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

Call to Order

Pledge of Allegiance

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

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

Operational Matters  
Public Comment  
Heritage Woods Refuse District

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

Recreation Matters  
Public Comment  
Fall Recreation Programs

Personnel Matters  
Public Comment  
Hiring Resolution

Other Business

Public Comment

Adjournment

Instructions for viewing meeting and offering comments on attached page 2
How to view the meeting:

1. **Zoom**
   - In your web browser, go to
     
     ![zoom-link]
     
     You will be connected to the meeting.

2. **Telephone**
   - You can access the meeting by phone. Use any of the numbers below, then enter the meeting ID.
     
     The **Meeting ID** is 825 5935 2306. No password is necessary.
     
     - (929) 205-6099
     - (312) 626-6799
     - (253) 215-8782
     - (301) 715-8592
     - (346) 248-7799
     - (669) 900-6833

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

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

To: Town Board Members
From: Robert B. Koegel
Date: July 30, 2020
Regarding: Kilbourn Place Luxury Apartments
Incentive Zoning Amendments
3500 - 3596 East Avenue (Even Numbers)

For Meeting On: August 4, 2020

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

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

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

RESOLVED, that the proposed amendment of Incentive Zoning Resolution on the East Avenue property, first passed in 1999 and amended in 2008 and 2009, for the Kilbourn Place Luxury Apartments residential development, is approved, as set forth in the proposed written adoption Resolution submitted herewith.
At a Regular Meeting of the Town Board of the Town of Pittsford, New York, held by electronic conference, on the 4th day of August, 2020.

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

ABSENT:  NONE

In the Matter

Of  Resolution Approving Incentive Zoning

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

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

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

WHEREAS, the existing, approved Kilbourn Place 41-unit Townhome project is only partially constructed and currently the owner-occupied townhomes are proposed to be converted to 14 rental apartments with the addition of a 62-unit apartment building proposed at the eastern end of the site; and
WHEREAS, the application was referred to the Pittsford Planning Board for review and non-binding advisory comment, and in accordance with 6 NYCRR Part 617 (b), the Town Board has conducted a single agency SEQRA review, and in accordance with Section 239-m of the New York State General Municipal Law, the Town Board has referred this matter to the Monroe County Planning Department for its review and comment; and

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

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

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

NOW, on motion duly made and seconded, it was

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

1. **SEQRA.** All requirements of SEQRA have been met, including a Part 1 Short Form EAF submitted by the applicant, a Part 2 and Part 3 Short Form EAFs being completed by the Town Board, and with a subsequent Negative Declaration granted by the Town Board on July 21, 2020.

2. **Development Capacity: Back Nine parcel.** This application requests approval of Incentive Zoning for 3500 East Avenue, 2.7 acres, formerly the Back Nine Bar and Grill currently zoned Residential Neighborhood. The proposed Incentive Zoning will allow for the development of a 34-unit apartment building with a total of 68 parking spaces including garages spaces.

3. **Development Capacity: Townhomes property.** This application also requests to amend the existing Incentive Zoning for Kilbourn Place “Townhomes” to reconfigure the site and convert the site to apartments to include a maximum of a 76 units with a total of 140 parking spaces including in garage spaces, but not spaces in front of garages.

4. **Tax implications.** The applicant has explained that continuing the development of the existing Townhome project as approved is not financially feasible. The Town Board has reviewed projections of the potential real property tax revenues from the existing
zoning and the proposed zoning. The existing zoning allows for 41 townhouse units on the Kilbourn Place project site. The existing Back Nine Bar and Grill (restaurant use) parcel is currently assessed for $567,500. The existing townhome project has sold very slowly and will likely sell only if prices are substantially reduced, thus reducing its gross value. The existing restaurant use has also had only marginal success over the last 20 years, and the property has limited development potential under its current zoning. Re-development of the restaurant use property into residential lots is unlikely to happen since the property will yield only 4 building lots, and it has substantial upfront costs, including the cost of the land and the demolition of the existing building. Long-term tax revenue for the properties in their existing state of use and development is difficult to predict.

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

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

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

5. Incentive requested. The current zoning on the Townhomes property is Incentive Zoning (IZ), allowing the construction of 41 residential townhouse units. The current zoning on the Back Nine parcel is Residential Neighborhood (RN), allowing about four single-family homes to be built. The applicant is requesting that both parcels be zoned IZ to allow multifamily “110-unit apartment use,” with associated adjustments to allowed height restrictions and setbacks.

6. Amenities proposed and rejected. The applicant has proposed several community benefits or amenities to the Town in exchange for the incentive provided. These include further extension of the sound barrier which was constructed as part of the initial Kilbourn Place development to include the Back Nine parcel and installation of
about 1,000 feet of sidewalk along the East Avenue frontage of the project site. The Town Board rejects the first amenity, valued at $90,000, because it benefits the project residents instead of Town neighboring residents and it would likely be required as a part of the normal site plan approval process. The Town Board also rejects the second amenity, valued at $67,000, because it will be required in a 2020 site plan application for a 110-unit luxury apartment complex such as this proposal. The Town Board emphasizes that these two project features are positive and are included in the approval of this project, but they are not community benefits or amenities for purposes of the Town’s Incentive Zoning statute.

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

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

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

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

1. Subject to providing the amenities as described by the applicant or as described in the following conditions of approval.
2. The Development is subject to all required Site Plan approvals by the Town’s Planning Board, in accordance with the provisions of a Commercial development.

3. The proposed entrance and conceptual layout shall be generally be consistent with submitted plans, excepting adjustments made to meet zoning restrictions contained herein and adjustments made as part of the Planning Board Site Plan approval process, including adjustments to meet Building and Fire Codes.

4. The allowed uses are limited to multifamily apartment units, not to exceed a total of 110 units. A maximum of 34 units to be located on the Back Nine Parcel and 76 units located on the former Kilbourn Place Townhouse properties, with 14 of those being consistent with the Townhome layout as presented to the Town Board.

5. The proposed development is limited to:
   - Building and parking area locations and setbacks to property lines must be reasonably consistent with plans provided to the Town Board at its July 7, 2020 meeting, with any adjustments subject to Planning Board approval as part of its Site Plan review and approval process.
   - Maximum building height for lot 1 is 50 feet.
   - Maximum building height for lot 2 is 35 feet.
   - Minimum total parking ratio for the site is 1.89 spaces per unit, not including parking spaces in front of garages (as proposed 208 spaces for 110 units).
   - Maximum impervious coverage will be determined by the Planning Board as part of the Site Plan review process.
   - Fencing heights and locations as well as signage size and location are subject to Planning Board Site Plan review.

6. Parking by apartment residents, visitors, or employees is prohibited on East Avenue, Bretton Woods Drive and Kilbourn Road.

7. The Town Board requires as part the Site Plan review process that the Planning Board provide reasonable buffering of residential properties from the proposed roadways, parking and buildings. This can include, but is not limited to, berming, plantings, and/or fencing.

   Said matter having been put to a vote, the following votes were recorded:
   
   William A. Smith, Jr. VOTING
   Katherine Bohne Munzinger VOTING
   Kevin S. Beckford VOTING
   Cathleen A. Koshykar VOTING
   Stephanie M. Townsend VOTING

   The resolution was thereupon declared duly adopted.
DATED: August 4, 2020

_________________________________
Linda M. Dillon, Town Clerk

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

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

_________________________________
Linda M. Dillon, Town Clerk
At a Regular Meeting of the Town Board of the Town of Pittsford, New York, held by electronic conference, on the ________ 7th day of July_______, 2020.

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

ABSENT:  NONE

In the Matter

Of Resolution Approving Incentive Zoning

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

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

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

WHEREAS, the existing, approved Kilbourn Place 41-unit Townhome project is only partially constructed and currently the owner-occupied townhomes are proposed to be converted to 14 rental apartments with the addition of a 62-unit apartment building proposed at the eastern end of the site; and
WHEREAS, the application was referred to the Pittsford Planning Board for review and non-binding advisory comment, and in accordance with 6 NYCRR Part 617 (b), the Town Board has conducted a single agency SEQRA review, and in accordance with Section 239-m of the New York State General Municipal Law, the Town Board has referred this matter to the Monroe County Planning Department for its review and comment; and

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

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

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

NOW, on motion duly made and seconded, it was

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

1. SEQRA. All requirements of SEQRA have been met, including a Part 1 Short Form EAF submitted by the applicant, a Part 2 and Part 3 Short Form EAFs being completed by the Town Board, and with a subsequent Negative Declaration granted by the Town Board on July 7, 2020.

2. Development Capacity: Back Nine parcel. This application requests approval of Incentive Zoning for 3500 East Avenue, 2.7 acres, formerly the Back Nine Bar and Grill currently zoned Residential Neighborhood. The proposed Incentive Zoning will allow for the development of a 34-unit apartment building with a total of 68 parking spaces including garages spaces.

3. Development Capacity: Townhomes property. This application also requests to amend the existing Incentive Zoning for Kilbourn Place “Townhomes” to reconfigure the site and convert the site to apartments to include a maximum of a 76 units with a total of 140 parking spaces including in garage spaces, but not spaces in front of garages.

4. Tax implications. The applicant has explained that continuing the development of the existing Townhome project as approved is not financially feasible. The Town Board has reviewed projections of the potential real property tax revenues from the existing zoning and the proposed zoning. The existing zoning allows for 41 townhouse units on
the Kilbourn Place project site. The existing Back Nine Bar and Grill (restaurant use) parcel is currently assessed for $567,500. The existing townhome project has sold very slowly and will likely sell only if prices are substantially reduced, thus reducing its gross value. The existing restaurant use has also had only marginal success over the last 20 years, and the property has limited development potential under its current zoning. Redevelopment of the restaurant use property into residential lots is unlikely to happen since the property will yield only 4 building lots, and it has substantial upfront costs, including the cost of the land and the demolition of the existing building. Long-term tax revenue for the properties in their existing state of use and development is difficult to predict.

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

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

- Diversification of housing stock will allow Pittsford residents, who wish to downsize and stay in the community, to obtain affordable, low-maintenance housing.

- If this project were to be developed under the current Incentive Zoning, the buildout of this site would likely take 10 years or more, while the development under the Incentive Zoning contemplated is to be constructed over the next 2-3 years, creating substantial tax revenue to the Town on an accelerated basis. Furthermore, given the target market of this development, there would be minimal (if any) impact on the school district, with attendant revenues resulting from the project.

5. Incentive requested. The current zoning on the Townhomes property is Incentive Zoning (IZ), allowing the construction of 41 residential townhouse units. The current zoning on the Back Nine parcel is Residential Neighborhood (RN), allowing about four single-family homes to be built. The applicant is requesting that both parcels be zoned IZ to allow multifamily “110-unit apartment use,” with associated adjustments to allowed height restrictions and setbacks.

6. Amenities proposed and rejected. The applicant has proposed several community benefits or amenities to the Town in exchange for the incentive provided. These include further extension of the sound barrier which was constructed as part of the initial Kilbourn Place development to include the Back Nine parcel and installation of about 1,000 feet of sidewalk along the East Avenue frontage of the project site. The

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

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

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

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

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

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

For thought-

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

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

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

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

[$1,275 - $1,500 in rent is not low income or cheap]
Town Board rejects the first amenity, valued at $90,000, because it benefits the project residents instead of Town neighboring residents and it would likely be required as a part of the normal site plan approval process. The Town Board also rejects the second amenity, valued at $67,000, because it will be required in a 2020 site plan application for a 110-unit luxury apartment complex such as this proposal. The Town Board emphasizes that these two project features are positive and are included in the approval of this project, but they are not community benefits or amenities for purposes of the Town's Incentive Zoning statute.

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

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

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

1. Subject to providing the amenities as described by the applicant or as described in the following conditions of approval this Resolution Approving Incentive Zoning (THE PROPOSED AMENDMENT TO THE INCENTIVE ZONING OF 3500 - 3596 EAST AVENUE (EVEN NUMBERS) - KILBOURN PLACE LUXURY APARTMENTS).

2. The Development is subject to all required Site Plan approvals by the Town’s Planning Board, in accordance with the provisions of a Commercial development.

3. The proposed entrance and conceptual layout shall be generally be consistent with submitted plans, excepting adjustments made to meet zoning restrictions contained herein and adjustments made as part of the Planning Board Site Plan approval process, including adjustments to meet Building and Fire Codes.

4. The allowed uses are limited to multifamily apartment units, not to exceed a total of 110 units. A maximum of 34 units to be located on the Back Nine Parcel and 76 units located on the former Kilbourn Place Townhouse properties, with 14 of those being consistent with the Townhome layout as presented to the Town Board.

5. The proposed development is limited to:
   - Building and parking area locations and setbacks to property lines must be reasonably consistent with plans provided to the Town Board at its July 7, 2020 meeting, with any adjustments subject to Planning Board approval as part of its Site Plan review and approval process.
   - Maximum building height for lot 1 is 35 feet.
   - Maximum building height for lot 2 is 50 feet
   - Minimum total parking ratio for the site is 1.89 spaces per unit, not including parking spaces in front of garages (as proposed 208 spaces for 110 units).
   - Maximum impervious coverage will be determined by the Planning Board as part of the Site Plan review process.
   - Fencing heights and locations as well as signage size and location are subject to Planning Board Site Plan review.

6. Parking by apartment residents, visitors, or employees is prohibited on East Avenue, Bretton Woods Drive and Kilbourn Road.

7. The Town Board requires as part the Site Plan review process that the Planning Board provide reasonable buffering of residential properties from the proposed roadways, parking and buildings. This can include, but is not limited to, berming, plantings, and/or fencing.

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

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

The resolution was thereupon declared duly adopted.
DATED: July 7, 2020

Linda M. Dillon, Town Clerk

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

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

Linda M. Dillon, Town Clerk
MEMORANDUM

From: The Kilbourn Team

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

Re: Proposed Amendment to Town Board Resolution
   Kilbourn Place Apartments

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

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

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

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

§185-235 Community benefits or amenities.
A. The following community benefits or amenities may, at the discretion of the Town Board, be accepted in exchange for an incentive as provided in § 185-234. These community benefits or amenities may be either on or off the site of the subject application, may involve one or more parcels of land and may be situated in any district, unless otherwise specifically limited in this chapter:
   (1) Agricultural conservation, open space, scenic, ecological, historic or other permanent conservation easements.
   (2) Donations of land in fee simple for conservation and other community benefit purposes.
   (3) Construction of recreation amenities, serving a Town-wide need, accessible to the general public, above and beyond that required under § 185-125 of this chapter.
   (4) Construction or improvement to public works above and beyond that required to mitigate proposed impacts in accordance with SEQR and the Town Code.
   (5) Preservation and improvements of historical or cultural sites or structures.
   (6) Other facilities or benefits to the residents of the community, as determined by the Town Board.
   (7) Any combination of the above-listed community benefits or amenities.

Notably absent from the Pittsford list is "housing for persons of low or moderate income" contained in the State authorizing legislation. The failure to include "housing for persons of low or moderate income" or "affordable housing" as enumerated permitted amenities authorized by Town Code would exclude it as an authorized amenity. While someone may argue that Pittsford Town Code § 185-235 (A) (6) would allow the omission to be bootstrapped back in, the more specific (not enumerating "housing for people of low and moderate income" or "affordable housing") overrules the more general (Pittsford Town Code § 235-185 (A) (6) - Other facilities and benefits to the residents of the community, as determined by the Town Board").
Additionally, the Town of Pittsford Comprehensive Plan update adopted on October 1, 2019, sets forth at page 37 actions to be taken to diversify housing stock to accommodate "shifting preferences" by granting incentives to developers to provide more affordable housing options for people age 55 and older. Not only is this developer not seeking any financial incentives from the Town, it is offering substantial monetary amenities to provide the diversity of housing stock needed to allow the population of Pittsford to remain in the community as they age out of home ownership and its maintenance responsibilities. In any event, the Comprehensive Plan does not include the use of Incentive Zoning to advance more affordable senior housing among its recommendations to accomplish that goal. Moreover, the Comprehensive Plan’s provisions for more affordable housing are limited to such housing for people age 55 and older; the proposed amendment, if adopted, would apply to renters of any age, not just to the 55 and older demographic.

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

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

\[
\begin{align*}
\text{Rent} &= 57,479 \times 0.85 \times 0.30 \\
&= 15,356 \text{ annual rent ÷ by 12 months} = 1,221.
\end{align*}
\]

The developer has already agreed to rent as low as $1,450 per month; $200 lower than originally proposed. The proposed amendment would result in a loss of income of $3,893 per month or $46,832 annually. When applying the same capitalization rate that was utilized in the tax analysis prepared for the town, the value of the project is diminished by $491,747 rendering the proposed amendment untenable. The diminution of value is calculated as follows:

\[
\begin{align*}
1,450 — 1,221 &= 229 \times 17 \text{ apartments} = 3893/\text{month; } 46,717/\text{annum} \\
A \text{ reduction in operating income of } 46,717 \text{ divided by a capitalization rate of } 9.5\% &= \text{loss of value of } 491,757.
\end{align*}
\]

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

Included herewith are US Census tables depicting the Household Median Income for the Town of Pittsford and Monroe County and a table providing the range of incomes in the Town of Pittsford as a percentage of Household Population (please note the highlighted information on the last page.
QuickFacts provides statistics for all states and counties, and for cities and towns with a population of 5,000 or more.

### Table

<table>
<thead>
<tr>
<th>Topics</th>
<th>Monroe County, New York</th>
<th>Pittsford town, Monroe County, New York</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Population</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Population estimates, July 1, 2019 (V2019)</td>
<td>741,770</td>
<td>29,377</td>
</tr>
<tr>
<td>Population estimates base, April 1, 2010, (V2019)</td>
<td>744,394</td>
<td>29,380</td>
</tr>
<tr>
<td>Population, percent change - April 1, 2010 (estimates base) to July 1, 2019, (V2019)</td>
<td>-0.4%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Population, Census, April 1, 2010</td>
<td>744,344</td>
<td>29,405</td>
</tr>
<tr>
<td><strong>Age and Sex</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persons under 5 years, percent</td>
<td>5.4%</td>
<td>4.3%</td>
</tr>
<tr>
<td>Persons under 18 years, percent</td>
<td>20.6%</td>
<td>22.9%</td>
</tr>
<tr>
<td>Persons 65 years and over, percent</td>
<td>17.9%</td>
<td>19.2%</td>
</tr>
<tr>
<td>Female persons, percent</td>
<td>51.8%</td>
<td>52.6%</td>
</tr>
<tr>
<td><strong>Race and Hispanic Origin</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White alone, percent</td>
<td>76.8%</td>
<td>87.8%</td>
</tr>
<tr>
<td>Black or African American alone, percent (a)</td>
<td>16.2%</td>
<td>1.1%</td>
</tr>
<tr>
<td>American Indian and Alaska Native alone, percent (a)</td>
<td>0.4%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Asian alone, percent (a)</td>
<td>3.7%</td>
<td>8.5%</td>
</tr>
<tr>
<td>Native Hawaiian and Other Pacific Islander alone, percent (a)</td>
<td>0.1%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Two or More Races, percent</td>
<td>2.7%</td>
<td>2.2%</td>
</tr>
<tr>
<td>Hispanic or Latino, percent (b)</td>
<td>9.2%</td>
<td>2.4%</td>
</tr>
<tr>
<td>White alone, not Hispanic or Latino, percent</td>
<td>70.1%</td>
<td>86.0%</td>
</tr>
<tr>
<td><strong>Population Characteristics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterans, 2014-2018</td>
<td>35,244</td>
<td>1,232</td>
</tr>
<tr>
<td>Foreign born persons, percent, 2014-2018</td>
<td>8.6%</td>
<td>10.6%</td>
</tr>
<tr>
<td><strong>Housing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing units, July 1, 2019 (V2019)</td>
<td>330,247</td>
<td>X</td>
</tr>
<tr>
<td>Owner-occupied housing unit rate, 2014-2018</td>
<td>63.8%</td>
<td>86.1%</td>
</tr>
<tr>
<td>Median value of owner-occupied housing units, 2014-2018</td>
<td>$144,700</td>
<td>$273,600</td>
</tr>
<tr>
<td>Median selected monthly owner costs - with a mortgage, 2014-2018</td>
<td>$1,403</td>
<td>$2,266</td>
</tr>
<tr>
<td>Median selected monthly owner costs - without a mortgage, 2014-2018</td>
<td>$611</td>
<td>$956</td>
</tr>
<tr>
<td>Median gross rent, 2014-2018</td>
<td>$902</td>
<td>$1,202</td>
</tr>
<tr>
<td>Building permits, 2019</td>
<td>1,400</td>
<td>X</td>
</tr>
<tr>
<td><strong>Families &amp; Living Arrangements</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Households, 2014-2018</td>
<td>300,796</td>
<td>10,230</td>
</tr>
<tr>
<td>Persons per household, 2014-2018</td>
<td>2.38</td>
<td>2.59</td>
</tr>
<tr>
<td>Living in same house 1 year ago, percent of persons age 1 year+, 2014-2018</td>
<td>84.6%</td>
<td>84.9%</td>
</tr>
<tr>
<td>Language other than English spoken at home, percent of persons age 5 years+, 2014-2018</td>
<td>13.6%</td>
<td>12.1%</td>
</tr>
<tr>
<td><strong>Computer and Internet Use</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Households with a computer, percent, 2014-2018</td>
<td>88.3%</td>
<td>93.7%</td>
</tr>
<tr>
<td>Households with a broadband Internet subscription, percent, 2014-2018</td>
<td>81.7%</td>
<td>91.3%</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High school graduate or higher, percent of persons age 25 years+, 2014-2018</td>
<td>90.3%</td>
<td>97.9%</td>
</tr>
<tr>
<td>Bachelor's degree or higher, percent of persons age 25 years+, 2014-2018</td>
<td>37.7%</td>
<td>75.2%</td>
</tr>
<tr>
<td><strong>Health</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>With a disability, under age 65 years, percent, 2014-2018</td>
<td>10.2%</td>
<td>4.7%</td>
</tr>
<tr>
<td>Persons without health insurance, under age 65 years, percent</td>
<td>4.3%</td>
<td>0.8%</td>
</tr>
<tr>
<td><strong>Economy</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In civilian labor force, total, percent of population age 16 years+, 2014-2018</td>
<td>64.5%</td>
<td>12.1%</td>
</tr>
<tr>
<td>In civilian labor force, female, percent of population age 16 years+, 2014-2018</td>
<td>60.9%</td>
<td>55.0%</td>
</tr>
<tr>
<td>Total accommodation and food services sales, 2012 ($1,000) (c)</td>
<td>1,300,272</td>
<td>46,927</td>
</tr>
<tr>
<td>Category</td>
<td>2012 (31,000)</td>
<td>2015 (30,000)</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Total health care and social assistance receipts/revenue</td>
<td>5,819,836</td>
<td>91,218</td>
</tr>
<tr>
<td>Total manufacturers shipments</td>
<td>14,610,337</td>
<td>201,528</td>
</tr>
<tr>
<td>Total merchant wholesaler sales</td>
<td>6,131,557</td>
<td>56,065</td>
</tr>
<tr>
<td>Total retail sales</td>
<td>9,494,134</td>
<td>391,426</td>
</tr>
<tr>
<td>Total retail sales per capita</td>
<td>$12,696</td>
<td>$13,186</td>
</tr>
</tbody>
</table>

**Transportation**

<table>
<thead>
<tr>
<th>Category</th>
<th>2014-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mean travel time to work (minutes), workers age 16 years+</td>
<td>20.2</td>
</tr>
</tbody>
</table>

**Income & Poverty**

<table>
<thead>
<tr>
<th>Category</th>
<th>2014-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median household income (in 2018 dollars)</td>
<td>$57,479</td>
</tr>
<tr>
<td>Per capita income in past 12 months (in 2018 dollars)</td>
<td>$32,502</td>
</tr>
</tbody>
</table>

**Persons in poverty, percent**

<table>
<thead>
<tr>
<th>Category</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median household income (in 2018 dollars)</td>
<td>14.4%</td>
</tr>
</tbody>
</table>

**BUSINESSES**

<table>
<thead>
<tr>
<th>Category</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total employer establishments</td>
<td>17,610</td>
</tr>
<tr>
<td>Total employment</td>
<td>357,141</td>
</tr>
<tr>
<td>Total annual payroll, 2018 ($1,000)</td>
<td>16,806,219</td>
</tr>
<tr>
<td>Total employment, percent change, 2017-2018</td>
<td>-0.6%</td>
</tr>
<tr>
<td>Total nonemployer establishments</td>
<td>47,781</td>
</tr>
<tr>
<td>All firms, 2012</td>
<td>55,997</td>
</tr>
<tr>
<td>Men-owned firms, 2012</td>
<td>31,240</td>
</tr>
<tr>
<td>Women-owned firms, 2012</td>
<td>20,290</td>
</tr>
<tr>
<td>Minority-owned firms, 2012</td>
<td>9,891</td>
</tr>
<tr>
<td>Nonminority-owned firms, 2012</td>
<td>44,114</td>
</tr>
<tr>
<td>Veteran-owned firms, 2012</td>
<td>4,433</td>
</tr>
<tr>
<td>Nonveteran-owned firms, 2012</td>
<td>49,152</td>
</tr>
</tbody>
</table>

**GEOGRAPHY**

<table>
<thead>
<tr>
<th>Category</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population per square mile</td>
<td>1,132.6</td>
</tr>
<tr>
<td>Land area in square miles, 2010</td>
<td>657.21</td>
</tr>
</tbody>
</table>

**FIPS Code**

<table>
<thead>
<tr>
<th>Category</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>36055</td>
</tr>
<tr>
<td></td>
<td>3605556365</td>
</tr>
</tbody>
</table>
### INCOME IN THE PAST 12 MONTHS (IN 2018 INFLATION-ADJUSTED DOLLARS)

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

<table>
<thead>
<tr>
<th>Pittsford town, Monroe</th>
<th>Households</th>
<th>Families</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Estimate</strong></td>
<td><strong>Margin of Error</strong></td>
<td><strong>Estimate</strong></td>
</tr>
<tr>
<td><strong>v Total</strong></td>
<td>10,230</td>
<td>+/-237</td>
</tr>
<tr>
<td>Less than $10,000</td>
<td>2.1%</td>
<td>+/-0.7</td>
</tr>
<tr>
<td>$10,000 to $14,999</td>
<td>0.9%</td>
<td>+/-0.5</td>
</tr>
<tr>
<td>$15,000 to $24,999</td>
<td>3.0%</td>
<td>+/-0.9</td>
</tr>
<tr>
<td>$25,000 to $34,999</td>
<td>3.5%</td>
<td>+/-0.9</td>
</tr>
<tr>
<td>$35,000 to $49,999</td>
<td>8.3%</td>
<td>+/-1.3</td>
</tr>
<tr>
<td>$50,000 to $74,999</td>
<td>11.4%</td>
<td>+/-1.8</td>
</tr>
<tr>
<td>$75,000 to $99,999</td>
<td>11.9%</td>
<td>+/-1.9</td>
</tr>
<tr>
<td>$100,000 to $149,999</td>
<td>21.3%</td>
<td>+/-2.4</td>
</tr>
<tr>
<td>$150,000 to $199,999</td>
<td>12.4%</td>
<td>+/-1.8</td>
</tr>
<tr>
<td>$200,000 or more</td>
<td>25.2%</td>
<td>+/-2.4</td>
</tr>
<tr>
<td>Median income (dollars)</td>
<td>116,716</td>
<td>+/-5,859</td>
</tr>
<tr>
<td>Mean income (dollars)</td>
<td>168,520</td>
<td>+/-8,678</td>
</tr>
</tbody>
</table>

PERCENT ALLOCATED

| | Household income in the pa: 26.6% | (X) | (X) | (X) |
| | Family income in the past 1 (X) | (X) | 26.3% | (X) |
| | Nonfamily income in the pas (X) | (X) | (X) | (X) |
MEMORANDUM

To: Pittsford Town Board  
From: Paul Schenkel - Commissioner of Public Works  
Date: July 27, 2020  
Regarding: Heritage Woods Refuse District  
For Meeting On: August 4, 2020

Ladies and Gentleman:

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

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

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

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

Should the district pass and residents are dissatisfied they can petition to dissolve or diminish the area under Town Law § 202-c, next year during the petitioning period. If the district fails to pass the neighborhood will need to start the process over next year.
It is important to note that this meeting is the last opportunity to approve the district for this year as the Assessor needs time to add the fees to the tax rolls.

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

**RESOLUTION**

I move that the Town Board approve the establishment of the Heritage Woods Refuse District, as set forth in the proposed written Resolution and Order.
At a regular Meeting of the Town Board of the Town of Pittsford, New York held at the Town Hall, or by electric conference or meeting as permitted by law, in the Town of Pittsford, New York, on the 4th day of August, 2020.

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

In the Matter of

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

RESOLUTION AND ORDER
CREATING REFUSE DISTRICT

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

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

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

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

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

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

NOW, ON MOTION duly made and seconded, it is

RESOLVED AND ORDERED, that

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

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

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

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

The resolution was thereupon declared duly adopted.

Dated: August 4, 2020

TOWN CLERK CERTIFICATION

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

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

_______________________________________
Linda M. Dillon, Town Clerk
MEMORANDUM

To: Town Board  
From: Brian Luke  
Date: July 29, 2020  
Regarding: Closing Field Improvement Capital Project  
For Meeting On: August 4, 2020

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

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

To: Town Board
From: Brian Luke
Date: July 29, 2020
Regarding: Court Financial Review
For Meeting On: August 4, 2020

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

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

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

Resolved, that the Town Board acknowledges that the required Justice Court financial review, per Section 2019-a of the Uniform Justice Court Act, has been conducted and filed with the Town Clerk.
To: Greg Duane, Finance Director  
CC: Hon. John E. Bernacki, Jr & Hon. Robert M. Shaddock  
From: Patty Dromgoole  
Date: July 28, 2019  
Regarding: Bonadio Court audit for 2019

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

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

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

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

All subsequent bank statements have been balanced.

Sincerely,

[Signature]

Patricia H. Dromgoole
TOWN OF PITTSFORD, NEW YORK
JUSTICE COURT

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

Bonadio & Co., LLP
Certified Public Accountants
INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

July 9, 2020

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

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

Our procedures and findings are as follows:

Procedure #1
Complete the Justice Court checklist as documented in Appendix 10 of the New York State Office of the State Comptroller “Annual Checklist for Review of Justice Court Records”.

Findings
Procedure performed without exception.

Procedure #2
Obtain an understanding of the internal accounting controls over the procedures for handling cash and recording transactions through discussions with the Court Clerks.

Findings
Procedure performed without exception.

Procedure #3
Obtain the bank reconciliations for the Justices’ bail and fine accounts for each of three months selected (January, June, and August 2019) and compare to supporting documentation such as original bank statements and outstanding check lists.

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

August 2019 bank reconciliations for Justices Bemacki and Shaddock were lower than the total of the supporting documentation by $13 and $125, respectively.
INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES
(Continued)

Procedure #4
Obtain a haphazard sample of ten (10) receipts and ten (10) disbursements from each Justice's fine and bail accounts for the year ended December 31, 2019 and compare to supporting documentation such as ticket, casework or monthly report.

Findings
Procedure performed without exception.

Procedure #5
Obtain a haphazard sample of three (3) transactions of accounts receivable as of December 31, 2019 and compare to supporting documentation.

Findings
Procedure performed without exception.

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

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

Bonadio & Co., LLP
Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality: Town of Pittsford, New York Justice Court

Month Reviewed: 1/1/2019 Through 12/31/2019

Name of Justice: Justice John Bernaki

Review Performed By: Bonadio & Co., LLP Date 2/19/2020

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Annual Checklist for Review of Justice Court Records

Cash Receipts Book

► Are pre-numbered receipt forms issued for all collections? ▶ Yes ◁ No

► Are duplicate receipts kept for court records? ▶ Yes ◁ No

► Are receipts recorded up-to-date? ▶ Yes ◁ No

Last recorded receipt:

# BO9226  Date 2/19/2020  Amount $70

► Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection? ▶ Yes ◁ No

► Are deposits identified? ▶ Yes ◁ No

► Are duplicate deposit slips kept for court records? ▶ Yes ◁ No

► Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)? ▶ Yes ◁ No

► Are deposits recorded up-to-date? ▶ Yes ◁ No

Last recorded deposit:

Date 3/18/2020  Amount $118

► Is the receipt book totaled and summarized at the end of each month? ▶ Yes ◁ No

Last Month Totaled and Summarized Jan. 2020

Cash Disbursements Book

► Are pre-numbered checks used for all disbursements other than petty cash? ▶ Yes ◁ No

► Are all checks signed by the Justice? ▶ Yes ◁ No

► Are canceled checks (or check images) returned with bank statements and kept for court records? ▶ Yes ◁ No

► Are checks recorded up-to-date? ▶ Yes ◁ No

Last recorded check:

# 2156  Date 3/7/2020  Amount $7,457

Bank Reconciliations

► Are bank accounts reconciled promptly after bank statements are received? ▶ Yes ◁ No

Last Bank Reconciliation for Each Bank Account:

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

► See comments 2 (attached)

Additional Supporting Records

► Is a list of bail maintained? ▶ Yes ◁ No

► Is a record of uncollected installment payments maintained? ▶ Yes ◁ No

► See comments 3 (attached).


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Annual Checklist for Review of Justice Court Records

**Dockets and Case Files**

- Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?  
  - Yes  
  - No

- Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address.  
  - Yes  
  - No

- Do dockets for disposed cases appear to be complete?  
  - Yes  
  - No

- Do dockets for disposed cases agree with amounts reported?  
  - Yes  
  - No

**Cash Book Reconciliation**

- Is the cash book reconciled to the adjusted bank balances at the end of each month?  
  - Yes  
  - No

- Does the cash book total agree with the bank reconciliation and supporting information?  
  - Yes  
  - No

  *Last Cash Reconciliation:*  
  *Date Performed:* N/A  
  *Month Ending:* 1/31/2020

**Reports to the Division of Criminal Justice Services**

- Are reports made timely to the Division of Criminal Justice Services?  
  - Yes  
  - No

- Has the court received any notices regarding late reporting?  
  - Yes  
  - No

**Reports to the Justice Court Fund**

- Are reports made timely to the Justice Court Fund?  
  - Yes  
  - No

- Do reported amounts agree with docket dispositions and case files?  
  - Yes  
  - No

- Do reported amounts agree with cash receipt and disbursement books?  
  - Yes  
  - No

  *Last report submitted:* Month Ending: Jan. 2020  
  *Date:* 2/17/2020  
  *Amount:* $7,457

- Has the court received any notices regarding late reporting?  
  - Yes  
  - No

  *If yes, why were the reports late and what corrective actions were taken?*

See accompanying Independent Accountant’s Report on applying Agreed Upon Procedures.
Annual Checklist for Review of Justice Court Records

Reporting to the Department of Motor Vehicles - TSLED Program

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

Yes √ No

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

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

√ See comment 5 (attached).

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

Overall Evaluation

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


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### Appendix 10 – Annual Checklist for Review of Justice Court Records

<table>
<thead>
<tr>
<th>Name of Municipality:</th>
<th>Town of Pittsford, New York Justice Court</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month Reviewed:</td>
<td>1/1/2019 Through 12/31/2019</td>
</tr>
<tr>
<td>Name of Justice:</td>
<td>Justice Robert Shaddock</td>
</tr>
<tr>
<td>Review Performed By:</td>
<td>Bonadio &amp; Co., LLP</td>
</tr>
<tr>
<td>Date</td>
<td>2/19/2020</td>
</tr>
</tbody>
</table>
# Annual Checklist for Review of Justice Court Records

## Cash Receipts Book

- Are pre-numbered receipt forms issued for all collections?  
  - Yes ☑  
  - No ☐
- Are duplicate receipts kept for court records?  
  - Yes ☑  
  - No ☐
- Are receipts recorded up-to-date?  
  - Yes ☑  
  - No ☐
  
  **Last recorded receipt:**  
  - # 8502921  
  - Date 2/19/2020  
  - Amount $200  
- Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection?  
  - Yes ☑  
  - No ☐
- Are deposits identified?  
  - Yes ☑  
  - No ☐
- Are duplicate deposit slips kept for court records?  
  - Yes ☑  
  - No ☐
- Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?  
  - Yes ☑  
  - No ☐
- Are deposits recorded up-to-date?  
  - Yes ☑  
  - No ☐
  
  **Last recorded deposit:**  
  - Date 3/18/2020  
  - Amount $215  
- Is the receipt book totaled and summarized at the end of each month?  
  - Yes ☑  
  - No ☐
  
  **Last Month Totaled and Summarized Jan, 2020**

## Cash Disbursements Book

- Are pre-numbered checks used for all disbursements other than petty cash?  
  - Yes ☑  
  - No ☐
- Are all checks signed by the Justice?  
  - Yes ☑  
  - No ☐
- Are canceled checks (or check images) returned with bank statements and kept for court records?  
  - Yes ☑  
  - No ☐  
  - See comment 1(attached),
- Are checks recorded up-to-date?  
  - Yes ☑  
  - No ☐
  
  **Last recorded check:**  
  - # 206  
  - Date 3/7/2020  
  - Amount $4,995

## Bank Reconciliations

- Are bank accounts reconciled promptly after bank statements are received?  
  - Yes ☑  
  - No ☐  
  - See comment 3(attached).
  
  **Last Bank Reconciliation for Each Bank Account:**  
  - Date Performed N/A  
  - Month Ending 1/31/2020

## Additional Supporting Records

- Is a list of bail maintained?  
  - Yes ☑  
  - No ☐
- Is a record of uncollected installment payments maintained?  
  - Yes ☑  
  - No ☐  
  - See comment 3(attached).

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Annual Checklist for Review of Justice Court Records

Dockets and Case Files

- Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?  
  Yes  No

  ✓  ❌

- Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address.
  Yes  No

  ✓  ❌

- Do dockets for disposed cases appear to be complete?
  Yes  No

  ✓  ❌

- Do dockets for disposed cases agree with amounts reported?
  Yes  No

  ✓  ❌

Cash Book Reconciliation

- Is the cash book reconciled to the adjusted bank balances at the end of each month?
  Yes  No

  ✓  ❌

- Does the cash book total agree with the bank reconciliation and supporting information?
  Yes  No

  ✓  ❌

  See comment 4 (attached).

  Last Cash Reconciliation:
  Date Performed: N/A  Month Ending: 1/31/2020

Reports to the Division of Criminal Justice Services

- Are reports made timely to the Division of Criminal Justice Services?
  Yes  No

  ✓  ❌

- Has the court received any notices regarding late reporting?
  Yes  No

  ✓  ❌

  If yes, why were the reports late and what corrective actions were taken?

Reports to the Justice Court Fund

- Are reports made timely to the Justice Court Fund?
  Yes  No

  ✓  ❌

- Do reported amounts agree with docket dispositions and case files?
  Yes  No

  ✓  ❌

- Do reported amounts agree with cash receipt and disbursement books?
  Last report submitted: Month Ending: Jan 2020  Date: 3/1/2020  Amount: $4,995
  Yes  No

  ✓  ❌

- Has the court received any notices regarding late reporting?
  Yes  No

  ✓  ❌

  If yes, why were the reports late and what corrective actions were taken?


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Annual Checklist for Review of Justice Court Records

Reporting to the Department of Motor Vehicles - TSLED Program

► Has the court received any notices regarding pending cases?
   Yes  No
   If yes, why were the cases pending and what corrective actions were taken, if any. o  ✓

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

► Are reports from TSLED to the court maintained and utilized?
   Last TSLED Report Available: Date Available Online
   See comment 5 (attached). o  ✓
   Note: Courts can access reports online from TSLED at any time.

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

Overall Evaluation

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


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Appendix 10 – Justice Court Comments to Checklist

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

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

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

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

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

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

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

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

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

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

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

I move that the Town Board approve the Recreation Department’s 2020 fall programs and authorize the Town Supervisor to sign instructor contracts as required.
Town of Pittsford – Recreation Department  
New Proposed Programs for Fall 2020

Rochester Kings Flag Football  
Felix Joyner

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

Rochester Kings Football Camp  
Felix Joyner

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

Mommie & Me Dance  
Alexis Mueller

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

Irish Dance for Little Leprechauns  
Amy Coppola

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

TEEN Journey  
Joanne Cercone

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

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

Pump up with PIIT: Cross Training Conditioning
Amy Coppola

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

Kids Yoga
Mariah Mueller

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

Tween Yoga
Mariah Mueller

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

Teen Yoga
Mariah Mueller

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

Dress for YOU
Joanne Cercone

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

Caring for Aging Parents
Marsha Raines

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

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

Qigong for Health & Healing  
Usha Shah

Qigong is an energy healing practice from traditional Chinese medicine developed more than 5,000 years ago. The term Qi means energy that flows through the entire person – body, mind and spirit. Its gentle movements stretch and strengthen muscles, improve balance and flexibility, and reduces inflammation in joints. This movement helps to improve the circulation of blood and oxygen throughout the body and helps to release toxins and emotions. The session will include slow, controlled, gentle movements that are easy to learn with emphasis on awareness and deep breathing.
# Town of Pittsford – Recreation Department
## Proposed Programs for Fall 2020

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

**Youth & Teen**

The After School Program  Recreation Staff
Sports Birthday Parties  Recreation Staff
Martial Arts Birthday Parties  James Creighton
Rochester Foam Dart League Birthday Parties  Rochester Foam Dart League
Kid’s Night Out  Recreation Staff
Teen Activity Nights  Recreation Staff
December Fun Camp- Winter Wonderland!  Recreation Staff
Superintendent’s Conference Day Fun Camp- Unbirthday  Recreation Staff
Columbus Day Fun Camp- Time Warp!  Recreation Staff
Veteran’s Day Fun Camp- Mysteries, Maps & Riddles  Recreation Staff
Mad Science of WNY: Junior Scientist  Mad Science Instructor
Mealtine Manners  Etiquette Chics
"Frozen" Tea Party  Etiquette Chics
Space War’s Robotics – Snapology!  Snapology of Pittsford
Combat Robots – Snapology!  Snapology of Pittsford
Snapology’s Minecraft Advance  Snapology of Pittsford
Cupcake Creations  Anette Messer
American Girl Doll Club  Sherry Murray
Disney's Moana JR.  Edward Rocha
Disney's The Little Mermaid  Edward Rocha
Private Voice Lessons- Online  Edward Rocha
Carnival of the Animals- Online  Edward Rocha
Broadway Babies- Online  Edward Rocha
Story Drama- Online  Edward Rocha
We are Santa’s Elves- Online  Edward Rocha
Private Piano Lessons  Beth Werner
American Red Cross – Babysitter’s Training
Domenic Danesi
Safety First for Children
Domenic Danesi
SAT Prep Course
Kelli Loucks & Paige LaBarr
First Aid for Kids
EPIC Trainings
TEEN Journey
Joanne Cercone
Pittsford Ballet Pre-Ballet
Karen Hanson
Pittsford Ballet School
Karen Hanson
Ballet/Tap
Alexis Mueller
Teen Tap
Alexis Mueller
Irish Dance: The Reel Sport
Amy Coppola
Pump up with PIIT: Cross Training Conditioning
Amy Coppola
Kids Yoga
Mariah Mueller
Tween Yoga
Mariah Mueller
Teen Yoga
Mariah Mueller
FIT Kids: Fencers in Training
Rochester Fencing Club Staff
Junior Tennis
Jeff Wagstaff
Indoor Junior Tennis
Jeff Wagstaff
Indoor Tennis
Jason Speirs
Soccer Shots for Youth
Soccer Shots Staff
Rochester Kings Football Camp
Felix Joyner
Flag Football for Teens
Michael Carney
Ultimate Frisbee
Michael Carney
Edge11 Elementary Soccer Academy
Edge11 Soccer Staff
Jump, Spin and Spiral
Annie Mateya
Martial Arts for Youth
James Creighton
A Horse’s Friend: Horsemanship
A Horse’s Friend
Horserack Lessons for Children
Park Place Farms
Intro to Skating and Youth Hockey
Perinton Youth Hockey
Skating 101
Bill Gray’s Iceplex
Football Strength & Conditioning
Keith Molinich
Cross Country
Christopher Compson
Adult Programs

Guided Hikes on Pittsford Trails
Making Soap the Easy Way
Basic Cold Process Soap
Bath Salts
Bath Fizzies
Pamper Those Tootsies!
Antiques and Collectibles
Fabulous Furnishings
All-Occasion Card Class
Simply Citrus Card Class
Gorgeous Posies Cards Class
Holiday Cards, Tags and Treats
Bridge: Play of the Hand Continued
Bridge: Beginning Bridge: Let’s play
Bridge: Defense Part 2
Bridge for the Advancing Player: Structured Play Cont.
Pittsford Ballet School
Adult Tap Dance
Belly Dance
Pre-Licensing 5 Hour Course
Defensive Driving
American Red Cross CPR/AED
American Red Cross First Aid
Becoming a Notary Public
Learn A New Language: Spanish
Dress for YOU
Caring for Aging Parents
Martial Arts for Adults
Women’s Self-Defense Class
Martial Arts for Women
Debbie McVean Aerobics
Pilates

Recreation Staff
Beth Byrne
Beth Byrne
Beth Byrne
Beth Byrne
Beth Byrne
Price Prazar
Peggi Heissenberger
Pat Miller
Pat Miller
Pat Miller
Pat Miller
Mary Lyke
Mary Lyke
Mary Lyke
Mary Lyke
Karen Hanson
Alexis Mueller
Deborah Robinson
Jon DelVecchio
Cindy St. George
EPIC Trainings
EPIC Trainings
Kristin Cavallaro
Lourdes de la Colina-Scofield
Joanne Cercone
Marsha Raines
James Creighton
James Creighton
Tracy Maggio & Barb Malley
Debbie McVean
Eva Pazral
<table>
<thead>
<tr>
<th>Event</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yoga</td>
<td>Eva Pazral</td>
</tr>
<tr>
<td>Yoga Therapy</td>
<td>Kaitlyn Vittozzi</td>
</tr>
<tr>
<td>BollyX</td>
<td>Madhvi Bansal</td>
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<tr>
<td>Men's Adult Soccer League</td>
<td>Recreation Staff</td>
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<tr>
<td>Introduction to Pickleball</td>
<td>Larry Shearer</td>
</tr>
<tr>
<td>Chakra Meditation with Reiki</td>
<td>Gina Pietropaoli</td>
</tr>
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<td>Gina Pietropaoli</td>
</tr>
<tr>
<td>Reiki Level 1 Training</td>
<td>Gina Pietropaoli</td>
</tr>
<tr>
<td>Power of Meditation &amp; Mindfulness</td>
<td>Usha Shah</td>
</tr>
<tr>
<td>Qigong for Health &amp; Healing</td>
<td>Usha Shah</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: Pittsford Town Board

From: Cheryl Fleming, Personnel Director

Date: July 27, 2020

Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: August 4, 2020

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Reason for Change</th>
<th>Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria Cleary</td>
<td>Rec Asst II</td>
<td>Promo – Additional title</td>
<td>$12.60</td>
<td>07/20/2020</td>
</tr>
</tbody>
</table>

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

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