TOWN BOARD AGENDA

Tuesday, September 21, 2021 – 6:00 pm
Town Hall – 11 S. Main Street, Pittsford – Lower Level

Call to Order

Pledge of Allegiance

Presentation by Rochester Gas & Electric on Reducing Power Outages

Minutes
Approval of Minutes of Meeting of September 8, 2021

Financial Matters
Public Comment
Surplus
Vouchers

Operational Matters
Public Comment
Spectrum ISP Proposal
Transportation Alternatives (TAP) Grant Program

Personnel Matters
Public Comment
Hiring Resolution

Other Business
Report to Board on Town’s Pollinator Corridor Project

Expansion of Town’s Composting Program
  - Presentation by Environmental Board
  - Board Discussion

Public Comment

Adjournment

Instructions for attending and offering comments on attached page 2
PUBLIC MEETINGS OF THE TOWN BOARD at TOWN HALL NOW RESUME

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

Comments:
As always, comments are open to Pittsford residents, owners of property in the Town who pay Town taxes, owners of 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/FcqTL0OYMGU6WlccUApvUL3twz4dm9V/stream/819?fullscreen=false&showtabssearch=true&autostart=true

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

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

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

and, in addition,

- at any time during the meeting by email to comments@townofpittsford.org

- All comments submitted should include the name and street address of the commenter. Comments from residents will be read by the Town Clerk at the appropriate point of the meeting.

2. On-Demand Video

As always, video will be uploaded to our cable access station’s streaming portal within 48 hours of the meeting. It is available on demand. You can see it here:
https://videoplayer.telvue.com/player/FcqTL0OYMGU6WlccUApvUL3twz4dm9V/stream/690?fullscreen=false&showtabssearch=true&autostart=true
Minutes of the Town Board for September 8, 2021

DRAFT
TOWN OF PITTSFORD
TOWN BOARD
SEPTEMBER 8, 2021

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

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

ABSENT: None

ALSO PRESENT: Staff Members: Jessie Hollenbeck, Director of Recreation; Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Shelley O’Brien, Communications Director; and Spencer Bernard, Chief of Staff.

ATTENDANCE: There was 1 additional staff member, along with 3 members of the public in attendance.

Supervisor Smith called the Town Board meeting to order at 6:02 P.M. and invited all to join in the Pledge to Flag.

SUPERVISOR’S ANNOUNCEMENTS

1. The first day of school is tomorrow, Supervisor Smith wished all students and staff good luck in the coming school year. He reminded drivers to be especially cautious as students will be walking and buses will be back on the roads, and to please avoid speeding.

2. Pittsford’s Food Truck festival will be on Saturday, September 18 from Noon to 9pm. Events will include the Pittsford Youth Services Duck Drop at 3:30 pm, a Pittsford Crew rowing exhibition in the morning, live music and activities for both grown-ups and kids alike. The event will also mark the 25th anniversary of the Greenprint Plan.

3. Due to concerns regarding the number of electrical outages in Pittsford, Supervisor Smith announced that the Operation Manager of RG&E will attend the 9/21 Town Board meeting to answer questions and discuss what RG&E is doing to reduce power outages outages in Pittsford.

4. Reminder to take a moment to reflect on the lives lost in the September 11 attacks as we remember them on 20 years later. The Town will have appropriate recognitions.

PUBLIC HEARING FOR LOCAL LAW NO. 2 OF 2021: ADDING CHAPTER 7 TO THE TOWN OF PITTSFORD MUNICIPAL CODE TO BE ENTITLED “CODE OF ETHICS”

Supervisor Smith opened the Public Hearing and asked if any members of the public wishes to speak. Mary Moore, Lee Fox, Franco De Nicola, Geoffrey Silkey, Kathleen M. Gill, Tharaha Thavakumar and Michael Slade offered comments. Supervisor Smith then asked if any additional members of the public wished to speak, hearing none; he declared the public hearing closed.

Supervisor Smith then asked if any board members had any comments they would like to make. Councilmember Beckford remarked that he was appreciative of the discussions at the last board meeting working through all the different parts of the code and is comfortable with moving forward with it as is. Councilmember Koshykar commented if any staff or members of the public see something was missed please bring it to the attention of the board members as code can be changed. Councilmember Townsend offered her thanks to her colleagues, members of staff and the public who were engaged in the process. She further commented that as a Town we should be proud, this code is definitely groundbreaking within New York with the inclusion of social media in it. Supervisor Smith also offered his thanks to the bipartisan committee that worked on the code. He noted that after decades with the current Ethics Code in place, the great strength of the revision is that it puts in writing for all to see the way we conduct ourselves, and have conducted ourselves, here at Pittsford Town Hall, that residents can...
Minutes of the Town Board for September 8, 2021

now see, in writing, how we operate, not just be able to rely on the fact that we’ve done things that way for so many years. Supervisor Smith then made a motion to adopt Local Law No. 2 of 2021, seconded by Councilmember Beckford and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

WHEREAS, true and correct copies of proposed Local Law No. 2 of 2021: Adding Chapter 7 to the Town of Pittsford Municipal Code to be entitled “Code of Ethics,” were placed upon the desks of all members of the Town Board of the Town Board, New York, more than seven (7) calendar days, exclusive of Sunday, prior to the 8th day of September, 2021; and

WHEREAS, there was duly published in a newspaper previously designated as an official newspaper for publication of public notices, and posted upon the bulletin board maintained by the Town Clerk pursuant to § 40(6) of the Town Law, a notice of public hearing to the effect that the Town Board would hold a public hearing on the 8th day of September, 2021, at 6:00 P.M., Local Time, on said Local Law No. 2 of 2021; and

WHEREAS, the said public hearing was duly held on the 8th day of September, 2021, at 6:00 P.M., Local Time, at Town Hall, 11 South Main Street, Pittsford, New York, and all persons present were given an opportunity to be heard, whether speaking in favor of or against the adoption of said Local Law No. 2 of 2021; and

WHEREAS, subsequent to the closing of said public hearing, and after all persons interested had been heard, the Town Board considered the adoption of said Local Law No. 2 of 2021; and

WHEREAS, it was the decision of the Town Board that said Local Law No. 2 of 2021 should be adopted.

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

RESOLVED, that Local Law No. 2 of 2021: Adding Chapter 7 to the Town of Pittsford Municipal Code to be entitled “Code of Ethics,” be adopted by the Town Board of the Town of Pittsford, New York, to read as annexed hereto; and it was further

RESOLVED, that within twenty (20) days subsequent to the 8th day of September 2021, there shall be filed with the Secretary of State one certified copy of said Local Law No. 2 of 2021.

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

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

LOCAL LAW NO. 2 OF 2021:

THE ADOPTION OF PROPOSED LOCAL LAW NO. 2 OF 2021:
ADDING CHAPTER 7 TO THE TOWN OF PITTSFORD MUNICIPAL CODE TO BE ENTITLED “CODE OF ETHICS”

Section 1. Purpose.

Pursuant to the provisions of section 806 of the New York State General Municipal Law, the Town Board of the Town of Pittsford recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. Officers and employees of the Town of Pittsford hold their positions to serve and benefit the
public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official duties. It is the purpose of this local law to establish clear and reasonable standards of ethical conduct for the officers and employees of the Town of Pittsford. This code of ethics establishes those standards.

Section 2. Definitions.

(a) “Municipal Officer or Employee” means an individual officer or employee of the Town of Pittsford, whether paid or unpaid, including members of any administrative or advisory board or committee thereof.
(b) “Relative” means a spouse, parent, step-parent, sibling, step-sibling, child, step-child or member of a household of a municipal officer or employee.
(c) “Interest” means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the Town or part of the Town. A municipal officer or employee is deemed to have an interest in any organization when the individual, the individual’s spouse, or a member of the individual’s household, is an owner, partner, member, officer, director or employee of the organization, or directly or indirectly owns or controls more than 5% of the organization’s outstanding stock.

Section 3. Applicability.

This code of ethics applies to every municipal officer and employee and shall supersede any prior municipal code of ethics. The provisions of this code of ethics shall apply in addition to all applicable state and local laws relating to conflict of interest and ethics, including but not limited to, article 18 of the General Municipal Law and all rules, regulations, policies, and procedures of the Town.

Section 4. Prohibition on personal gain.

Municipal officers and employees shall not use a municipal position or official powers and duties to secure a financial or material benefit for themselves, a relative, or any private organization in which they are deemed to have an interest. Earned compensation or experience from job performance shall not be considered a financial or material benefit.

Section 5. Disclosure of interest in legislation and other matters.

Whenever a matter requiring the exercise of discretion, as opposed to ministerial action, comes before a municipal officer or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to the municipal officer or employee, a relative, or any private organization in which the individual is deemed to have an interest, the municipal officer or employee shall disclose the nature of the interest. In the case of a non-elected municipal officer or employee, written disclosure shall be made to the individual’s supervisor or to the Director of Human Resources when the matter requiring disclosure first comes before the municipal officer or employee, or when such person first acquires knowledge of the interest requiring disclosure, whichever is earlier. In the case of an elected municipal officer or employee, disclosure shall be made publicly at a meeting of the Town Board and shall be included in the minutes of the meeting.
Section 6. Recusal.

A municipal officer or employee shall not participate in any decision or take any official action on any matter requiring the exercise of discretion, where the individual knows, or has reason to know, that the decision or action could confer a direct or indirect financial or material benefit on that person, a relative, or any private organization in which the person is deemed to have an interest. Where a board member recuses, board power or duty shall be exercised by the other board members, subject to law. Where an individual municipal officer recuses, municipal power or duty shall be performed by the recusing officer’s deputy or a substitute to whom the function is lawfully delegated. Where an individual municipal employee recuses, the recusing person must report the matter to such person’s immediate supervisor, who shall designate another officer or employee to perform the power or duty.

Section 7. Investments in conflict with official duties.

During service or employment with the Town, no municipal officer or employee may acquire any investments which can be reasonably expected to require more than sporadic recusal under this code or which would otherwise impair such person’s independence of judgment when exercising or performing official powers and duties. Any other investments may be acquired, including (a) real property located within the Town and used for personal residence; (b) less than five percent of the outstanding stock or other ownership interest of a business entity; (c) bonds or notes issued by the Town and acquired more than one year after the date on which the bonds or notes were originally issued; or (d) pooled funds in which the municipal officer or employee participates but which such person does not direct.

Section 8. Private employment in conflict with official duties.

No municipal officer or employee, during the individual’s tenure with the Town, may engage in any private employment which (a) can be reasonably expected to require more than sporadic recusal under this code or disclosure or use of confidential information gained by the individual’s service for the Town; (b) violates section 805-a(1)(c) or (d) of the General Municipal Law regarding an agreement for the compensation of services related to any matter before the Town or any of its boards; or (c) requires representation of a person or organization other than the Town in a matter in which the Town is a party.

Section 9. Future employment.

After a municipal officer’s or employee’s service or employment with the Town has terminated, no such individual may represent or render services to a private person or organization before any Town board or officer in connection with any particular transaction in which the individual personally and substantially participated while serving as a municipal officer or employee.

Section 10. Personal representations and claims permitted.
This code shall not be construed as prohibiting present or former municipal officers or employees from (a) representing themselves, or their relatives, before the Town; or (b) asserting any claim, account, demand, or suit against the Town or any board or officer thereof, on behalf of themselves or their relatives, arising out of any personal injury or property damage claims, or for any lawful benefit authorized or permitted by law.

Section 11. Town resources.

Town resources, including but not limited to, Town personnel, money, vehicles, equipment, and materials, shall be used solely for lawful municipal purposes, and not for personal or private purposes or for partisan political matters. This provision shall not be construed as prohibiting (a) the use of Town resources authorized by law, Town policy, or board resolution; (b) the use of Town resources for personal or private purposes when provided to a municipal officer or employee as part of the officer’s or employee’s compensation; or (c) the occasional and incidental use during the business day of municipal telephones and computers for necessary personal matters.

Section 12. Interest in contracts.

No municipal officer or employee may have an interest in a contract with the Town prohibited by section 801 of the General Municipal Law. Any such interest shall be disclosed as required by section 803 of the General Municipal Law.

Section 13. Nepotism.

No municipal officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline, or discharge a relative for any position with the Town or any of its boards, nor may a municipal officer or employee supervise a relative in the performance of the relative’s official powers and duties. For purposes of this section only, the term “relative” shall extend beyond its definition to include any person with whom a municipal officer or employee has a romantic relationship.

Section 14. Political solicitations and activities.

(a) No municipal officer or employee shall directly or indirectly compel or induce a subordinate municipal officer or employee to make or promise to make any political contribution, whether by gift of money, service, or other thing of value.

(b) No municipal officer or employee may act or decline to act in relation to appointing, hiring, promoting, discharging, disciplining, or in any manner changing the official rank, status, or compensation of any other municipal officer or employee, or applicant thereof, on the basis of the giving or withholding of any political contribution.

(c) No municipal officer or employee shall knowingly solicit or receive a political contribution from any person with a pending application, bid or contract subject to a vote by that municipal officer or employee as a member of a board.

(d) No municipal officer or employee shall use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.
(e) No municipal officer or employee may engage in partisan political activities while on duty.

(f) No municipal officer or employee may at any time use Town media or communications to further any partisan political activities. The use of Town media or communications to inform Town residents of Town activities affecting them shall not be considered “partisan political activities.” Social media or other communications platforms created by a municipal officer or employee for such person’s own use as a municipal officer or employee shall not be considered “Town media or communications.” The Town shall not share postings from a social media platform of an elected municipal officer or employee on the Town’s own media or communications platforms, except for emergencies affecting public safety.

Section 15. Confidential information.

No present or former municipal officer or employee shall disclose confidential information acquired in the course of the officer’s or employee’s official duties or use it to further anyone’s personal interest, unless such disclosure or use is required by law. Confidential information includes, but is not limited to, matters and documents discussed in an executive session of a Town board, and any other information not lawfully available to the public whether by Freedom of Information Law request or otherwise.

Section 16. Gifts.

No municipal officer or employee shall directly or indirectly solicit any gift, or accept any gift or multiple gifts from the same donor having an annual aggregate value of seventy-five dollars or more, whether in the form of money or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence the individual in performing official duties or was intended as a reward for any official action on the individual’s part. For purposes of this section, the word “gift” shall exclude any gift from family members motivated by the familial relationship, a gift given on special occasions which is modest and customary, unsolicited promotional material of little intrinsic value, awards having a value of seventy-five dollars or less which are publicly presented in recognition of public service, meals and refreshments provided at a job-related conference, or attendance at local social events or activities that fulfill a public purpose or are open to the general public, nor shall a contribution to a campaign finance committee of a municipal officer or employee be considered a “gift.”

Section 17. Exceptions.

A municipal officer or employee may contract with, invest in, or otherwise participate in the following activities:

(a) a contract with a person, firm, corporation, or association that transacts business with the Town if the activity would be prohibited solely because the municipal officer or employee is employed by the person, firm, corporation, or association, if the remuneration of employment will not be directly affected as a result of the contract and the duties of employment do not directly involve the procurement, preparation or performance of any part of the contract;

(b) the purchase by the Town of real property, or an interest in real property, owned by a municipal officer or employee, provided that the purchase and consideration for the purchase is approved by order of the Supreme Court upon petition of the Town Board, in accordance with section 802(1)(d) of the General Municipal Law;
(c) the acquisition of real property, or an interest in real property, through condemnation proceedings in accordance with law;
(d) a contract in which the municipal officer or employee has an interest if the contract was entered into prior to the time the municipal officer or employee was elected or hired, but the contract should not be renewed unless the contract meets the requirements for exception (a) above;
(e) a contract with a business entity in which a municipal officer or employee has less than five per cent ownership of the outstanding stock or other ownership interest; and
(f) a contract for payment of no greater than a reasonably documented market rent for rooms owned or leased by a municipal officer or employee for use as an office or chamber for the performance of official duties.

Section 18. Distribution of this code.

The Town Supervisor shall cause a copy of this code of ethics to be distributed to every municipal officer and employee and made available to the public by posting it on the Town’s official website within 30 days of the effective date of this local law. Each municipal officer or employee who is elected, hired, or appointed thereafter shall be furnished a copy of this code before entering upon official duties, and shall acknowledge receipt of same in writing. The failure of a municipal officer or employee to receive a copy of this code or acknowledge receipt thereof in writing shall not affect either the applicability or enforceability of this code or any amendment thereto.

Section 19. Enforcement.

Any non-elected municipal officer or employee who knowingly and intentionally violates this code may be disciplined, suspended, removed, or terminated pursuant to policies and procedures set forth in the Town Employee Handbook and Personnel Rules. The Town Board may consider a resolution to reprimand any Town Board member for knowingly and intentionally violating this code. Any such resolution shall be introduced, considered and discussed only in executive session. If the Town Board chooses not to proceed to a vote, it shall announce only that a reprimand under the ethics code was considered and rejected. Any vote shall be public, on the resolution “that the reprimand discussed in executive session be approved.” If approved, the resolution will be entered into the record of the meeting as naming the person reprimanded and the section of the ethics code violated. All municipal officers and employees shall keep strictly confidential all aspects of any claim of violation of this ethics code. No municipal officer or employee shall bring, or assist or participate in bringing, a frivolous or unsubstantiated claim of violation of this code. No municipal officer or employee shall retaliate against an individual who makes a good faith claim of violation of this Ethics Code.

Section 20. Effective date.

This ethics code shall take effect immediately upon filing of this local law with the Secretary of State.

MINUTES OF THE AUGUST 17 TOWN BOARD MEETING APPROVED

Councilmember Munzinger noted a misspelling of Bonadio in the heading for their presentation. Thereafter, subject to that correction, a Resolution to approve the Minutes of the Town Board Meeting of August 17, 2021 as edited was offered by Councilmember Townsend, seconded by Councilmember Munzinger, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Absent: none. Nays: none.

The Resolution was declared carried as follows:
RESOLVED, that the Minutes of the August 17, 2021 Town Board meeting are approved as edited.

FINANCIAL MATTERS
PUBLIC COMMENTS
There was no public comment regarding Financial Matters.

SURPLUS INVENTORY APPROVED
A Resolution to approve the proposed inventory for the Town Board to declare surplus and to be removed from the Town’s inventory was offered by Councilmember Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:
RESOLVED, that the following equipment items be declared surplus/junk and be removed from the Town’s inventory.

<table>
<thead>
<tr>
<th>Asset #</th>
<th>Year</th>
<th>Description</th>
<th>Dept.</th>
<th>Cost</th>
<th>Disposition</th>
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### Minutes of the Town Board for September 8, 2021

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Minutes of the Town Board for September 8, 2021

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PERSONNEL MATTERS

PUBLIC COMMENTS

No comments were offered.

HIRING/PERSONNEL ADJUSTMENTS APPROVED

A Resolution to approve the recommendations for new hires and status and/or salary changes was offered for approval by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:
RESOLVED, that the following employees are approved as new hires based on the recommendation of the Functional Coordinators for these areas:

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept</th>
<th>Position</th>
<th>Rate</th>
<th>Date of Hire</th>
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<tbody>
<tr>
<td>Carlos Chediak</td>
<td>REC</td>
<td>Rec Assistant–RPT</td>
<td>$14.40</td>
<td>09/13/2021</td>
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<td>David Cristofaro</td>
<td>Animal Control</td>
<td>Animal Control–RPT</td>
<td>$6000/yr. + $50/day back-up</td>
<td>09/13/2021</td>
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</tbody>
</table>

PUBLIC COMMENT

No comments were offered.

OTHER BUSINESS

Supervisor Smith asked if Board Members had any additional business they wished to discuss.

Councilmember Beckford commented about the possibility of creating a historical home tour on the Town’s website that could also be a driving tour. He mentioned that as preparation of the 2022 budget continues that the Town remains cognizant of the minimum wage paid to those employees who are not seasonal help. Councilmember Beckford further commented that he hopes the Town will be able to host Martin Luther King Jr. after having to miss 2021 due to Covid-19.
Councilmember Townsend inquired about adding more speed indicator signs to the 2022 budget because many constituents have reached out to her regarding the issue of speeding in their neighborhoods. Supervisor Smith noted that additional speed indicators are being included in the budget the Town is preparing for public review for 2022. Councilmember Townsend mentioned also that some residents report feral cats in their yards and neighborhoods. She asked how the Town could work with these residents to mitigate the problem. She also commented that the Town could create an education campaign to encourage mask wearing in light of the continuing pandemic.

Councilmember Koshiykar asked about a written budget process. Supervisor Smith noted that the Town’s budget process has been posted on the Town’s website for weeks. She asked about the aftermath of a recent party in the Wren Field Open Space that disrupted the neighborhood in the middle of the night. Supervisor Smith noted posting of signs by Town staff, and that the Sheriff’s Office had responded to his request for action regarding those responsible and prevention of further incidents. He noted the Sheriff’s officers’ observations that it is difficult to enforce matters like this because new State law requires that offenders be released with only an appearance ticket, which most ignore and that the Sheriff’s Office does not have the personnel to go after missed appearance tickets. Councilmember Koshiykar asked about public sessions to discuss use of ARPA funds, about information on farming practices, which the chief of Staff promised for the next meeting, about derelict buildings on Mitchell Road, for which Code Compliance Officer Cline provided an update, and about the proposed Canal Clearcutting by the State. Supervisor Smith related all of the Town’s actions to stop the clearcutting and the next steps.

Councilmember Munzinger noted that the Pittsford Little League has reported to her and to the County Sheriff significant vandalism of its fields and property over the summer, amounting to thousands of dollars in damage. She encouraged members of the public to come forward if they hear or see something.

With no further business, the meeting adjourned at 7:26 p.m.

Respectfully submitted,

Renee McQuillen
Town Clerk
MEMORANDUM

To: Pittsford Town Board
From: Brian Luke, Director of Finance
Date: September 16, 2021
Regarding: Surplus Inventory
For Meeting On: September 21, 2021

Attached is a list of surplus inventory for the Town Board to declare surplus in order for it to be removed from the Town’s inventory.

Be it resolved, that the attached list of equipment be declared surplus and be removed from the Town’s inventory.

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<th>Year</th>
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<th>Department</th>
<th>Cost</th>
<th>Disposition</th>
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# Accounts Payable Listing

**For Town Board Approval**

**September 2021**

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<th>Inv #</th>
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FOR TOWN BOARD APPROVAL
SEPTEMBER 2021

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## SEPTEMBER 2021

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**VENDOR TOTAL** 213.17

**VENDOR TOTAL** 5,031.06
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SEPTEMBER 2021

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# ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
SEPTEMBER 2021

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|                       | PJS | 152887 | P0119300 | PAINT SUPPLIES                            | 65.13  |
|                       | PJS | 152987 | P0118972 | PAINT AND SUPPLIES                        | 418.33 |
|                     |         |       |          | **VENDOR TOTAL**                         | **533.32** |

| HADLOCK'S ACE HARDWARE | PJS     | 153030 | 0000613 | MAP GAS, LOCKS                           | 47.97  |
|                       | PJS     | 153030 | 0000614 | MAP GAS, LOCKS                           | 49.98  |
|                       | PJS     | 153034 | 0000605 | ROTATING SAW, BLADES AND CHARGER         | 320.97 |
|                       | PJS     | 153060 | 0000618 | O RING SWEEPER, TANK SPRAYER             | 87.54  |
|                       | BWL    | 153017 | 000582  | MALLET AND STAPLE GUN                    | 41.98  |
|                       | PJS     | 152909 | 0000590 | BEE SPRAY                                | 30.36  |
|                       | PJS     | 152688 | 00562   | MAG DRILL                                | 1,926.98 |
|                       | PJS     | 152697 | 000557  | HAMMERS                                  | 141.08 |
|                       | PJS     | 152694 | 000558  | BEE SPRAY                                | 15.98  |
|                       | PJS     | 152844 | 000570  | BEE SPRAY                                | 15.00  |
|                     |         |       |          | **VENDOR TOTAL**                         | **2,677.84** |

| HANSON               | JRH     | 152875 | 092021/HANSON(SUMMER) | PITTSFORD BALLET INSTRUCTOR PAYMENT | 793.43 |

**Note:** All amounts are in USD.
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SEPTEMBER 2021

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**VENDOR TOTAL**       | **140.00** |
**VENDOR TOTAL**       | **1,366.85**
## ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
SEPTEMBER 2021

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## ACCOUNTS PAYABLE LISTING

FOR TOWN BOARD APPROVAL

SEPTEMBER 2021

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**VENDOR TOTAL**

- **J. O'CONNELL & ASSOCIATES, INC.** 3,600.00
- **JAMES JACOBS MASONRY CONT., LLC** 575.00
- **JESSIE HOLLENBECK - PETTY CASH** 51.40
- **JOHN CLIFFORD SALES** 47.00
- **JOHNSON CONTROLS FIRE PROTECTION LP** 448.20
- **JONES** 302.72
- **KAMAN INDUSTRIAL TECHNOLOGIES CORPORATION** 1,184.45
- **KAWCZYNSKI** 330.00

**TOTAL VENDOR AMOUNT:** 1,127.28
## ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
SEPTEMBER 2021

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## ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
SEPTEMBER 2021

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## ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
SEPTEMBER 2021

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## Accounts Payable Listing

**For Town Board Approval**  
**September 2021**

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<th>Vendor Name</th>
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<th>Voucher No</th>
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**Vendor Total**  
- Pittsford Central Schools: 1,034.27
- Plug & Pay Technologies: 50.48
- PMG Pizza LLC: 184.00
- Power Drives, Inc.: 376.19
- Powers Farm Market: 439.75
- Pulse Occupational Medicine of Rochester: 1,941.00
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### ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
SEPTEMBER 2021

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<th>VENDOR NAME</th>
<th>VOUCHER NO</th>
<th>INV #</th>
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**VENDOR TOTAL**
- SWANK MOTION PICTURES INC: $15,289.23
- T. MINA SUPPLY EAST, INC.: $5,676.34
- THOMSON REUTERS - WEST: $281.40
- TOSHIBA BUSINESS SOLUTIONS: $1,308.37
- TRANE DIV OF AMERICAN STANDARD: $971.26
- ULINE INC.: $1,054.94
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## Accounts Payable Listing

For Town Board Approval

September 2021

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## ACCOUNTS PAYABLE LISTING FOR TOWN BOARD APPROVAL
### SEPTEMBER 2021

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W. B. MASON CO., INC.
- **Description:** General Office Supplies
- **Amount:** 42.59
- **Voucher No:** 152980
- **Inv #:** 223035613

WAGSTAFF
- **Description:** Junior Tennis Camp Instructor Payment
- **Amount:** 420.00
- **Voucher No:** 152873
- **Inv #:** 092021/WAGSTAFF(SUMMER)

WARD
- **Description:** Mileage Reimbursement
- **Amount:** 23.13
- **Voucher No:** 152862
- **Inv #:** 8272021

WARD
- **Description:** Mileage Reimbursement
- **Amount:** 33.16
- **Voucher No:** 152719
- **Inv #:** JUNE/AUGUST

WARD
- **Description:** Reimburse Dillon Retirement Cake
- **Amount:** 47.00
- **Voucher No:** 152818
- **Inv #:** 08302021

WEGMANS FOOD MARKETS INC
- **Description:** Recreation Wegmans August 2021
- **Amount:** 93.55
- **Voucher No:** 152965
- **Inv #:** 0061020210901

WEGMANS FOOD MARKETS INC
- **Description:** Seniors Wegmans 2nd Half August 2021
- **Amount:** 62.93
- **Voucher No:** 152966
- **Inv #:** 1161

WEGMANS FOOD MARKETS INC
- **Description:** Seniors Wegmans 1st Half of August 2021
- **Amount:** 288.38
- **Voucher No:** 152967
- **Inv #:** 3821420210901

WEST FIRE SYSTEMS, INC.
- **Description:** Annual Central Station Monitoring - Fire
- **Amount:** 234.00
- **Voucher No:** 153016
- **Inv #:** 68025

WINTER
- **Description:** Adventure Camp Program Supplies - Reimburse
- **Amount:** 51.44
- **Voucher No:** 152834
- **Inv #:** 082021/WINTER

WRIGHT
- **Description:** Edge 11 Soccer Instructor Payment
- **Amount:** 559.30
- **Voucher No:** 152887
- **Inv #:** 092021/WRIGHT(SUMMER)

WRIGHT
- **Description:** Seniors Highlands Chorus
- **Amount:** 240.00
- **Voucher No:** 152832
- **Inv #:** 0821

XYLEM WATER SOLUTIONS USA, INC.
- **Description:** Bracket, Connectors and Shipping
- **Amount:** 1,867.50
- **Voucher No:** 152685
- **Inv #:** 3556B84848
## ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
SEPTEMBER 2021

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<th>VENDOR NAME</th>
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**VENDOR TOTAL** 3,764.25

**REPORT TOTAL** 729,774.11

END OF REPORT
# PREPAID ACCOUNTS PAYABLE LISTING

FOR TOWN BOARD APPROVAL

**SEPTEMBER 2021**

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<th>VENDOR NAME</th>
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# PREPAID ACCOUNTS PAYABLE LISTING

FOR TOWN BOARD APPROVAL

SEPTEMBER 2021

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## PREPAID ACCOUNTS PAYABLE LISTING
FOR TOWN BOARD APPROVAL
SEPTEMBER 2021

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**VENDOR TOTAL** 18,236.43

**REPORT TOTAL** 210,657.40

END OF REPORT
## TOWN OF PITTSFORD
### Expense Control Report

**Fiscal Year:** 2021  
**Period From:** 1 To: 12

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## TOWN OF PITTSFORD

### Expense Control Report

**Fiscal Year: 2021**  
**Period From: 1 To: 12**

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**CONTRACTUAL & MISC. EXPENSE**  
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313.44  
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486.56  
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**Total Dept 5010**  
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**HIGHWAY GARAGE**  
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23,108.66  
2,956.34  
2,975.00  
20.34  
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**EQUIPMENT & CAPITAL OUTLAY**  
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4,114.00  
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**Dept 5182**  
**STREET LIGHTING**  
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28,323.61  
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**CONTRACTUAL & MISC. EXPENSE**  
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173,032.00  
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**Dept 7020**  
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**PERSONAL SERVICES**  
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356,005.85  
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**EQUIPMENT & CAPITAL OUTLAY**  
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371,090.00  
372,588.00  
253,787.84  
118,800.16  
0.00  
118,800.16  
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Prepared By: BRIAN
# TOWN OF PITTSFORD

## Expense Control Report

Fiscal Year: 2021  Period From: 1 To: 12

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TOWN OF PITTSFORD
Expense Control Report
Fiscal Year: 2021 Period From: 1 To: 12
## TOWN OF PITTSFORD
### Expense Control Report

**Fiscal Year: 2021**  
**Period From: 1 To: 12**

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Expense Control Report

Fiscal Year: 2021 Period From: 1 To: 12

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# TOWN OF PITTSFORD

## Expense Control Report

**Fiscal Year: 2021**  **Period From: 1 To: 12**

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## Expense Control Report

**TOWN OF PITTSFORD**  
**January 1, 2021 To December 31, 2021**

### Fund 0003
**Library Fund**
- **Physician**
  - Contractual & Misc. Expense: 0.00
  - YTD Adjusted Budget: 600.00
  - YTD Actual Expended: 600.00
  - YTD Unexpended Balance: 0.00
  - YTD Encumbered: 0.00
  - YTD Available Balance: 0.00
  - Percent Exp. Balance: 100.00

### Dept 4560
**Physician**
- Contractual & Misc. Expense: 0.00
  - YTD Adjusted Budget: 600.00
  - YTD Actual Expended: 600.00
  - YTD Unexpended Balance: 0.00
  - YTD Encumbered: 0.00
  - YTD Available Balance: 0.00
  - Percent Exp. Balance: 100.00

### Dept 7410
**Library**
- Personal Services: 49,242.00
  - YTD Adjusted Budget: 521,484.27
  - YTD Actual Expended: 420,944.73
  - YTD Unexpended Balance: 0.00
  - YTD Encumbered: 0.00
  - YTD Available Balance: 420,944.73
  - Percent Exp. Balance: 55.33

### Dept 9010
**State Retirement**
- Employee Benefits: 0.00
  - YTD Adjusted Budget: 24,122.97
  - YTD Actual Expended: 95,356.03
  - YTD Unexpended Balance: 0.00
  - YTD Encumbered: 0.00
  - YTD Available Balance: 95,356.03
  - Percent Exp. Balance: 20.19

### Dept 9030
**Social Security**
- Employee Benefits: 4,358.63
  - YTD Adjusted Budget: 38,832.69
  - YTD Actual Expended: 33,628.31
  - YTD Unexpended Balance: 0.00
  - YTD Encumbered: 0.00
  - YTD Available Balance: 33,628.31
  - Percent Exp. Balance: 53.59

### Dept 9040
**Workers Compensation**
- Employee Benefits: 0.00
  - YTD Adjusted Budget: 6,892.12
  - YTD Actual Expended: 2,832.88
  - YTD Unexpended Balance: 0.00
  - YTD Encumbered: 0.00
  - YTD Available Balance: 2,832.88
  - Percent Exp. Balance: 70.87

### Dept 9045
**Life Insurance**
- Employee Benefits: 0.00
  - YTD Adjusted Budget: 191.94
  - YTD Actual Expended: 156.06
  - YTD Unexpended Balance: 0.00
  - YTD Encumbered: 0.00
  - YTD Available Balance: 156.06
  - Percent Exp. Balance: 54.84

### Dept 9050
**Unemployment Insurance**
- Employee Benefits: 0.00
  - YTD Adjusted Budget: 7,275.00
  - YTD Actual Expended: 7,275.00
  - YTD Unexpended Balance: 5,775.00
  - YTD Encumbered: 1,500.00
  - YTD Available Balance: 1,500.00
  - Percent Exp. Balance: 0.00

### Dept 9055
**Disability Insurance**
- Employee Benefits: 0.00
  - YTD Adjusted Budget: 605.93
  - YTD Actual Expended: 894.07
  - YTD Unexpended Balance: 0.00
  - YTD Encumbered: 0.00
  - YTD Available Balance: 894.07
  - Percent Exp. Balance: 40.40

### Dept 9060
**Hospitalization**
- Employee Benefits: 0.00
  - YTD Adjusted Budget: 124,820.84
  - YTD Actual Expended: 64,482.16
  - YTD Unexpended Balance: 0.00
  - YTD Encumbered: 0.00
  - YTD Available Balance: 64,482.16
  - Percent Exp. Balance: 65.94

### Dept 9089
**Misc. Employee Benefits**
- Employee Benefits: 0.00
  - YTD Adjusted Budget: 112.00
  - YTD Actual Expended: 188.00
  - YTD Unexpended Balance: 0.00
  - YTD Encumbered: 0.00
  - YTD Available Balance: 188.00
  - Percent Exp. Balance: 37.33

### Total Dept 9089
**Misc. Employee Benefits**
- Employee Benefits: 0.00
  - YTD Adjusted Budget: 112.00
  - YTD Actual Expended: 188.00
  - YTD Unexpended Balance: 0.00
  - YTD Encumbered: 0.00
  - YTD Available Balance: 188.00
  - Percent Exp. Balance: 37.33

### Total Fund 0003
**Library Fund**
- YTD Adjusted Budget: 830,325.15
  - YTD Actual Expended: 788,704.04
  - YTD Unexpended Balance: 81,120.60
  - YTD Encumbered: 70,583.44
  - YTD Available Balance: 51.29
## TOWN OF PITTSFORD  
### Expense Control Report  
**Fiscal Year: 2021  Period From: 1 To: 12**

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### Expense Control Report

**Fiscal Year:** 2021  **Period From:** 1  **To:** 12

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**NOTE:** One or more accounts may not be printed due to Account Table restrictions.
# TOWN OF PITTSFORD

## Revenue Control Report

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<td>1,556,436.00</td>
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<tr>
<td><strong>Total Fund 0001</strong></td>
<td><strong>GENERAL FUND</strong></td>
<td><strong>9,913.96</strong></td>
<td><strong>(9,913.96)</strong></td>
<td><strong>11,344,575.00</strong></td>
<td><strong>11,682,137.00</strong></td>
</tr>
</tbody>
</table>
## TOWN OF PITTSFORD
### Revenue Control Report
**Fiscal Year: 2021 Period From: 1 To: 12**

<table>
<thead>
<tr>
<th>Fund 0002</th>
<th>PART TOWN FUND</th>
<th>Curr. Month Receipts</th>
<th>Curr. Month Budget Balance</th>
<th>Original Budget</th>
<th>YTD Adjusted Budget</th>
<th>YTD Revenue Receipts</th>
<th>YTD Budget Balance</th>
<th>Percent Received Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1120</td>
<td>SALES TAX</td>
<td>0.00</td>
<td>0.00</td>
<td>941,807.00</td>
<td>941,807.00</td>
<td>608,506.33</td>
<td>333,300.67</td>
<td>64.61</td>
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<td>SAFETY INSPECTION FEES</td>
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<td>0.00</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>82,940.38</td>
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<td>DEMOLITION PERMITS</td>
<td>0.00</td>
<td>0.00</td>
<td>750.00</td>
<td>750.00</td>
<td>915.00</td>
<td>(165.00)</td>
<td>122.00</td>
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<td>Item 2110</td>
<td>ZONING FEES</td>
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<td>(473.00)</td>
<td>2,500.00</td>
<td>2,500.00</td>
<td>1,757.00</td>
<td>743.00</td>
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<td>Item 2115</td>
<td>PLANNING BOARD FEES</td>
<td>1,050.00</td>
<td>(1,050.00)</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>5,515.00</td>
<td>4,485.00</td>
<td>55.15</td>
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<tr>
<td>Item 2401</td>
<td>INTEREST &amp; EARNINGS</td>
<td>41.67</td>
<td>(41.67)</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>792.32</td>
<td>4,207.68</td>
<td>15.85</td>
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<tr>
<td>Item 2545</td>
<td>LICENSES, OTHER</td>
<td>75.00</td>
<td>(75.00)</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>1,725.00</td>
<td>1,275.00</td>
<td>57.50</td>
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<tr>
<td>Item 2550</td>
<td>PERMITS - CERT. OF OCCUPANCY</td>
<td>240.00</td>
<td>(240.00)</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>4,591.03</td>
<td>(1,591.03)</td>
<td>153.03</td>
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<td>Item 2555</td>
<td>BUILDING &amp; ALTERATION PERMITS</td>
<td>9,289.70</td>
<td>(9,289.70)</td>
<td>90,500.00</td>
<td>90,500.00</td>
<td>80,308.00</td>
<td>10,192.00</td>
<td>88.74</td>
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<tr>
<td>Item 2590</td>
<td>PERMITS</td>
<td>680.00</td>
<td>(680.00)</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>3,150.00</td>
<td>(150.00)</td>
<td>105.00</td>
</tr>
<tr>
<td>Item 2591</td>
<td>FIRE ALARM PERMITS</td>
<td>20.00</td>
<td>(20.00)</td>
<td>1,200.00</td>
<td>1,200.00</td>
<td>300.00</td>
<td>900.00</td>
<td>25.00</td>
</tr>
<tr>
<td>Item 5031</td>
<td>INTERFUND TRANSFERS</td>
<td>0.00</td>
<td>0.00</td>
<td>76,004.00</td>
<td>76,004.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Item 5999</td>
<td>APPROP ND BALANCE</td>
<td>0.00</td>
<td>0.00</td>
<td>321,048.00</td>
<td>321,048.00</td>
<td>0.00</td>
<td>321,048.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

| Total Fund 0002 | PART TOWN FUND          | 11,869.37            | (11,869.37)                 | 1,386,805.00    | 1,462,809.00       | 866,504.06           | 596,304.94         | 59.24                    |
# Revenue Control Report

**TOWN OF PITTSFORD**

**Fiscal Year: 2021 Period From: 1 To: 12**

<table>
<thead>
<tr>
<th>Fund 0003</th>
<th>LIBRARY FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1001</td>
<td>REAL PROPERTY TAXES</td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Item 2081</td>
<td>COLLECTION FEES</td>
</tr>
<tr>
<td>190.97</td>
<td>(190.97)</td>
</tr>
<tr>
<td>Item 2082</td>
<td>LIBRARY FINES</td>
</tr>
<tr>
<td>1,151.19</td>
<td>(1,151.19)</td>
</tr>
<tr>
<td>Item 2083</td>
<td>PRINTING REVENUE</td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Item 2401</td>
<td>INTEREST &amp; EARNINGS</td>
</tr>
<tr>
<td>33.33</td>
<td>(33.33)</td>
</tr>
<tr>
<td>Item 2701</td>
<td>REFUND OF PRIOR YEAR EXP.</td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Item 2760</td>
<td>SYSTEM GRANTS</td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Item 5031</td>
<td>INTERFUND TRANSFERS</td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Item 5999</td>
<td>APPROP FID BALANCE</td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total Fund 0003**  
LIBRARY FUND  
1,375.49 (1,375.49) 1,580,779.00 1,601,779.00 1,463,647.79 138,131.21 91.38
# TOWN OF PITTSFORD

## Revenue Control Report

**Fiscal Year:** 2021  **Period From:** 1 To: 12

<table>
<thead>
<tr>
<th>Fund 0004</th>
<th>HIGHWAY WHOLE TOWN FUND</th>
<th>Curr. Month Revenue Receipts</th>
<th>Curr. Month Budget Balance</th>
<th>Original Budget</th>
<th>YTD Adjusted Budget</th>
<th>YTD Revenue Receipts</th>
<th>YTD Budget Balance</th>
<th>Percent Received Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1001</td>
<td>REAL PROPERTY TAXES</td>
<td>0.00</td>
<td>0.00</td>
<td>1,835,269.00</td>
<td>1,835,269.00</td>
<td>0.00</td>
<td>1,835,269.00</td>
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</tr>
<tr>
<td>Item 2300</td>
<td>SERVICE - OTHER GOVT.</td>
<td>0.00</td>
<td>0.00</td>
<td>507,805.00</td>
<td>507,805.00</td>
<td>412,399.94</td>
<td>507,805.00</td>
<td>81.21</td>
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<tr>
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<td>INTEREST &amp; EARNINGS</td>
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<td>(41.67)</td>
<td>16,500.00</td>
<td>16,500.00</td>
<td>1,996.87</td>
<td>14,501.13</td>
<td>12.11</td>
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<tr>
<td>Item 2650</td>
<td>SALE OF SCRAP &amp; EXCESS</td>
<td>0.00</td>
<td>0.00</td>
<td>1,500.00</td>
<td>1,500.00</td>
<td>5,413.80</td>
<td>(3,913.80)</td>
<td>360.92</td>
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<td>Item 2665</td>
<td>SALE OF EQUIPMENT</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,250.00</td>
<td>(1,250.00)</td>
<td>100.00</td>
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<td>0.00</td>
<td>306,838.00</td>
<td>306,838.00</td>
<td>0.00</td>
<td>306,838.00</td>
<td>100.00</td>
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<tr>
<td>Item 5999</td>
<td>APPROP FD BALANCE</td>
<td>0.00</td>
<td>0.00</td>
<td>425,000.00</td>
<td>425,000.00</td>
<td>0.00</td>
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<td>0.00</td>
</tr>
<tr>
<td><strong>Total Fund 0004</strong></td>
<td><strong>HIGHWAY WHOLE TOWN FUND</strong></td>
<td><strong>41.67</strong></td>
<td><strong>(41.67)</strong></td>
<td><strong>2,786,074.00</strong></td>
<td><strong>3,092,912.00</strong></td>
<td><strong>2,563,169.61</strong></td>
<td><strong>529,742.39</strong></td>
<td><strong>82.87</strong></td>
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## Revenue Control Report

**TOWN OF PITTSFORD**

**Fiscal Year: 2021 Period From: 1 To: 12**

<table>
<thead>
<tr>
<th>Fund 0005</th>
<th>HIGHWAY PART TOWN FUND</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Item 1001</strong></td>
<td>REAL PROPERTY TAXES</td>
<td>0.00</td>
<td>0.00</td>
<td>514,477.00</td>
<td>514,477.00</td>
<td>514,477.00</td>
<td>0.00</td>
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<tr>
<td><strong>Item 1120</strong></td>
<td>SALES TAX</td>
<td>0.00</td>
<td>0.00</td>
<td>2,458,000.00</td>
<td>2,458,000.00</td>
<td>1,610,094.37</td>
<td>847,905.63</td>
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<td><strong>Item 2300</strong></td>
<td>SERVICE - OTHER GOVT.</td>
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<td>0.00</td>
<td>4,000.00</td>
<td>4,000.00</td>
<td>0.00</td>
<td>4,000.00</td>
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<td><strong>Item 2401</strong></td>
<td>INTEREST &amp; EARNINGS</td>
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<td>(62.50)</td>
<td>12,500.00</td>
<td>12,500.00</td>
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<td>10,715.02</td>
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<td>0.00</td>
<td>0.00</td>
<td>3,282.14</td>
<td>(3,282.14)</td>
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<td>0.00</td>
<td>171,324.00</td>
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<td>APPROP FUND BALANCE</td>
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<td>0.00</td>
<td>575,000.00</td>
<td>575,000.00</td>
<td>0.00</td>
<td>575,000.00</td>
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<td><strong>Total Fund 0005</strong></td>
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<td></td>
<td></td>
<td>3,910,301.00</td>
<td>4,077,619.38</td>
<td>2,340,919.06</td>
<td>1,736,700.32</td>
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<td><strong>Grand Total</strong></td>
<td></td>
<td>23,262.99</td>
<td>(23,262.99)</td>
<td>21,008,534.00</td>
<td>21,917,256.38</td>
<td>16,628,118.92</td>
<td>5,289,137.46</td>
</tr>
</tbody>
</table>

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

To: Pittsford Town Board

From: Joy E. Brown - Director of Technology

Date: September 13, 2021

Regarding: Spectrum Fiber Internet Proposal

For Meeting On: September 21, 2021

The Town has utilized Spectrum (Time Warner) for many years as its internet service provider (ISP) with great success. Ever since we migrated to their fiber internet access (FIA) product in 2018, we have experienced 100% uptime for our internet connection.

Spectrum is currently on NYS Contract PS68706 for these services. Our 3-year contract with them expires on 10/22/2021. Attached is their proposal for the renewal of our contract.

I am proposing just a 1-year renewal since it would be prudent to do an overall analysis of our internet usage next year. As we move more of our resources to the cloud, this will be a necessary task to determine if we need to acquire more bandwidth.

This will also provide the appropriate time necessary to compare and contrast the offerings and service level agreements of multiple internet service providers. This will ensure that we will be able to select the vendor that can provide the most economical solution, while still providing the best speed and uptime that would satisfy the Town’s future Internet requirements.

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

Resolved, that the Town Board accepts the proposal by Time Warner Cable Northeast, LLC D/B/A Spectrum, and authorizes the Director of Technology to execute the 1-year agreement for Fiber Internet Access at $520/month plus $19.99/month for static IP addresses.
Service Agreement (SA)

Pursuant to NYS Office of General Services Contract PS68706

Time Warner Cable Northeast, LLC D/B/A Spectrum shall provide Customer with Fiber Internet Access service at the service locations listed below, based upon the terms and conditions of the New York State Office of General Services Contract PS68706

<table>
<thead>
<tr>
<th>Customer Name:</th>
<th>Town of Pittsford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>9/1/2021</td>
</tr>
</tbody>
</table>

Section 1. Billing Information

<table>
<thead>
<tr>
<th>Billing Name:</th>
<th>Town of Pittsford 50MB FIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>35 Lincoln ave</td>
</tr>
<tr>
<td>City, State and Zip Code:</td>
<td>Pittsford, NY 14534</td>
</tr>
<tr>
<td>Billing Contact:</td>
<td>Joy Brown</td>
</tr>
<tr>
<td>Contact phone number:</td>
<td>585-248-6219</td>
</tr>
</tbody>
</table>

Section 2. Service location Information

<table>
<thead>
<tr>
<th>Service Location Name:</th>
<th>Town of Pittsford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>35 Lincoln ave</td>
</tr>
<tr>
<td>City, State and Zip Code:</td>
<td>Pittsford, NY 14534</td>
</tr>
<tr>
<td>Installation Contact:</td>
<td>Joy Brown</td>
</tr>
<tr>
<td>Contact phone number:</td>
<td>585-248-6219</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:jbrown@townofpittsford.org">jbrown@townofpittsford.org</a></td>
</tr>
</tbody>
</table>

Section 3. Initial Term of Service

<table>
<thead>
<tr>
<th>Term</th>
<th>Effective Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 months</td>
<td>Time Warner Cable Northeast, LLC D/B/A Spectrum Completion notice</td>
</tr>
</tbody>
</table>

Section 4. Circuit and Pricing Information

Customer will not be eligible to receive any other additional discounts, promotions and/or credits. The rates and charges set forth in this SA do not include, but are subject to Taxes, Surcharges and Fee charges (as set forth in the Agreement, OGS PS68706, Award 23100, Group 77017).

Customer will pay the following monthly recurring charges ("MRC"), which are fixed for the Term of this SA and the Installation costs.

<table>
<thead>
<tr>
<th>Circuit Description</th>
<th>Location A</th>
<th>Monthly Recurring Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiber Internet Access 50MB</td>
<td>$520.00</td>
<td>$520.00</td>
</tr>
<tr>
<td>Static IP block 5</td>
<td>$19.99</td>
<td>$19.99</td>
</tr>
<tr>
<td>Install Cost</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>One-time (Construction) Costs as defined in OGS Contract PS68706</td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

Section 5. Additional Terms and Conditions
In lieu of upfront payment of One-Time Costs (as defined in NYS OGS Contract #PS68706) of $[0] and as identified in Section 4, “Circuit and Pricing Information” above, Customer agrees to the Initial Term of Service outlined in Section 3 this Service Agreement of 12 months (the “Initial Term of Service”). In the event that the Customer terminates any portion of the Service during the Initial Term of Service, Customer will pay to Time Warner Cable Northeast, LLC, d/b/a Spectrum, an amount equal to $0 of the One-Time Costs, multiplied by the number of months, or any portion thereof, remaining in the Initial Term of Service.

<table>
<thead>
<tr>
<th>Customer:</th>
<th>Time Warner Cable Northeast, LLC D/B/A Spectrum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
<td>Title:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: Pittsford Town Board
From: Paul Schenkel - Commissioner of Public Works
Date: September 15, 2021
Regarding: Transportation Alternatives Program (TAP) Grant Application
For Meeting On: September 21, 2021

Ladies and Gentlemen:

We are seeking authorization to submit a Transportation Alternatives Program (TAP) grant application to the New York State Department of Transportation in an amount not to exceed $675,000 for the purposes of construction, planning, and design of new sidewalks to fill the gap between where the sidewalk ends on Mendon Road (NYS Rt-64) and where it starts again on Thornell Road (Monroe County RT-33).

The proposed sidewalk will be approximately 3,500 feet long. Extensive clearing, grading and drainage will be required so that the project will be able to meet ADA requirements. Filling the gap will allow safer access for pedestrians from adjoining neighborhoods to access Pittsford Mendon High School, Thornell Road Elementary School, and our own Thornell Farm Park, the Town’s most active park. It will also provide for a contiguous sidewalk all the way to the Village of Pittsford, in the heart of the Town. We estimate the total project to cost to be $675,000.

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

WHEREAS, the Town of Pittsford seeks grant funding to construct a fully ADA compliant sidewalk from Mendon Road to Thornell Road

WHEREAS, the Town intends to apply for an amount not to exceed $675,000 for the purpose of planning, design and construction

WHEREAS, the Pittsford Town Board hereby commits matching funds in an amount not to exceed 20% or $135,000 of the total projects cost

RESOLVED, to authorize a Transportation Alternatives Program (TAP) grant application to the New York State Department of Transportation in an amount not to exceed $675,000

FURTHER RESOLVED, that J. O’Connell and Associates, Inc., the Town’s grant consultants, be authorized and directed to complete the necessary application, forms, etc. to be submitted to the New York Department of Transportation, and

BE IT FURTHER RESOLVED, that the Supervisor hereby is authorized and directed to execute all documents pertaining to the application and acquisition of said funding.
MEMORANDUM

To: Pittsford Town Board
From: Cheryl Fleming, Personnel Director
Date: September 15, 2021
Regarding: Recommendations for Hiring/Personnel Adjustments
For Meeting On: September 21, 2021

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept</th>
<th>Position</th>
<th>Rate</th>
<th>Date of Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Fehr</td>
<td>REC</td>
<td>Rec Assistant – RPT</td>
<td>$14.15</td>
<td>09/24/2021</td>
</tr>
<tr>
<td>Melanie Davison</td>
<td>DPW</td>
<td>Asst to Comm of PW – RFT</td>
<td>$29.12</td>
<td>10/11/2021</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept</th>
<th>Position</th>
<th>Rate</th>
<th>Date of Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Fehr</td>
<td>REC</td>
<td>Rec Assistant – RPT</td>
<td>$14.15</td>
<td>09/24/2021</td>
</tr>
<tr>
<td>Melanie Davison</td>
<td>DPW</td>
<td>Asst to Comm of PW – RFT</td>
<td>$29.12</td>
<td>10/11/2021</td>
</tr>
</tbody>
</table>

2. The following employee is 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>Rate</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timothy Moulton</td>
<td>Laborer</td>
<td>Seasonal to RFT</td>
<td>$18.35/hr</td>
<td>09/27/2021</td>
</tr>
</tbody>
</table>

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):

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Reason for Change</th>
<th>Rate</th>
<th>Effective Date</th>
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<td>Timothy Moulton</td>
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<td>$18.35/hr</td>
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</tr>
</tbody>
</table>

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.
The purpose of this memo is to summarize a presentation by Environmental Board member Jacqueline Ebner on Residential Composting and Organic Waste Management at the Environmental Board (EB) meeting on June 7, 2021. Her presentation originated from a dialog with the Color Pittsford Green group and is follow up to a presentation given to Town Board Member Stephanie Townsend (1/20/21) and to the Pittsford Village Board (1/26/21).

This memo begins with background on the general problem of Food Waste, followed by the proposal brought to the EB by Dr. Ebner and ends with a summary of the EBs discussion of the proposal and recommendations to the Town Board.

Background:

- Approximately 40% of food produced in the US goes uneaten
- About 83% of the food waste occurs at the consumer facing (e.g. restaurants and retailers) and household level.
- Food waste is the single largest component taking up space in US landfills
- When landfilled food waste generates methane which is a powerful GHG

The problem of food waste is gaining increasing attention due to its intersection with the pressing problems of hunger, land use and climate change. Effective 1/1/2022 the NYS Food Donation and Food Scrap Recycling Law will mandate food scrap recycling for large generators. In addition there are 5 Pledge Elements related to Organics Management identified as Climate Smart Community (CSC) Actions worth a total of 45 possible points. Other funding opportunities are available from federal, state and non-profit sources.

There are many ways to address the problem of food waste including actions to prevent food waste, promoting donation of unused food and recycling of food waste through composting or anaerobic digestion. To provide guidance the EPA has communicated the Food Waste Hierarchy, which states that prevention of source reduction is the most beneficial followed by
feeding hungry people, then composting/AD with landfilling of food waste the least preferred and detrimental.

An Organics Management Plan is a CSC action (PE5) worth 2-16 points, with competitive funding available. Organics Management Plans can be a stand-alone document or a section of an existing document that defines a municipalities plans for organics management and integrates the Food Waste Hierarchy with the strategies and goals of the municipality.

Proposal:

Residential Food Scrap Collection Pilot Project:

- Opt-in pilot program open to village and/or town residents (depending upon implementation)
- Proposed duration 1-year after which the program benefits and costs would be evaluated
- Local Zero Waste Company, Impact Earth (IE) has provided an estimate with three options (full proposal attached). Aggregate billing sent to the Town monthly
  - Residential Curbside 5 gallon bucket swap
    - $15/mo/user, buckets provided by IE
  - Bucket swap at a Village/Town site (e.g. DPW, Community Center, etc.)
    - $3/swap, buckets purchased (by village of participant)
  - Toter swap at a Village/Town site (e.g. DPW, Community Center, etc.):
    - Resident dumps food scraps into toters which are serviced weekly.
      - $10/swap 32-gal, $15/swap 64-gal, $20/swap 96-gal
- The Town can decide on whether to offer the service free of charge to pilot participant or to charge for the service (still providing them a discount over individual plans).

Additional background and Rationale:

- Interest in residential composting has been raised among residents and it was a targeted action of interest to the Color Your Community Green group. A Community Composting Program is enumerated in the Village of Pittsford Comprehensive Plan and it is consistent with the Town of Pittsford’s Sustainability goals.
- Impact Earth currently provides residential pickup service to a number of Town residents for a fee ($22/week). They also provide food scrap collection services to several Pittsford businesses along with the Spiegel Community Center and drop off service for residents at the Village market.
- Municipalities all over the state and country are offering Residential Food Scrap Collection programs. Some local examples include:
  - Town of Geneva

* The estimate (attached) was prepared for the Village of Pittsford but it has been verified with Robert Putney that it is still valid and that it applies to the Town as well.
Residents dump food scraps at the Transfer Station. Service is included for residents as part of $15 annual recycling permit. Organics hauling is provided by Impact Earth.

- Town of Canandaigua
  - Residents dump food scraps at Transfer station. There is no cost to residents (240 participants)
- Town of Victor
  - Pilot bucket swap program. 150 participants in town and village with transfer station permit. Residents bring food scraps in a bucket provided to a staffed shed at DPW site in village and swap it for a clean bucket. Buckets and organic waste hauling contracted with Impact Earth.
- Village of Fairport
  - 25-30 residents at the Fairport market and 10 from the village. Village brings food scraps to WWTF and composes it there (Also collect food scraps from their municipal buildings.)
- City of Rochester
  - Free Pilot program
  - Drop off locations at several parks
  - City provides toolkit, requires survey and weigh in of buckets
  - Collaboration with NYP2i

- Federal and State sources of competitive funding are available.
- A variety of implementation strategies exist to enable composting for Town residents. The proposed pilot that provides residential service through a waste hauler (Impact Earth) is one option that is relatively easy to adopt. Options which require more direct involvement of the Town staff and/or resources may be advantageous for other reasons. A discussion with Paul Schenkel has been started to explore some of these options including: Town collection along with yard waste and composting food waste at a Town facility (either operated by the Town DPW or a contractor).

**Summary of EB discussion of the proposal:**

The EB acknowledges the problem of food waste and the significant role that local communities can play in addressing it. Furthermore, there is general support in encouraging Town residents to compost food scraps. Questions were raised relating to the interest level among residents in a drop off or collection program.

Also all, if not nearly all, of the EB members compost their own food scraps in their backyard. While the environmentally conscious bias of the group was acknowledged, this raised the question as to whether effort should be placed to promote backyard composting among Pittsford Residents. Several of the local municipalities above have conducted backyard composting programs (in conjunction with Thompkins County Cornell Cooperative Extension) which included outreach and education on backyard composting and either a DIY compost workshop or manufactured composting systems give away. (This also fulfills a CSC PE5 action.)

Backyard composting does not require transportation of the food scraps to a facility nor the use of heavy machinery and thus avoids the emissions associated fuel consumption for collection and processing. The disadvantage of backyard composting is that it is difficult to maintain the optimal conditions of a commercial facility and therefore certain materials should be avoided.
(e.g. meat, bones, cheese, compostable plates, etc.) Furthermore, it may be intimidating to some residents whereas a drop off program may be an easier gateway to composting. It may also be a poor choice for some residents that have limited space or abilities.

There was also concern raised about the net environmental impact of the collection programs proposed and whether transportation emissions incurred would outweigh the benefits of composting. (Dr. Ebner has taken the action to provide a lifecycle greenhouse gas balance which has shown that the benefits of any of the proposed compost programs are still substantial. Her analysis is attached.)

**Next Steps and Recommendations:**

The EB recommends the following for consideration by the board as it relates to this proposal:

- Conduct a survey of residents to gage interest in a residential program to promote backyard composting and/or a food scrap collection program
- Investigate potential sources of funding to implement backyard composting and/or food scrap collection programs
- Plan the implementation of the proposed food scrap collection pilot program
- Develop an Organics Management Plan for the Town of Pittsford
- Evaluate food waste composting options that include town collection and/or processing
Scoping of the Environmental Impact of a Food Waste Collection Program for the Town of Pittsford

Summary:
A greenhouse gas impact analysis was conducted to analyze the net climate change impact of the proposed residential food scraps collection programs for the town of Pittsford through Impact Earth. The results showed that both the bucket drop off and the residential collection programs resulted in an avoidance of greenhouse gas emission (i.e. were beneficial to reduce climate change impacts). This is primarily due to the significant benefit gained from diverting food waste from landfill where uncaptured methane causes a significant net GHG impact. The compost process on the other hand generates a net benefit due or is near neutral even with the addition impacts incurred from collection or transportation of the food waste. The net impact of avoiding landfilling and composting the food scraps results in the avoidance of 544kgCO2e/ton food waste for residential pickup and 479kgCO2e/ton food waste for drop off bucket exchange.

Methods:
This analysis builds upon data provided in the EPAs WARM model v. 15 which is a tool to support municipalities in analyzing waste management decisions. The basis provided by WARM is the net impact of diverting 1 ton of food waste from landfilling to municipal composting. This is modeled by balancing the net benefit of diverting the food waste from the landfill with the impacts of collecting, processing and applying compost. It results in a net benefit since the net impact of landfilling food waste is quite large due to un-captured methane released to the atmosphere and the emissions to collect and process compost are relatively small, plus the application of compost stores carbon in the soil and results in the avoidance of fertilizer production and application.

Table 1: Estimation of GHG impact of Bucket Drop off and Residential Pickup for the Town of Pittsford

<table>
<thead>
<tr>
<th>EPA model of municipal composting of Food Waste vs. Landfilling</th>
<th>kgCO2e/ton food waste</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avoidance of landfill</td>
<td>-500</td>
<td>EPA, WARM v.15 (sum of components is off due to rounding errors)</td>
</tr>
<tr>
<td>Transportation to landfill</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Landfill methane emissions</td>
<td>620</td>
<td></td>
</tr>
<tr>
<td>Avoided CO2 emissions due to captured methane for Energy Recovery</td>
<td>-60</td>
<td></td>
</tr>
<tr>
<td>Landfill Carbon Storage</td>
<td>-90</td>
<td></td>
</tr>
<tr>
<td>Composting</td>
<td>-120</td>
<td>EPA WARM v.15</td>
</tr>
<tr>
<td>Biological emissions of GHG during the compost process</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>Energy used for collection, Transportation and turning of the compost piles</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Fertilizer offset</td>
<td>-30</td>
<td></td>
</tr>
<tr>
<td>Carbon Storage credit</td>
<td>-240</td>
<td></td>
</tr>
<tr>
<td>Net impact</td>
<td>-620</td>
<td></td>
</tr>
</tbody>
</table>
The WARM data is then adjusted to model the Impact Earth Drop-off Bucket Exchange and the Impact Earth Residential pickup service (Table 2) to reflect the net impact of the proposed process. The WARM model assumes a diesel garbage truck is used to collect the source separated food waste and then a diesel truck is used to transfer the food waste to the compost facility. This portion of the process was “backed out” of the analysis and replaced with the collection and transfer process to be performed by Impact Earth.

Table 2: Adjustments for Impact Earth process

<table>
<thead>
<tr>
<th>Impact Earth Processes</th>
<th>3</th>
<th>Breakdown of WARM collection, transport and processing calculations provided in documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove impacts due to collection and transport via waste truck and diesel truck</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net impact with collection and transport via waste truck and diesel truck “backed out”</td>
<td>-623</td>
<td></td>
</tr>
<tr>
<td><strong>Drop off bucket exchange</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop off transportation</td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>Long Haul</td>
<td>79</td>
<td></td>
</tr>
<tr>
<td><strong>Net Emissions</strong></td>
<td>-479</td>
<td></td>
</tr>
<tr>
<td>Without collection and transport via waste truck and diesel truck</td>
<td>-623</td>
<td></td>
</tr>
<tr>
<td><strong>Residential Pickup</strong></td>
<td>111</td>
<td></td>
</tr>
<tr>
<td>Collection</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>Long Haul</td>
<td>79</td>
<td></td>
</tr>
<tr>
<td><strong>Net emissions</strong></td>
<td>-544</td>
<td></td>
</tr>
</tbody>
</table>

The assumptions to model the Impact Earth Processes are provided in Table A1 in the Appendix.

Limitations and sensitivity:

Lifecycle Assessment is a model representing reality. Thus it is based upon assumptions and average data points and therefore can not be expected to represent a specific situation with 100% certainty.

The EPAs WARM model is a simple and useful tool to estimate GHG emissions for various waste management strategies. The WARM landfill model assumes a standard US modern landfill with landfill gas recovery to generate electricity that is exported to the grid to displace electricity (average US Grid mix). The High Acres Landfill gas recovery system does not connect to the Grid but does generate energy for onsite use with the excess biogas flared.

The WARM compost model is based upon windrow composting and Closed Loop Solutions uses a vermicomposting process. It is reasonable to assume that there is some turning equipment but it may be less than in a windrow process. Furthermore, there is significant uncertainty related to the WARM models carbon storage model as carbon storage is highly impacted by its application method and conditions. Additional benefits of compost application include reduction in soil erosion, water retention and reduction in herbicide use, the impact which is not included in the model.

Food Waste is highly heterogeneous material. The mass of a given volume and the composition and thus methane potential and carbon content are impacted by the composition.

Transportation is modeled based upon the average vehicle mix according the GREET model. Fuel efficient vehicles (electric vehicles) or older vehicles will have different emission factors. It is assumed that residents often couple compost drop off with errands or other tasks and therefore only 50% of the emissions for the round-trip to the drop off location were allocated to the process. A sensitivity analysis allocation 100% of the emissions to the process still shows over 400kgCO2e/ton benefit for the food scrap drop off process. Finally, some residents may walk to drop off their compost and some may travel further. A sensitivity analysis shows that a resident would have to travel to make a dedicated trip, traveling over 15 miles for drop off a single bucket to make the process unbeneficial.
Appendix:

**A note on Backyard Composting:**
Backyard composting avoids the fossil fuel used for transportation of the food waste and turning equipment at a commercial composting facility. However, static pile composting and poorly managed compost piles generate greater fugitive emissions (methane and N₂O). It cannot necessarily be inferred that these GHG emissions (as they have global warming potentials much higher than CO₂) do not outweigh the impacts of fuel use associated with a commercial facility. Furthermore due to the limitations of backyard composting it is not recommended for certain materials (e.g. meat, dairy, fats, etc.) or sufficient do biodegrade compostable products (coated papers or PLA).

**Table A1: Assumptions used to model drop off and residential pick up**

<table>
<thead>
<tr>
<th>Assumptions</th>
<th>Source/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Residential Collection</strong></td>
<td></td>
</tr>
<tr>
<td>Buckets per route</td>
<td>85</td>
</tr>
<tr>
<td>food waste per route (t)</td>
<td>0.6375 short tons</td>
</tr>
<tr>
<td>Miles per route</td>
<td>48</td>
</tr>
<tr>
<td>Truck emissions (kgCO₂e/mi)</td>
<td>0.429 Argonne National Labs, GREET model, based on LDT1 20mpg</td>
</tr>
<tr>
<td>Collection (kgCO₂e/t)</td>
<td>32.31</td>
</tr>
<tr>
<td><strong>Drop-off bucket transportation</strong></td>
<td></td>
</tr>
<tr>
<td>RT miles to drop off</td>
<td>3 Argonne National Labs, GREET model, based on LDT1 26mpg</td>
</tr>
<tr>
<td>kgCO₂e/mile</td>
<td>0.3264 Argonne National Labs, GREET model, based on US average 26mpg (404g in EPA GHG calculator)</td>
</tr>
<tr>
<td>t per trip</td>
<td>0.0075</td>
</tr>
<tr>
<td>Allocation of impact</td>
<td>50% Half the impact is allocated to dropping off compost the rest to other task.Kuczenski-Geyer2013_Article_PETBottleReverseLogisticsEnvir.pdf (25%)</td>
</tr>
<tr>
<td>kg CO₂e/ t</td>
<td>65.29</td>
</tr>
<tr>
<td><strong>Transportation to the Compost Facility</strong></td>
<td></td>
</tr>
<tr>
<td>Truck kgCO₂/mi</td>
<td>0.429 Argonne National Labs, GREET model, based on LDT1 20mpg</td>
</tr>
<tr>
<td>100% backhaul ratio (percent of time trucks come back empty)</td>
<td></td>
</tr>
<tr>
<td>long haul distance (mi)</td>
<td>46 Spiegel center to Closed Loop Geneva</td>
</tr>
<tr>
<td>food waste transported (t)</td>
<td>0.5 short tons</td>
</tr>
<tr>
<td>Long haul emissions (kgCO₂e/t)</td>
<td>78.95</td>
</tr>
</tbody>
</table>

It is assumed that an average 5-gallon Impact Earth bucket contains 15lbs of food waste. Residential collection is done by a pick up truck (light duty truck class one) with an average fuel economy of 20mpg gasoline. A pick up route covers 48 miles and 85 buckets are collected. The food waste is then transferred or collected with additional food waste for the long haul trip from Impact Earth’s Henrietta facility to the Closed Loop solutions composting facility in Geneva. The same pick up truck is modeled and it is assumed that the truck Transportation comes back empty. Transportation to the bucket drop off location is assumed to be via an average passenger gasoline vehicle (26mpg). The round-trip distance is assumed to be 3 miles (see figure 1 for representation of the radius covered). It is assumed that the drop off often is part of other trips or errands so 50% of the trip is allocated to food scrap delivery. (This is conservative relative to similar other LCAs which assume 25%). Buckets are then transported via long haul to the Closed Loop facility in Geneva.
Transport emission factor calculations for Light duty truck and Passenger Vehicle (Table A2) are based upon emissions data from the Argonne National Lab GREET model 2020 release and Global Warming Potential (GWP) factors are based upon IPCC 5\textsuperscript{th} Assessment Report (AR5).

### Table A2: Transportation Emission Factor Calculations

<table>
<thead>
<tr>
<th>Light duty Truck Class 1 (LDT1)</th>
<th>GWP</th>
<th>kgCO2e/mile</th>
<th>LDT1 emissions factor (kgCO2e/mi)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH4 (g/mile)</td>
<td>0.012</td>
<td>28</td>
<td>0.000336</td>
</tr>
<tr>
<td>N2O (g/mile)</td>
<td>0.010</td>
<td>265</td>
<td>0.002526446</td>
</tr>
<tr>
<td>CO2 (g/mile)</td>
<td>424</td>
<td>1</td>
<td>0.426213592</td>
</tr>
<tr>
<td>Passenger vehicle (US Average 2020)</td>
<td>GWP</td>
<td>kgCO2e/mile</td>
<td>Passenger vehicle emissions factor (kgCO2e/mi)</td>
</tr>
<tr>
<td>CH4 (g/mile)</td>
<td>0.011</td>
<td>28</td>
<td>0.0002968</td>
</tr>
<tr>
<td>N2O (g/mile)</td>
<td>0.004</td>
<td>265</td>
<td>0.0011395</td>
</tr>
<tr>
<td>CO2 (g/mile)</td>
<td>325</td>
<td>1</td>
<td>0.325</td>
</tr>
</tbody>
</table>

0.3264363