New York  
No. 01ST6207014  
Qualified in Ontario County  
Commission Expires June 8, 2025

  
NOTARY PUBLIC

# SCHEDULE "C"

T. A. Nos. 178-03-1-76  
Sewer District Extension JH-159  
495 Mendon Rd.  
To Pittsford Consolidated Sewer Districts  
1<sup>st</sup> Year  
Anticipated Sewer Entrance and Connection Fees

## Town Sewer Entrance Fees

	<u>Amount</u>
Capital Charge for Existing Facilities	\$ <u>100.00</u>
Total Pittsford Sewer Entrance Fees Due per Unit	\$ 100.00

## Town Sewer Connection Fees (2018 per unit rate)

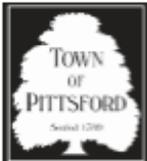
	<u>Amount</u>
Connection Permit	\$ 40.00
First Year Sewer Rent (2018 rate)	\$125.26
Capital	<u>\$ 9.06</u>
Total Town Sewer Connection Fees Due per Unit	<u>\$174.32</u>

## Monroe County Pure Waters Charges

	<u>Amount</u>
Connection Fee (\$250 per unit)	\$ 250.00

PD 6/7/23

# EXHIBIT 1



## Exhibit 1 Extension JHSD-159 Jefferson Heights Sewer District 495 Mendon Road



Source: Town of Pittsford GIS, September 2023  
District Extension JHSD-159 Petition, September 2023  
Monroe County Real Property Tax Service, July 2022

Town of Pittsford GIS | September 14, 2023

# MEMORANDUM

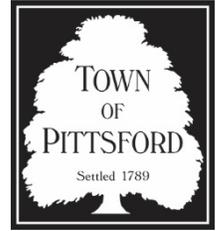
**To:** Town Board Members

**From:** Paul Schenkel - Commissioner of Public Works

**Date:** November 3, 2023

**Regarding:** Sewer District Extension SWBC-52

**For Meeting On:** November 6, 2023



Ladies and Gentlemen:

Residents at 126 North Wilmarth Road, currently on a septic system, wish to connect to the Town sanitary sewers. This would require extending Sewer District SWBC-52 to include 126 North Wilmarth and the vacant parcel next to it, owned by the same owners.

The Department of Public Works has received a Petition, signed by the homeowners affected, for the proposed extension to Sewer District SWBC-52. I recommend that the Town Board set a public hearing to consider this matter.

Attached is a proposed "Order for Public Hearing," together with the Petition, which includes a map and Entrance Fee Schedule for the requested Extension.

The proposed date for the public hearing is November 21, 2023, as is set forth in the proposed Order. In the event that the Board determines that a Public Hearing should take place on the proposed Sewer District Extension, I suggest the following Resolution motion:

## RESOLUTION FOR ORDER

**I move that a Public Hearing be set for November 21, 2023, at 6:00 P.M. local time, to consider the approval of the proposed "Sewer District Extension SWBC-52" to the "Pittsford Consolidated Sewer District," as set forth in the written Order.**

At a Regular Meeting of the Town Board  
of the Town of Pittsford, New York, held at Pittsford  
Town Hall, 11 S. Main Street, in the Town of Pittsford,  
New York, on the 6<sup>th</sup> day of November, 2023.

**PRESENT:**

William A. Smith, Jr., Supervisor  
Kate Bohne Munzinger, Deputy Supervisor  
Cathleen A. Koshykar, Councilperson  
Kim Taylor, Councilperson  
Stephanie M. Townsend, Councilperson

**ABSENT: NONE**

**TOWN BOARD  
TOWN OF PITTSFORD**

**STATE OF NEW YORK  
COUNTY OF MONROE**

In the Matter of Extension SWBC-52  
to the PITTSFORD SEWER DISTRICT

**ORDER FOR  
PUBLIC HEARING**

to include

N Wilmarth Rd	192.02-1-1.12	Mark J. Frohm & Celeste S. Frohm
126 N Wilmarth Rd	192.02-1-1.2	Mark J. Frohm & Celeste S. Frohm

---

**WHEREAS**, Petitions, signed by the owners, Mark J. Frohm & Celeste S. Frohm, of the proposed "Extension SWBC-52" to the Pittsford Sewer District, have been presented to the Town Board of Pittsford, Monroe County, New York, the said proposed Extension being located, in general terms, on the real properties located at the addresses N Wilmarth Rd and 126 N Wilmarth Rd, Pittsford, New York, all as is more particularly set forth in the Petition; and

**WHEREAS**, no public monies are proposed to be expended for the Extension of the District; and

**WHEREAS**, the Sewer Entrance, Connection and other County Fees have been paid by the owners of each unit within the Extension are in the aggregate amount of \$991.32;

**NOW, ON MOTION** duly made and seconded, it is

**RESOLVED AND ORDERED**, that a public hearing be held before the Town Board of the Town of Pittsford, at the Town of Pittsford Town Hall, on November 21, 2023 at 6:00 o'clock P.M., Local Time, to consider the said Petition and to hear all persons interested therein, and for such other and further action on the part of the Town Board with relation to the said Petition as may be required by law or proper in the premises; and it is further

**RESOLVED AND ORDERED**, that a copy of the within Order be duly published in The Daily Record, which paper is designated as the official paper for such publication, and a copy of the said Order be posted on the bulletin board of the Town Clerk of the Town of Pittsford, New York, maintained pursuant to Section 30 of the Town Law, not less than ten (10) nor more than twenty (20) days prior to the date of the said hearing.

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

William A. Smith, Jr.	VOTING
Katherine Bohne Munzinger	VOTING
Cathleen A. Koshykar	VOTING
Kim Taylor	VOTING
Stephanie M. Townsend	VOTING

The Order was thereupon declared duly adopted.

Dated: November 6, 2023

**TOWN CLERK CERTIFICATION**

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

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of November, 2023.

\_\_\_\_\_  
Renee M. McQuillen, Town Clerk

In the Matter of Extension SWBC-52  
To the PITTSFORD SEWER DISTRICT  
To include N Wilmarth Road & 126 N Wilmarth Road (Mark J. Frohm & Celeste S. Frohm)  
T.A. 191.02-1-1.12 & 191.02-1-1.2

PETITION

---

TO: THE TOWN BOARD OF THE TOWN OF PITTSFORD, NEW YORK:

The undersigned Petitioner herein, as and for their Petition to establish an Extension to the Pittsford Sewer District, respectfully submits to the Town Board of the Town of Pittsford the following:

1. Petitioner is the owner of taxable real property located wholly within the Town of Pittsford, County of Monroe, and State of New York and outside of any incorporated Village or City.
2. The proposed Extension is to be known as "Extension SWBC-52" of the Pittsford Sewer District. The boundaries of the proposed Extension are set forth in a map denoted in Exhibit 1 attached hereto.
3. Petitioner is the sole owner of taxable real property in the proposed Extension to the Sewer District, according to the latest completed assessment rolls.
4. No public monies are to be expended for the creation of the proposed Extension nor is the Town of the Pittsford Sewer District being requested to construct or pay for any of the sewers and/or appurtenances to be installed as a result of the proposed Extension.
5. The Petitioner will construct or cause to be constructed the sewer system for the proposed Extension and other facilities that may be required at their own expense in compliance with all requirements of the Pittsford Sewer District.
6. The Petitioner is aware of and will be responsible for the payment of the Entrance, Connection and other fees set forth on the attached Schedule C.

WHEREFORE, the Petitioner herein respectfully requests that the Town Board of the Town of Pittsford take such action as is required to create "Extension SWBC-52" to the Pittsford Sewer District, in accordance with the within Petition.

**PETITIONER**

**N Wilmarth Rd &  
126 N Wilmarth Road**

Tax Account No.: 191.02-1-1.12 & 191.02-1-1.2  
Property Owner: Mark J. Frohm & Celeste S. Frohm  
Assessed Valuation: \$13,500 & \$180,600

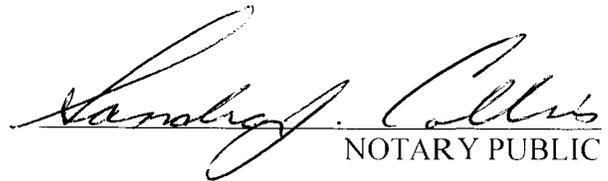
  
\_\_\_\_\_  
MARK J. FROHM

  
\_\_\_\_\_  
CELESTE S. FROHM

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

On the 10 day of October, 2023, before me, the undersigned, a Notary Public in and for said State, personally appeared, **MARK J. FROHM** 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.

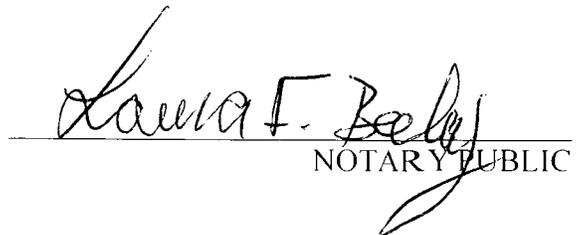
SANDRA J. COLLINS  
NOTARY PUBLIC - STATE OF NEW YORK  
COUNTY OF MONROE  
ID: 01003175936  
COM. EXP. 10/22/23

  
\_\_\_\_\_  
NOTARY PUBLIC

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

On the 11<sup>th</sup> day of October, 2023, before me, the undersigned, a Notary Public in and for said State, personally appeared, **CELESTE S. FROHM**, 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.

LAURA F. BEELEY  
NOTARY PUBLIC - STATE OF NEW YORK  
NO. 01BE6330102  
QUALIFIED IN MONROE COUNTY  
MY COMMISSION EXPIRES 09-08-2027

  
\_\_\_\_\_  
NOTARY PUBLIC

## SCHEDULE – C

Sewer District Extension SWBC No. 52  
To Pittsford Consolidated Sewer Districts

126 N. Winarth

Anticipated Sewer District Fees  
for  
Each Residential Single Family Unit

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### Initial District Formation Fee:

### Amount

Capital Fee  
(Annual fee to paid at initial District Formation &  
subsequently incorporated into future tax bill commencing 2023.)

\$ 9.06

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**Total: \$ 9.06**

---

### Entrance and Connection Fees:

### Amount

(When Resident Makes Sewer Connection)

#### Town Sewer Connection Fee (2023 Unit Rates):

Connection Permit  
(Paid at time of Connection)

\$ 40.00

First Year Sewer Rent (2023 rate)  
(Annual fee to paid at initial connection & subsequently incorporated into tax bill.)

+ \$ 125.26

Total Town Sewer Connection Fee:

**\$ 165.26**

#### Town Sewer Entrance Fee:

(One-time fee to be paid at Time of Connection)

Capital Charge for Existing Facilities

\$ 100.00

#5 – Chatham Woods Trunk East

\$ 12.00

#6 – Chatham Woods Trunk West

\$ 14.00

#19 – Chatham W. Sec. G Trunk

\$ 41.00

#20 – SW-C Entrance Fee

\$ 400.00

Total Pittsford Sewer Entrance Fee per unit:

**\$567.00**

**Total Anticipated Sewer Entrance & Connection Fees: \$741.32**

#### Monroe County Pure Waters Charges:

(One-time fee to be paid at Time of Connection)

2023 Connection Fee

+ \$ 250.00

Total Monroe County Pure Water Connection Fee:

\$ 250.00

CASH PAID - 12/14/22

# EXHIBIT 1

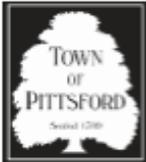
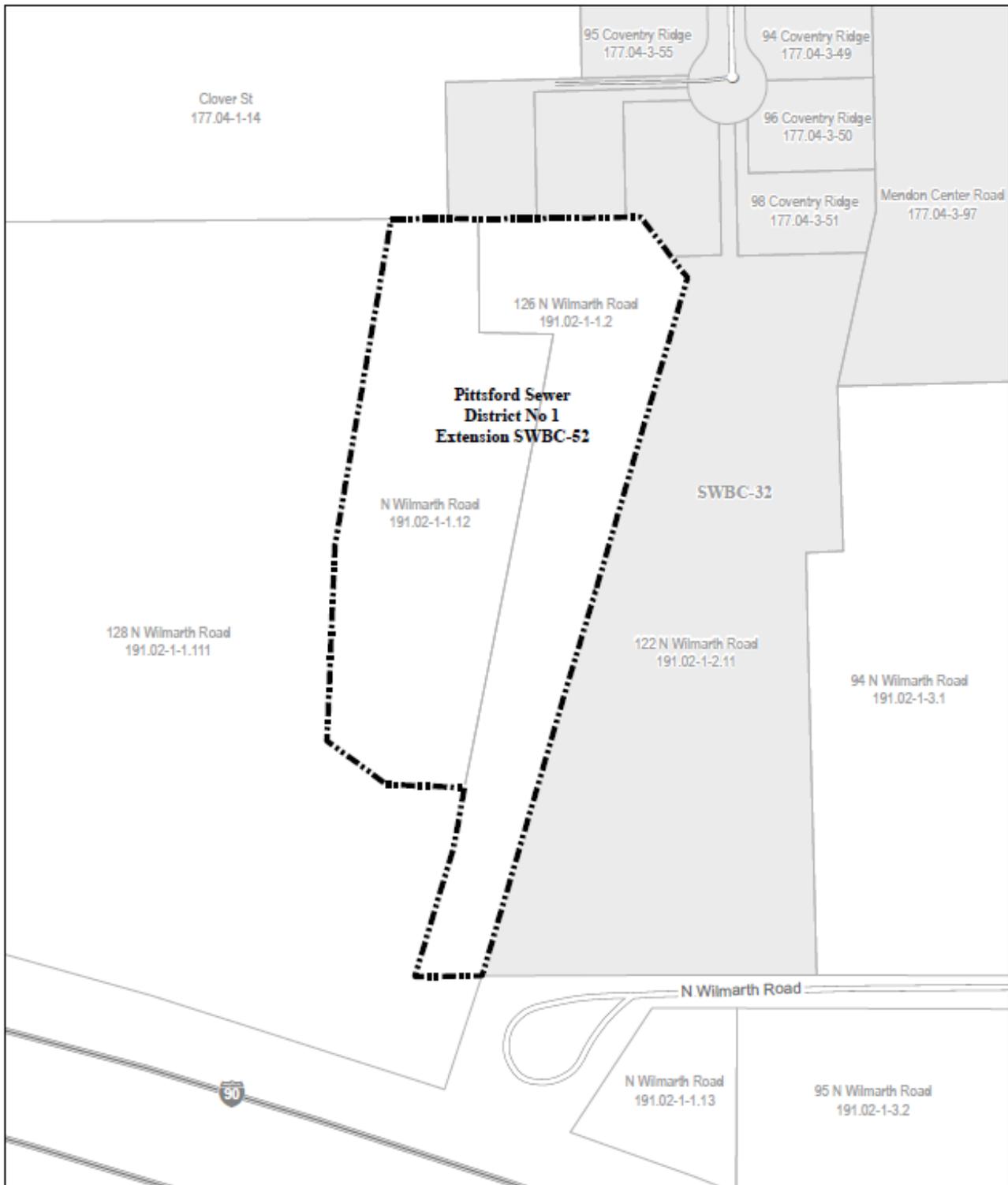
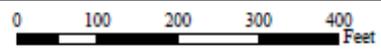


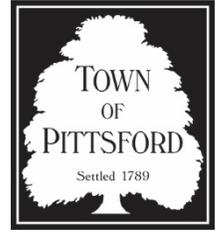
Exhibit 1  
**Extension SWBC-52**  
Pittsford Sewer District No 1  
126 N Wilmarth Road



Source: Town of Pittsford GIS, September 2023  
District Extension SWBC-52 Petition, September 2023  
Monroe County Real Property Tax Service, July 2022  
Town of Pittsford GIS | September 14, 2023

# MEMORANDUM

**To:** Town Board Members  
**From:** Paul Schenkel - Commissioner of Public Works  
**Date:** November 3, 2023  
**Regarding:** Sewer District Extension JHSD-158  
**For Meeting On:** November 6, 2023



Ladies and Gentlemen:

Residents at 184 W Bloomfield Road, currently on a septic system, wish to connect to the Town sanitary sewers. This would require extending Sewer District JHSD-158.

The Department of Public Works has received a Petition, signed by the homeowners affected, Joshua and Alicia Dougherty, for the proposed Sewer District Extension JHSD-158. I recommend that the Town Board set a public hearing to consider this matter.

Attached is a proposed "Order for Public Hearing," together with the Petition, which includes a map and Entrance Fee Schedule for the requested Extension.

The proposed date for the public hearing is November 21, 2023, as is set forth in the proposed Order. In the event that the Board determines that a Public Hearing should take place on the proposed Sewer District Extension, I suggest the following Resolution motion:

## RESOLUTION FOR ORDER

**I move that a Public Hearing be set for November 21, 2023, at 6:00 P.M. local time, to consider the approval of the proposed "Sewer District Extension JHSD-158" to the "Pittsford Consolidated Sewer District," as set forth in the written Order.**

At a Regular Meeting of the Town Board  
of the Town of Pittsford, New York, held at Pittsford  
Town Hall, 11 S. Main Street, in the Town of Pittsford,  
New York, on the 6<sup>th</sup> day of November, 2023.

**PRESENT:**

William A. Smith, Jr., Supervisor  
Kate Bohne Munzinger, Deputy Supervisor  
Cathleen A. Koshykar, Councilperson  
Kim Taylor, Councilperson  
Stephanie M. Townsend, Councilperson

**ABSENT: NONE**

**TOWN BOARD  
TOWN OF PITTSFORD**

**STATE OF NEW YORK  
COUNTY OF MONROE**

In the Matter of Extension JHSD-158  
to the PITTSFORD SEWER DISTRICT

**ORDER FOR  
PUBLIC HEARING**

to include

184 W Bloomfield Road

178.03-2-32

Joshua Dougherty & Alicia Dougherty

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**WHEREAS**, Petitions, signed by the owners, Joshua Dougherty & Alicia Dougherty, of the proposed "Extension JHSD-158" to the Pittsford Sewer District, have been presented to the Town Board of Pittsford, Monroe County, New York, the said proposed Extension being located, in general terms, on the real property located at the address 184 W Bloomfield Road, Pittsford, New York, all as is more particularly set forth in the Petition; and

**WHEREAS**, no public monies are proposed to be expended for the Extension of the District; and

**WHEREAS**, the Sewer Entrance, Connection and other County Fees have been paid by the owners of the unit within the Extension are in the aggregate amount of \$1,178.32;

**NOW, ON MOTION** duly made and seconded, it is

**RESOLVED AND ORDERED**, that a public hearing be held before the Town Board of the Town of Pittsford, at the Town of Pittsford Town Hall, on November 21, 2023 at 6:00 o'clock P.M., Local Time, to consider the said Petition and to hear all persons interested therein, and for such other and further action on the part of the Town Board with relation to the said Petition as may be required by law or proper in the premises; and it is further

**RESOLVED AND ORDERED**, that a copy of the within Order be duly published in The Daily Record, which paper is designated as the official paper for such publication, and a copy of

the said Order be posted on the bulletin board of the Town Clerk of the Town of Pittsford, New York, maintained pursuant to Section 30 of the Town Law, not less than ten (10) nor more than twenty (20) days prior to the date of the said hearing.

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

William A. Smith, Jr.	VOTING
Katherine Bohne Munzinger	VOTING
Cathleen A. Koshykar	VOTING
Kim Taylor	VOTING
Stephanie M. Townsend	VOTING

The Order was thereupon declared duly adopted.

Dated: November 6, 2023

### **TOWN CLERK CERTIFICATION**

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

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of November, 2023.

---

Renee M. McQuillen, Town Clerk

In the Matter of Extension JHSD-158  
To the PITTSFORD SEWER DISTRICT  
To include 184 W Bloomfield Road (Joshua Dougherty & Alicia Dougherty)  
T.A. 178.03-2-32

PETITION

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TO: THE TOWN BOARD OF THE TOWN OF PITTSFORD, NEW YORK:

The undersigned Petitioner herein, as and for their Petition to establish an Extension to the Pittsford Sewer District, respectfully submits to the Town Board of the Town of Pittsford the following:

1. Petitioner is the owner of taxable real property located wholly within the Town of Pittsford, County of Monroe, and State of New York and outside of any incorporated Village or City.
2. The proposed Extension is to be known as "Extension JHSD-158" of the Pittsford Sewer District. The boundaries of the proposed Extension are set forth in a map denoted in Exhibit 1 attached hereto.
3. Petitioner is the sole owner of taxable real property in the proposed Extension to the Sewer District, according to the latest completed assessment rolls.
4. No public monies are to be expended for the creation of the proposed Extension nor is the Town of the Pittsford Sewer District being requested to construct or pay for any of the sewers and/or appurtenances to be installed as a result of the proposed Extension.
5. The Petitioner will construct or cause to be constructed the sewer system for the proposed Extension and other facilities that may be required at their own expense in compliance with all requirements of the Pittsford Sewer District.
6. The Petitioner is aware of and will be responsible for the payment of the Entrance, Connection and other fees set forth on the attached Schedule C.

WHEREFORE, the Petitioner herein respectfully requests that the Town Board of the Town of Pittsford take such action as is required to create "Extension JHSD-158" to the Pittsford Sewer District, in accordance with the within Petition.

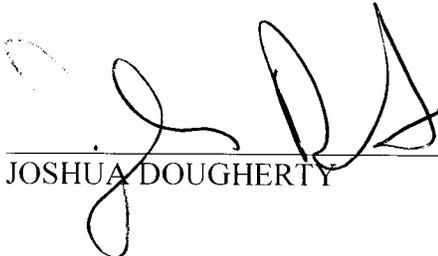
**PETITIONER**

**184 W Bloomfield Road**

Tax Account No.: 178.03-2-32

Property Owner: Joshua Dougherty & Alicia Dougherty

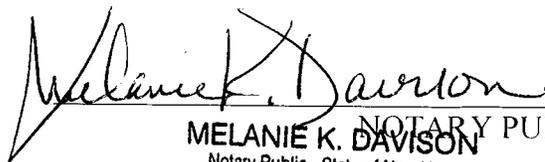
Assessed Valuation: \$268,700

  
\_\_\_\_\_  
JOSHUA DOUGHERTY

  
\_\_\_\_\_  
ALICIA DOUGHERTY

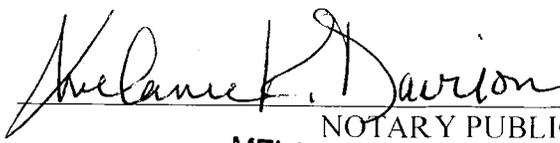
STATE OF NEW YORK)  
COUNTY OF MONROE) SS.:

On the 29<sup>TH</sup> day of SEPTEMBER, 2023, before me, the undersigned, a Notary Public in and for said State, personally appeared **JOSHUA DOUGHERTY** 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.

  
\_\_\_\_\_  
**MELANIE K. DAVISON** NOTARY PUBLIC  
Notary Public - State of New York  
No. 01DA6316864  
Qualified in Monroe County  
My Commission Expires December 22, 2026

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

On the 29<sup>TH</sup> day of SEPTEMBER, 2023, before me, the undersigned, a Notary Public in and for said State, personally appeared **ALICIA DOUGHERTY**, 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.

  
\_\_\_\_\_  
**MELANIE K. DAVISON** NOTARY PUBLIC  
Notary Public - State of New York  
No. 01DA6316864  
Qualified in Monroe County  
My Commission Expires December 22, 2026

**SCHEDULE – C**

Sewer District Extension JH No. 161  
To Pittsford Consolidated Sewer Districts

JH-158

Anticipated Sewer District Fees  
for  
Residential Single-Family Unit

184 W. BLOOMFIELD

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<b><u>Initial District Formation Fee:</u></b>	<b>Amount</b>
Capital Fee (Annual fee to paid at initial District Formation & subsequently incorporated into future tax bill commencing 2023.)	\$ 9.06
<b>Total:</b>	<b>\$ 9.06</b>

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<b><u>Entrance and Connection Fees:</u></b> (When Resident Makes Sewer Connection)	<b>Amount</b>
<b><u>Town Sewer Connection Fee (2023 Unit Rates):</u></b>	
Connection Permit (Paid at time of Connection)	\$ 40.00
First Year Sewer Rent (2023 rate) (Annual fee to paid at initial connection & subsequently incorporated into tax bill.)	+ \$ 125.26
<b>Total Town Sewer Connection Fee:</b>	<b>\$ 165.26</b>

<b><u>Town Sewer Entrance Fee:</u></b> (One-time fee to be paid at Time of Connection)	
Capital Charge for Existing Facilities	\$ 100.00
#11 –Mill Rd Trunk	\$ 350.00
#12 –Park Rd. II Trunk JH-3	\$ 250.00
#26 –Malvern Hills 15' Dia. Trunk	\$ 54.00
<b>Total Pittsford Sewer Entrance Fee per unit:</b>	<b>\$754.00</b>
<b>Total Anticipated Sewer Entrance &amp; Connection Fees:</b>	<b>\$928.32</b>

<b>Monroe County Pure Waters Charges:</b> (One-time fee to be paid at Time of Connection)	
2023 Connection Fee	+ \$ 250.00
<b>Total Monroe County Pure Water Connection Fee:</b>	<b>\$ 250.00</b>

PD 6/27/23

# EXHIBIT 1

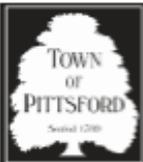


Exhibit 1  
**Extension JHSD-158**  
Jefferson Heights Sewer District  
184 W Bloomfield Road



0 60 120 Feet

Source: Town of Pittsford GIS, September 2023  
District Extension JHSD-158 Petition, September 2023  
Monroe County Real Property Tax Service, July 2022

Town of Pittsford GIS | September 14, 2023

# MEMORANDUM

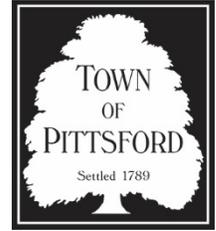
**To:** Pittsford Town Board

**From:** Brian Luke, Director of Finance

**Date:** November 2, 2023

**Regarding:** Adopted Budget for 2024

**For Meeting On:** November 6, 2023



The 2024 Proposed Budget has been received by all Town Board members, posted on the Town's website, and filed with the Town Clerk. The Supervisor presented the proposed budget at the October 17, 2023 Board meeting.

**Be it resolved, that the 2024 Proposed Budget, Sewer Rents, Special Districts, and Debt Service budgets be approved as the 2024 Adopted Budget.**

# MEMORANDUM

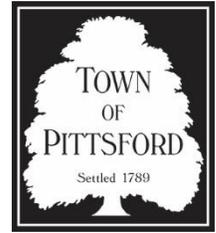
**To:** William A. Smith and Town Board

**From:** Jessie Hollenbeck, Recreation Director

**Date:** October 30, 2023

**Regarding:** Winter 2024 Recreation Programs

**For Meeting On:** November 6, 2023



The attached list of programs constitutes the list of winter 2024 recreation programs we anticipate offering.

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

I move that the Town Board approve the Recreation Department's 2024 winter programs and authorize the Town Supervisor to sign instructor contracts as required.

# Town of Pittsford – Recreation Department

## New Proposed Programs for Winter 2024

---

### **Mandarin, Music, and Me**

**Tiffany Khamphoune**

A 40-minute Mandarin & Music class designed for babies and toddlers, from birth up to age 3 years. Each week we will explore a different topic to learn new vocabulary through songs, fingerplays, and games. Come join us to sing along and move around in a Mandarin-immersion environment that is fun and friendly to families of all backgrounds and languages.

### **Kids Art - Learning Technical Skills**

**Stacey Maroney**

Every child is unique, and their art should be too! This art course aims to encourage children to develop their own creativity in a way that is unique to them. For kids with an interest in art that wish to learn some more technical skills. Teacher and artist, Stacey Maroney, provides the inspiration, the technique and the materials and your child does the rest!

### **Family Art - Anime Family Portraits**

**Stacey Maroney**

What better way to spend a wintery Saturday morning than snuggled up indoors with your family creating memories and fun portraits of yourselves. Be guided through step-by-step to draw and colour yourselves in anime style. Ticket price is per family (per household) and all materials are provided.

### **Family Art - Sneaker Art**

**Stacey Maroney**

What better way to spend a wintery Saturday morning than snuggled up indoors with your family creating memories AND your very own wearable art. Be guided through step-by-step to design and decorate your own pair of shoes! BYO white sneakers. Ticket price is per family (per household) and all other materials are provided.

### **Coloured Pencil for Beginners**

**Stacey Maroney**

Learn the basics of coloured pencil art in this 6-week course. Many people are surprised by the realism that can be achieved with this childhood favourite medium and the best part - there are no messy paintbrushes to clean after the class! Local colour pencil artist, Stacey Maroney, will guide you through the basics of line, shading, colour theory, blending and much more. Each week will focus on a different subject and different technique. Suitable for absolute beginners.

### **Modern Dance for Adults**

**Ruben T. Ornelas**

In this class we will follow a simple warmup to release, stretch, and prepare the body for moving. In the center and across the floor, we will explore the elements of dance including movement vocabulary, path, levels, and relationship to self and other, using prompts based on "Language of Dance" concepts. This class is suitable for all levels of ability and provides a moderate level of exercise, engaging the mind and body.

### **Opera Beats the Blahs**

**Carol Crocca**

A series of 4 DVD opera presentations, with cookies and beverages served at intermission. There will be a brief introduction to each opera by a Guild docent. The time for public arrival will be 1:00pm and the ending time will vary based on the length of the program (between 3.5-4.5 hours). All productions will be shown with subtitles and will include the following: Bellini's La sonnambula (Italian), Britten's Peter Grimes (English), Borodin's Prince Igor (Russian) & Jacques Offenbach's Les contes d'Hoffman (French).

### **Introduction to Book Publishing**

**Tricia Dell'Anno**

Do you have a story to tell? Have you dreamed of writing and publishing your own book? If so, join Tricia Dell'Anno, author of the children's books, 'No Dog in my Yard' and 'A Dog in my Yard.' Tricia, an award-winning, best-selling author, is eager to share her personal journey, invaluable lessons learned, and expert tips to guide you toward your dream of publishing a book. In this engaging and interactive workshop, you'll explore your goals to becoming a published author and learn the steps involved in self-publishing or pursuing traditional publishing routes. Whether you aspire to take charge of the entire process or explore the more conventional path, this workshop will equip you with the essential knowledge and insights to navigate the world of publishing.

### **Walkin' in Memoirs**

**Frances Tepper**

Do you have a story to tell but are wondering if anybody would ever be interested in reading it? The answer is sure. . . if you tell it right! We'll explore grabbing your reader's interest and keeping it, using serious discourse when necessary, humor whenever possible, honesty, humility, and even some self-deprecation that will keep the reader on your side and rooting for you. In a memoir, you want your reader to feel as if they are having a conversation with you over a cup of coffee or a glass of wine. You want your reader to get to know you, not only by the stories you write but also by the way you write your stories. In "Walkin' in Memoirs", we'll explore tone, voice, and humor, and keeping your stories fresh, using examples from my book, "Fair Lady: Memoirs of a County Fair Manager." Then we'll do some writing prompts to get you started.

### **Become Applicant Ready: LinkedIn**

**Mary Cannon**

Clients will be introduced to the power associated with LinkedIn and its ability to assist in the articulation of one's personal brand, build one's network, and receive more interview invitations. Clients will also understand the value of networking and gather insight and strategies as it relates to networking in person, via email, informational interviews, and social media.

### **Become Applicant Ready: Interview Strategy & Preparation**

**Mary Cannon**

Tap into our experience of interviewing 1,000+ applicants and together prepare for a successful, strategic interview. Working together, we will review the most asked interview questions per industry and practice authentic and persuasive responses. Clients leave feeling exceedingly more prepared and confident, ensuring one's next interview experience is positive.

### **Tai Chi Yang Style**

**Jean Sica**

Join us for a journey into the graceful world of Tai Chi Yang 24 Form. You will be guided through the postures of this renowned Tai Chi form, allowing you to cultivate a deep understanding of this ancient martial art. Tai Chi Yang 24 Form is a popular and accessible style that combines gentle movements, deep breathing, and focused meditation. It promotes physical wellness, mental clarity, and emotional harmony. Whether you are a beginner or have some experience, this class is designed to cater to all levels of proficiency. Don't miss this opportunity to embark on a transformative journey with Tai Chi Yang 24 Form.

# Town of Pittsford – Recreation Department

## Proposed Programs for Winter 2024

Program	Instructor
<b><u>Preschool</u></b>	
Panther Pals	Recreation Staff
Preschool Adventures: Celebrate Winter	Sherry Murray
Preschool Adventures: Going on a Bear Hunt	Sherry Murray
Preschool Adventures: Let's Make Music	Sherry Murray
Preschool Adventures: My Five Senses	Sherry Murray
Preschool Adventures: Valentine's Day	Sherry Murray
Preschool Adventures	Sherry Murray
Art and Sensory Play	Progressive Early Learning
Sensory and Science	Progressive Early Learning
Loose Parts Play	Progressive Early Learning
S.T.E.A.M. Powered Play	Progressive Early Learning
Active Art!	Mary Slaughter
Tiny Tot Art Class	Mary Slaughter
Mandarin, Music, and Me	Tiffany Khamphoune
Wiggles, Giggles, and Jiggles	Lisa Magliato
Lil Athletes	Lisa Magliato
Semi-Private Gymnastics & Parkour	Mary Slaughter
Winter Sprinters	Mary Slaughter
Tiny Tot Gym Games	Mary Slaughter
Soccer Shots for Youth	Soccer Shots Staff
Little Ninja Class	James Creighton & Pete Reminicky
Parent & Tot Open Gym	Recreation Staff
Teeny Tiny Tap and Ballet	Jordan Wisset
Tiny Tap and Ballet	Jordan Wisset
<b><u>Youth &amp; Teen</u></b>	
The After School Program	Recreation Staff
Sweetheart Dance	Recreation Staff

Activity Boxes	Recreation Staff
February Break Camp – Snow & Ice!	Recreation Staff
School Recess Day – Camp’s Got Talent!	Recreation Staff
“Mealtime Manners” Etiquette Event	Etiquette Chics
Harry Potter’s Hogwart’s School of Etiquette	Etiquette Chics
American Girl Doll Adventures	Sherry Murray
Kids Art - Learning Technical Skills	Stacey Maroney
Family Art - Anime Family Portraits	Stacey Maroney
Family Art - Sneaker Art	Stacey Maroney
Creative Painting and Drawing	Yushan Socola
Under the Sea Art Class	Yushan Socola
DIY Earrings	Yushan Socola
Private Piano Lessons	Beth Werner
Seussical KIDS	Bravo Creative Arts
The Drowsy Chaperone JR	Bravo Creative Arts
Winter Break Theatre Camp: Disney’s Wish	Bravo Creative Arts
The Wizard of Oz, Youth Edition	Bravo Creative Arts
You’re A Good Man, Charlie Brown	Bravo Creative Arts
Spring Break Theatre Camp: Descendants	Bravo Creative Arts
Babysitter’s Training	EPIC Trainings
Home Alone Safety	EPIC Trainings
First Aid for Kids	EPIC Trainings
Kid’s Fun Spanish Class	Lourdes de la Colina-Scofield
SAT/ACT Boot Camp	Chariot Learning
Pittsford Ballet Pre-Ballet	Karen Hanson
Pittsford Ballet School	Karen Hanson
Dance Camp	Katie Elizabeth
Irish Dance with Dunleavy	Amy Coppola
Creative Dance & Movement	GCLER Instructors
Running Club Winterized	Mary Slaughter
Semi-Private Gymnastics & Parkour	Mary Slaughter
FIT Kids: Fencers in Training (PRE)	Rochester Fencing Club Staff
Indoor Junior Tennis	Jeff Wagstaff

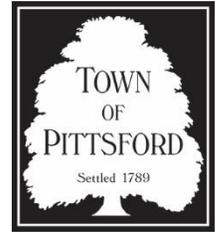
Indoor Tennis Instruction for Juniors	Jason Speirs
Soccer Shots for Youth	Soccer Shots Staff
Edge11 Elementary Soccer Academy	Edge11 Soccer Staff
Semi-Private Basketball Instruction	Glenn Anderson
Youth Basketball	Glenn Anderson
Youth Conditioning	585 Fitness
FJ1 NFL Indoor Flag Football	Felix Joyner
Junior Volleyball	Feng Zhang
Beginners Boxing Camp	Bee Relentless Boxing
Rochester Jr. Amerks- Intro to Hockey	Jr. Amerks Staff
Powder Package: Learn to Ski	Powder Mills Staff
Martial Arts for Youth	James Creighton
A Horse's Friend: Horsemanship	A Horse's Friend
Baton Twirling Lessons	Jessica Pereyra
Family Yoga	Jessica Pereyra

### **Adult Programs**

Guided Hikes on Pittsford Trails	Recreation Staff
Painting in Watercolor	Kathy Armstrong
Fabulous Furnishings	Peggi Heissenberger
Coloured Pencil for Beginners	Stacey Maroney
Custom Crafted Soap	Beth Byrne
Basic Cold Process Soap	Beth Byrne
Shower Scrub	Beth Byrne
Bath Fizzies	Beth Byrne
Soy Candle Making Basics	Beth Byrne
Birthday Card Stamp a Stack	Pat Miller
Let's Get Inky!	Pat Miller
Spring Themed Note Cards	Pat Miller
Mah Jongg for Beginners & Beyond	Carol Schott
Pittsford Ballet School	Karen Hanson
Belly Dance	Deborah Robinson
Modern Dance for Adults	Ruben T. Ornelas

Opera Beats the Blahs	Carol Crocca
Introduction to Book Publishing	Tricia Dell'Anno
Walkin' in Memoirs	Frances Tepper
American Red Cross CPR/AED	EPIC Trainings
American Red Cross First Aid	EPIC Trainings
Become Applicant Ready	Mary Cannon
College 101: Planning & Paying	Paul Celuch
Financial Planning for Women	Foundation for Women's Financial Education
Learn A New Language: Spanish	Lourdes de la Colina-Scofield
Becoming a Notary Public- Traditional	Kristin Cavallaro
Electronic Notary Training Class	Kristin Cavallaro
Pre-Licensing 5 Hour Course	Jon DelVecchio
Martial Arts for Adults	James Creighton
Martial Arts for Women	Tracy Maggio
Beginners Boxing Camp	Bee Relentless Boxing
Debbie McVean Aerobics	Debbie McVean
Pilates	Eva Pazral
Yoga	Eva Pazral
Therapeutic Yoga	Kaitlyn Vittozzi
Valentine's Yoga Date Night	Kaitlyn Vittozzi
Tai Chi Yang Style	Jean Sica
Cyclic Yoga	Maryam Barmakirad
Tea-Licious Trendz Talks	Cynthia Evans
Couples Massage Workshop	Kristen Wondrack
A Horse's Friend: Adult Horsemanship	A Horse's Friend
High Intensity Interval Training	585 Fitness

# MEMORANDUM



**To:** Pittsford Town Board

**From:** Cheryl Fleming, Personnel Director

**Date:** October 25, 2023

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

**For Meeting On:** November 6, 2023

1. The following employee(s) are recommended as a new hire, subject to successful completion of drug and background checks, based on the recommendation of the Functional Coordinator(s) for these areas:

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Charles Bennett	Highway	Seasonal Laborer	\$18.10	11/04/2023

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

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Charles Bennett	Highway	Seasonal Laborer	\$18.10	11/04/2023

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

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Rate</b>	<b>Effective Date</b>
Matthew Rickett	General Foreman	Replacement	\$39.60	10/16/2023
Raleigh LeVan	Rec Asst	Group Leader	\$15.00	10/23/2023
Brian Champ	Working Foreman	Replacement	\$35.20	11/06/2023

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):

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Rate</b>	<b>Effective Date</b>
Matthew Rickett	General Foreman	Replacement	\$39.60	10/16/2023
Raleigh LeVan	Rec Asst	Group Leader	\$15.00	10/23/2023
Brian Champ	Working Foreman	Replacement	\$35.20	11/06/2023