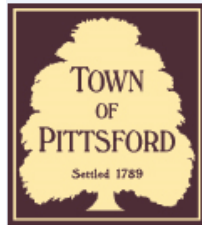


**SUPERVISOR**  
William A. Smith, Jr.



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

**Town Board Agenda**  
**Town Hall – 11 S. Main Street, Pittsford – Lower Level**  
**Tuesday, September 19, 2023 – 6:00 PM**

**Call to Order**

**Pledge of Allegiance**

**Minutes**

Approval of Minutes of the Meeting of September 5, 2023

**Legal Matters**

Public Comment

Grant Agreement Contracts with State

**Financial Matters**

Public Comment

Vouchers

**Personnel Matters**

Public Comment

Hiring Resolution

**Other Business**

**Public Comment**

**Adjournment**

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

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

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/FcqTLOOYMCGU6WlccUApyUL3twz4dm9V/stream/819?fullscreen=false&showtabssearch=true&autostart=true>

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

#### **Comments:**

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

- at any time before 2:30pm on the day of the meeting (a) by email to [comments@townofpittsford.org](mailto:comments@townofpittsford.org); (b) by submitting it in writing, through the drop slot to the right of the front door at Town Hall (11 South Main Street); or (c) by U.S. Mail to the Town Clerk, for receipt no later than 2:30 pm on the day of the meeting;  
***and, in addition,***
- at any time ***during*** the meeting by email to [comments@townofpittsford.org](mailto:comments@townofpittsford.org)
- All comments submitted should include the name and street address of the commenter. Comments from residents will be read by the Town Clerk at the appropriate point of the meeting.

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

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

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

## Minutes of the Pittsford Town Board for September 5, 2023

### **DRAFT TOWN OF PITTSFORD TOWN BOARD SEPTEMBER 5, 2023**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, September 5, 2023, at 6:00 P.M. local time in the Lower-Level Meeting Room of Town Hall, 11 South Main Street, in person.

**PRESENT:** Supervisor William A. Smith, Jr.; Councilmembers Cathy Koshykar, Katherine B. Munzinger, Stephanie Townsend and Kim Taylor.

**ABSENT:** None.

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

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

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 ANNOUCEMENTS**

- Supervisor Smith announced that the Public Hearing scheduled for this evening has been cancelled as the code enforcement matter for which the hearing was scheduled has been resolved.
- The Food Truck and Music Festival is this Saturday, September 9. There will be something for the whole family. The event will conclude with fireworks show at 9:00 P.M.
- Bucket pick-up for the Food Scraps Recycling Program began this week. Buckets can be picked up at Town Hall between 8 and 4 and spots are still open. Look for the link to register on the Town website. Participants can start dropping off their scraps Monday, September 18.
- Reminder to all residents that school starts this week and to slow down and drive carefully through Town, especially near school zones.

#### **PRESENTATION BY ELDERBERRY EXPRESS**

Suzanne Lee, Executive Secretary and Jim Gaze, President of Elderberry Express shared a presentation with board highlighting the history of the organization, current usage, and budget statistics. They requested a \$500 funding increase in the 2024 Budget. They expressed thanks to the board for their support and for the increase of funding.

#### **PROCLAMATION RECOGNIZING CHILDHOOD CANCER MONTH**

Supervisor Smith noted that all members of the Board signed a proclamation in recognition of Childhood Cancer Awareness Month. The proclamation will be presented to local organizers this week.

#### **MINUTES OF THE AUGUST 15 MEETING APPROVED**

A Resolution to approve the minutes of the August 15, 2023, Town Board meeting, was offered by Councilmember Taylor, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

## Minutes of the Pittsford Town Board for September 5, 2023

The Resolution was declared carried as follows:

**RESOLVED**, that the Minutes of the August 15, 2023, Town Board meeting are approved.

### **LEGAL MATTERS**

#### **PUBLIC COMMENTS**

No comments were submitted.

#### **RELEASE OF REDUNDANT SEWER EASEMENT**

Town Attorney Robert Koegel reviewed for the board the nature of the easement and why it has become redundant. Thereafter Supervisor Smith made a motion to release the redundant easement. Councilmember Townsend seconded the motion and it was voted on by board members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board authorize the Town Supervisor to sign the attached proposed "Release of Redundant Sewer Easement" involving the Town's easement located along the southern boundaries of 4044A and 4044B East Avenue and the eastern boundary of 4044B East Avenue. This resolution is subject to permissive referendum, and the Town Clerk is directed to post and publish the required notice of such permissive referendum.

### **OPERATIONAL MATTERS**

#### **PUBLIC COMMENTS**

No comments were submitted.

#### **NEW COPPER BEECH PARK DISCUSSION**

Supervisor Smith noted that the Town has received bids for the project of creating a small park from the lot at the corner of the entrance to the Library parking lot on North Main Street. He expressed concern that both bids substantially exceed the amount the Board had budgeted for the project. He suggested that rather than accepting a bid the Town could investigate the possibility of parts of the project being completed by Town employees. Work already planned to be completed by Town employees includes removing existing vegetation, excavating the concrete foundation of the former Tillis House and installing a water line. Additionally, Town crews might be able to build the pergola and assist with the plantings. Commissioner Schenkel advised against the Town performing any of the electrical, lighting, or concrete work. Board members agreed to review the current plan for the park to see what options there might be to bring the numbers more in line with the budgeted amount, without adding an undue burden to staff scheduling in 2024.

#### **TRAFFIC SAFETY REPORT**

With the start of school imminent, Supervisor Smith outlined, school-by-school, steps the Town has taken to improve safety for children walking to school and to calm traffic in the immediate vicinity of the schools. He reported that the Town just took delivery of a second speed trailer and has put it into service in high traffic areas near schools. He has spoken to the school district about buses using cut-through streets. Crossing guards will make note of repeat speeding offenders in school zones and will be sharing those license plates numbers with the Monroe County Sherriffs office.

### **PERSONNAL MATTERS**

#### **PUBLIC COMMENTS**

No comments were submitted.

Minutes of the Pittsford Town Board for September 5, 2023

**HIRING/PERSONNEL ADJUSTMENTS APPROVED**

Councilmember Taylor noted that she would be abstaining from this personnel matter as her daughter is one of the seasonal employees on the resolution. A Resolution to approve the recommendations for new hires and status and/or salary changes was then offered for approval by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend, and Smith. Nays: none. Abstain: Taylor

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

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Javier Sohn	Library	Page	\$14.20	09/12/2023

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

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

<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Rate</b>	<b>Effective Date</b>
Meghan Layer	Asst Site Director Summer Fun	Retro Adjustment	\$16.46	06/03/2023
Olivia Taylor	REC Asst	Adventure Camp	\$15.00	08/21/2023
Jackson Bonin	REC Asst	Adventure Camp	\$15.00	08/21/2023
Todd Long	Maintenance	Training Completion	\$28.03	08/28/2023
Jennifer Morrow	Rec Asst	Seniors–Addtl duties	\$16.46	09/05/2023

**OTHER BUSINESS**

Councilmember Townsend informed board members that she will not be at the next meeting. Councilmember Taylor inquired about the exemption notification on tax bills, observing that the bills notify taxpayers about some tax exemptions but not all. Town Clerk McQuillen noted that this language is drafted by the County. Councilmember Townsend suggested discussing this with Pittsford's representatives in the County Legislature.

**PUBLIC COMMENT**

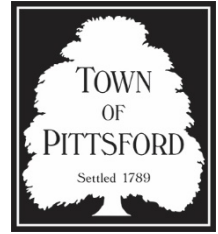
There were no public comments.

With no further business, the meeting adjourned at 6:46 P.M.

Respectfully submitted,

Renee McQuillen  
Town Clerk

# MEMORANDUM



**To:** Town Board Members

**From:** W.A. Smith

**Date:** September 14, 2023

**Regarding:** Grant Agreement Contracts with State

**For Meeting On:** September 19, 2023

Board Members:

As a final step in receiving grant money the State has approved for several Town projects, the Town is required to enter into contract with the Dormitory Authority of the State of New York (“DASNY”), which disburses the funds.

The grants are:

1. Funding to pave residential streets intersecting East Avenue and to install Phases 1 and 2 of the French Road Sidewalk (\$396,000). The contract caption refers to “East Street” not East Avenue. DASNY advises that this is immaterial and the contract may be approved as is.
2. Funding to replace HVAC components and for server upgrades at the library.

In the event that the Town Board approves entering into the contracts with DASNY to receive the funding, the following resolution would be in order:

## **RESOLUTION**

RESOLVED, that the attached contracts in the form annexed hereto between the Town of Pittsford and the Dormitory Authority of the State of New York for projects designated respectively by DASNY as projects 24587 and 25722, be and hereby are approved; and

FURTHER RESOLVED, that the Town Supervisor be and hereby is authorized to execute both contracts on behalf of the Town.

This **GRANT DISBURSEMENT AGREEMENT** includes all exhibits and attachments hereto and are made on the terms and by the parties listed below and relates to the project described below:

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**DORMITORY AUTHORITY OF THE STATE OF NEW YORK (“DASNY”):**

515 Broadway  
Albany, New York 12207  
Contact: Karen Hunter  
Phone: (518) 257-3177  
E-mail: grants@dasny.org

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**THE GRANTEE:**

Town of Pittsford  
11 S Main St  
Pittsford, New York 14534  
United States  
Contact: Spencer Bernard  
Phone: 5852486224  
Email: sbernard@townofpittsford.org

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**THE PROJECT:**

Repaving Roads and Installation of Sidewalks

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**PROJECT LOCATION(S):**

Town of Pittsford

**ADDRESS:**

East St, Pittsford, New York 14534, United States

**GRANT AMOUNT:**

\$396,000.00

**FUNDING SOURCE:**

State and Municipalities(“SAM”)

For Office Use Only:

**PRELIMINARY APPLICATION OR PROJECT INFORMATION SHEET DATE:**

8/9/2021

**EXPIRATION DATE OF THIS AGREEMENT:**

3 YEARS FROM DASNY EXECUTION DATE

**Project ID: 24587**  
**Grantee ID: 1013**  
**FMS#: 136585**

## TERMS AND CONDITIONS

### 1. The Project

The Grantee will perform tasks within the scope of the project description, budget, and timeline as set forth in the Project Budget attached hereto as Exhibit A (collectively, the "Project") which was described by the Grantee in the Preliminary Application or Project Information Sheet submitted by the Grantee, then reviewed by DASNY and approved by the State.

### 2. Project Budget and Use of Funds

- a) The Grantee will undertake and complete the Project in accordance with the overall budget, which includes the Grant funds, as set forth in the attached Exhibit A. The Grant will be applied to eligible expenses which are as described in the Preliminary Application or Project Information Sheet, and fall within the scope of the project description set forth in the attached Exhibit A.
- b) Grantee agrees and covenants to apply the Grant proceeds only to capital works or purposes, which shall consist of the following:
  - i. the acquisition, construction, demolition, or replacement of a fixed asset or assets;
  - ii. the major repair or renovation of a fixed asset, or assets, which materially extends its useful life or materially improves or increases its capacity; or
  - iii. the planning or design of the acquisition, construction, demolition, replacement, major repair or renovation of a fixed asset or assets, including the preparation and review of plans and specifications including engineering and other services, field surveys and sub-surface investigations incidental thereto.
- c) Grantee agrees and covenants that the Grant proceeds shall not be used for costs that are not capital in nature, which include, but shall not be limited to working capital, rent, utilities, salaries, supplies, administrative expenses, or to pay down debt incurred to undertake the Project.

### 3. Books and Records

The Grantee will maintain accurate books and records concerning the Project for six (6) years from the date the Project is completed and will make those books and records available to DASNY, its agents, officers and employees during Grantee's business hours upon reasonable request. In the event of earlier termination of this Agreement, such documentation shall be made available to DASNY, its agents, officers and employees for six (6) years following the date of such early termination.



4. Conditions Precedent to Disbursement of the Grant

No Grant funds shall be disbursed until the following conditions have been satisfied:

- a) DASNY has received the project description, budget, and timeline as set forth in the attached Exhibit A, and an opinion of Grantee's counsel, in substantially the form attached hereto as Exhibit B; and
- b) The requirements of the SAM Program have been met; and
- c) The monies required to fund the Grant have been received by DASNY; and
- d) In the event of disbursement pursuant to paragraph 5(b) below, the Grantee has provided DASNY with documentation evidencing that a segregated account has been established by the Grantee into which Grant funds will be deposited (the "Segregated Account"). The Segregated Account must have industry-standard fraud protections added to the account, including but not limited to, check positive pay and ACH positive pay. Eligible Expenses incurred in connection with the Project to be financed with Grant proceeds that are to be paid on invoice shall be paid out of the Segregated Account. The funds in such account shall not be used for any other purpose.
- e) The Grantee certifies that it is in compliance with the provisions of the SAM Program as well as this Agreement and that the Grant will only be used for the Project set forth in the Preliminary Application or Project Information Sheet and in Exhibit A hereto.
- f) Not-for-profit organizations are required to register and prequalify on the New York State Grants Gateway (<https://grantsmanagement.ny.gov/>) in order to receive Grant funds. The Grantee's Document Vault must be in prequalification status prior to any disbursements of the grant funds.

5. Disbursement

Subject to the terms and conditions contained in this Agreement, DASNY shall disburse the Grant to the Grantee, in the manner set forth in Exhibit D, as follows:

- a) Reimbursement: DASNY shall make payment directly to the Grantee in the amount of Eligible Expenses actually incurred and paid for by the Grantee, upon presentation to DASNY of:
  - i. the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments;
  - ii. copies of invoices for Eligible Expenses from the Grantee's contractor and/or vendor and proof of payment from the Grantee to the contractor and/or vendor in a form acceptable to DASNY; and
  - iii. such additional supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were incurred and paid by the Grantee in connection with the Project described herein; or

b) Payment on Invoice:

- i. DASNY may make payment directly to the Grantee in the amount of Eligible Expenses actually incurred by the Grantee, upon presentation to DASNY of:
  - 1) the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments;
  - 2) copies of invoices for Eligible Expenses from the Grantee's contractor and/or vendor in a form acceptable to DASNY evidencing the completion of work; and
  - 3) such additional supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were incurred by the Grantee in connection with the Project described herein.
- ii. The Grantee must deposit all Grant proceeds paid on invoice pursuant to this paragraph 5(b) into the Segregated Account established pursuant to Paragraph 4(d). All Eligible Expenses incurred in connection with the Project to be financed with Grant funds that are to be paid on invoice must be paid out of this account. The account shall not be used for any other purpose.
- iii. The Grantee must provide proof of disbursement of Grant funds to the respective contractor and/or vendor in a form acceptable to DASNY, within sixty (60) days of the date that Grant funds are disbursed to the Grantee to pay for such costs. DASNY will not make any additional disbursements from Grant funds until such time as proof of payment is provided.
- iv. Utilizing the Grant funds paid to the Grantee pursuant to this section for any purpose other than paying the contractors and/or vendors identified in the requisition documentation in the amounts set forth in the requisition shall constitute a default under this Agreement and shall, at a minimum, result in the denial of payment on invoice for subsequent requisitions.
- v. DASNY may deny payment on invoice at its sole and absolute discretion, thereby restricting the method of payment pursuant to this contract to reimbursement subject to the terms of Section 5(a).

c) Real Property Acquisition:

- i. Prior to closing on the sale of the subject real property, DASNY shall be provided with an executed Escrow Instruction Letter, signed by DASNY and an escrow agent approved by DASNY, a title report, the draft deed and any other documents requested by DASNY to justify and support the costs to be paid at the closing from Grant funds.
- ii. DASNY shall transfer the Grant funds to the escrow agent to hold in escrow pending closing. The Grant funds will be wired to the escrow agent not more than one (1) business day prior to the scheduled closing unless otherwise approved by DASNY.
- iii. On the day of the closing, the escrow agent shall provide DASNY with copies of the executed deed, a copy of the title insurance policy, the final closing

statement setting forth costs to be paid at closing, and copies of any checks to be drawn against Grant funds.

- iv. Upon DASNY approval, the escrow agent shall disburse the Grant funds as set forth in the documentation described in (iii), above.
- d) **Electronic Payments Program:** DASNY reserves the right to implement an electronic payment program (“Electronic Payment Program”) for all payments to be made to the Grantee thereunder. Prior to implementing an Electronic Payment Program, DASNY shall provide the Grantee written notice one hundred twenty days prior to the effective date of such Electronic Payment Program (“Electronic Payment Effective Date”). Commencing on or after the Electronic Payment Effective Date, all payments due hereunder by the Grantee shall only be rendered electronically, unless payment by paper check is expressly authorized by DASNY. Commencing on or after the Electronic Payment Effective Date the Grantee further acknowledges and agrees that DASNY may withhold any request for payment hereunder, if the Grantee has not complied with DASNY’s Policies and Procedures relating to its Electronic Payment Program in effect at such time, unless payment by paper check is expressly authorized by DASNY.
- e) In no event will DASNY make any payment which would cause DASNY’s aggregate disbursements to exceed the Grant amount.
- f) The Grant, or a portion thereof, may be subject to recapture by DASNY as provided in Section 9(c) hereof.

6. Non-Discrimination and Affirmative Action

The Grantee shall make its best effort to comply with DASNY’s Non-Discrimination and Affirmative Action policies set forth in Exhibit F to this Agreement.

7. No Liability of DASNY or the State

DASNY shall not in any event whatsoever be liable for any injury or damage, cost or expense of any nature whatsoever that occurs as a result of or in any way in connection with the Project and the Grantee hereby agrees to indemnify, defend, and hold harmless DASNY, the State and their respective agents, officers, employees and directors (collectively, the “Indemnitees”) from and against any and all such liability and any other liability for injury or damage, cost or expense resulting from the payment of the Grant by DASNY to the Grantee or use of the Project in any manner, including in a manner which, if the bonds are issued on a tax-exempt basis, (i) results in the interest on the bonds issued by DASNY the proceeds of which were used to fund the Grant (the “Bonds”) to be includable in gross income for federal income tax purposes or (ii) gives rise to an allegation against DASNY by a governmental agency or authority, which DASNY defends that the interest on the Bonds is includable in gross income for federal income tax purposes, other than that caused by the gross negligence or the willful misconduct of the Indemnitees.

8. Warranties and Covenants

The Grantee warrants and covenants that:

- a) The Grant shall be used solely for Eligible Expenses in accordance with the Terms and Conditions of this Agreement.
- b) No materials, if any, purchased with the Grant will be used for any purpose other than the eligible Project costs as identified in Exhibit A.
- c) The Grantee agrees to utilize all funds disbursed in accordance with this Agreement in accordance with the terms of the SAM Program.
- d) The Grantee is solely responsible for all Project costs in excess of the Grant. The Grantee will incur and pay Project costs and submit requisitions for reimbursement in connection with such costs.
- e) The Grantee has sufficient, secured funding for all Project costs in excess of the Grant, and will complete the Project as described in the Preliminary Application or Project Information Sheet and in this Agreement.
- f) The Grantee agrees to use its best efforts to utilize the Project for substantially the same purpose set forth in this Agreement until such time as the Grantee determines that the Project is no longer reasonably necessary or useful in furthering the public purpose for which the grant was made.
- g) There has been no material adverse change in the financial condition of the Grantee since the date of submission of the Preliminary Application or Project Information Sheet to DASNY.
- h) No part of the Grant will be applied to any expenses paid or payable from any other external funding source, including State or Federal grants, or grants from any other public or private source.
- i) The Grantee owns, leases, or otherwise has control over the site where the Project will be located. If the Project includes vehicle purchase(s), removable equipment, or furnishings including but not limited to, computer hardware and software, air conditioning units, lab equipment, office furniture and telephone systems, the Grantee has or will develop, implement, and maintain an inventory system for tracking such items, as well as has or will develop, implement, and maintain a usage policy.
- j) In the event the Grantee will utilize the Grant funds to acquire real property, the Grantee must retain title ownership to the real property. If at any time during the term of this Agreement the real property is repurchased by the Seller or otherwise conveyed to any entity other than the Grantee, the Grantee will notify DASNY within 10 business days from the date the contract of sale is executed OR within 10 business days from the date the Grantee initiates or is notified of the intent to transfer ownership of the real property, whichever is earlier. In that event, Grantee hereby agrees to repay to DASNY all Grant funds disbursed pursuant to this Agreement.
- k) The Project to be funded by the Grant will be located in the State of New York. If the Grant will fund all or a portion of the purchase of any type of vehicle, such vehicle will be registered in the State of New York and a copy of the New York State Vehicle Registration documents will be provided to DASNY's Accounts Payable Department at the time of requisition.

- l) Grantee is in compliance with, and shall continue to comply in all material respects, with all applicable laws, rules, regulations and orders affecting the Grantee and the Project including but not limited to maintaining the Grantee's document vault on the New York State Grants Reform Gateway (<https://grantsmanagement.ny.gov/>).
  
- m) The Grantee has obtained all necessary consents and approvals from the property owner in connection with any work to be undertaken in connection with the Project.
  
- n) All contractors and vendors retained to perform services in connection with the Project shall be authorized to do business in the State of New York and/or filed such documentation, certifications, or other information with the State or County as required in order to lawfully provide such services in the State of New York. In addition, said contractor/vendors shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the Project.
  
- o) Neither the Grantee nor any of the members of its Board of Directors or other governing body or its employees have given or will give anything of value to anyone to procure the Grant or to influence any official act or the judgment of any person in the performance of any of the terms of this Agreement.
  
- p) The Grant shall not be used in any manner for any of the following purposes:
  - i. political activities of any kind or nature, including, but not limited to, furthering the election or defeat of any candidate for public, political or party office, or for providing a forum for such candidate activity to promote the passage, defeat, or repeal of any proposed or enacted legislation;
  
  - ii. religious worship, instruction or proselytizing as part of, or in connection with, the performance of this Agreement;
  
  - iii. payments to any firm, company, association, corporation or organization in which a member of the Grantee's Board of Directors or other governing body, or any officer or employee of the Grantee, or a member of the immediate family of any member of the Grantee's Board of Directors or other governing body, officer, or employee of the Grantee has any ownership, control or financial interest, including but not limited to an officer or employee directly or indirectly responsible for the preparation or the determination of the terms of the contract or other arrangement pursuant to which the proceeds of the Grant are to be disbursed. For purposes of this paragraph, "ownership" means ownership, directly or indirectly, of more than five percent (5%) of the assets, stock, bonds or other dividend or interest-bearing securities; and "control" means serving as a member of the board of directors or other governing body, or as an officer in any of the above; and

- iv. payment to any member of Grantee's Board of Directors or other governing body of any fee, salary or stipend for employment or services, except as may be expressly provided for in this Agreement.
- q) The relationship of the Grantee (including, for purposes of this paragraph, its officers, employees, agents and representatives) to DASNY arising out of this Agreement shall be that of an independent contractor. The Grantee covenants and agrees that it will conduct itself in a manner consistent with such status, that it will neither hold itself out as, nor claim to be, an officer, employee, agent or representative of DASNY or the State by reason hereof, and that it will not by reason thereof, make any claim, demand or application for any right or privilege applicable to an officer, employee, agent or representative of DASNY or the State, including without limitation, worker's compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.
- r) The information contained in the Preliminary Application or Project Information Sheet submitted by the Grantee in connection with the Project and the Grant, as such may have been amended or supplemented and any supplemental documentation requested by the State or DASNY in connection with the Grant, is incorporated herein by reference in its entirety. In the event of an inconsistency between the descriptions, conditions, and terms of this Agreement and those contained in the Preliminary Application or Project Information Sheet, the provisions of this Agreement shall govern. The Grantee hereby acknowledges that DASNY has relied on the statements and representations made by the Grantee in the Preliminary Application or Project Information Sheet and any supplemental information in making the Grant. The Grantee hereby represents and warrants that it has made no material misstatement or omission of fact in the Preliminary Application or Project Information Sheet, supplemental information, or otherwise in connection with the Grant and that the information contained in the Preliminary Application or Project Information Sheet and supplemental information continues on the date hereof to be materially correct and complete.
- s) The Grantee hereby represents and warrants that it has made no material misstatement or omission of fact in the Grantee Questionnaire ("GQ"), attached hereto as Exhibit C, or the Grantee's document vault in the New York State's Grants Reform Gateway completed by the Grantee in connection with the Project and the Grant, and that the responses in the GQ and the document vault continue on the date hereof to be materially correct and complete. The Grantee hereby acknowledges that DASNY has relied on the statements and representations made by the Grantee in the GQ in making the Grant, and that the Grantee will be required to reaffirm the information therein each time a requisition for grant funds is presented to DASNY.
- t) The Grantee is duly organized, validly existing and in good standing under the laws of the State of New York, or is duly organized and validly existing under the laws of another jurisdiction and is authorized to do business and is in good standing in the State of New York and shall maintain its corporate existence in good standing in each such jurisdiction for the term of this Agreement, and has full power and authority to execute and deliver the Agreement and to perform its obligations thereunder;
- u) The Grantee agrees to provide such documentation to DASNY as may be requested by DASNY in its sole and absolute discretion to support a requisition for payment, to

determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant, and further acknowledges that if documentation requested in connection with a requisition for payment does not, in the sole and absolute discretion of DASNY, provide adequate support for the costs requested, that such requisition request shall be denied and payment shall not be made to the Grantee.

- v) The Agreement was duly authorized, executed and delivered by the Grantee and is binding on and enforceable against the Grantee in accordance with its terms.

## 9. Default and Remedies

- a) Each of the following shall constitute a default by the Grantee under this Agreement:
  - i. Failure to perform or observe any obligation, warranty or covenant of the Grantee contained herein, or the failure by the Grantee to perform the requirements herein to the reasonable satisfaction of DASNY and within the time frames established therefor under this Agreement.
  - ii. Failure to comply with any request for information reasonably made by DASNY to determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant.
  - iii. The making by the Grantee of any false statement or the omission by the Grantee to state any material fact in or in connection with this Agreement or the Grant, including information provided in the Preliminary Application or Project Information Sheet or in any supplemental information that may be requested by the State or DASNY.
  - iv. The Grantee shall (A) be generally not paying its debts as they become due, (B) file, or consent by answer or otherwise to the filing against it of, a petition under the United States Bankruptcy Code or under any other bankruptcy or insolvency law of any jurisdiction, (C) make a general assignment for the benefit of its general creditors, (D) consent to the appointment of a custodian, receiver, trustee or other officer with similar powers of itself or of any substantial part of its property, (E) be adjudicated insolvent or be liquidated or (F) take corporate action for the purpose of any of the foregoing.
  - v. An order of a court having jurisdiction shall be made directing the sale, disposition or distribution of all or substantially all of the property belonging to the Grantee, which order shall remain undismisssed or unstayed for an aggregate of thirty (30) days.
  - vi. The Grantee abandons the Project prior to its completion.
  - vii. The Grantee is found to have falsified or modified any documents submitted in connection with this grant, including but not limited to invoice, contract or payment documents submitted in connection with a Grantee's request for payment/reimbursement.

viii. Utilizing the Grant funds paid to the Grantee pursuant to Section 5(b) for any purpose other than paying the contractors and/or vendors identified in the requisition documentation in the amounts set forth in the requisition.

- b) Upon the occurrence of a default by the Grantee and written notice by DASNY indicating the nature of the default, DASNY shall have the right to terminate this Agreement.
- c) Upon any such termination, DASNY may withhold any Grant proceeds not yet disbursed and may require repayment of Grant proceeds already disbursed. If DASNY determines that any Grant proceeds had previously been released based upon fraudulent representations or other willful misconduct, DASNY may require repayment of those funds and may refer the matter to the appropriate authorities for prosecution. DASNY shall be entitled to exercise any other rights and seek any other remedies provided by law.

#### 10. Term of Agreement

Notwithstanding the provisions of Section 9 hereof, this Agreement shall terminate three (3) years after the latest date set forth on the front page hereof without any further notice to the Grantee. DASNY, in its sole discretion, may extend the term of this Agreement upon a showing by the Grantee that the Project is under construction and is expected to be completed within the succeeding twelve (12) months. All requisitions must be submitted to DASNY in proper form prior to the termination date in order to be reimbursed.

#### 11. Project Audit

DASNY shall, upon reasonable notice, have the right to conduct, or cause to be conducted, one or more audits, including field inspections, of the Grantee to assure that the Grantee is in compliance with this Agreement. This right to audit shall continue for six (6) years following the completion of the Project or earlier termination of this Agreement.

#### 12. Survival of Provisions

The provisions of Sections 3, 7, 8(o), 8(p) and 11 shall survive the expiration or earlier termination of this Agreement.

#### 13. Notices

Each notice, demand, request or other communication required or otherwise permitted hereunder shall be in writing and shall be effective upon receipt if personally delivered or sent by any overnight service or three (3) days after dispatch by certified mail, return receipt requested, to the addresses set forth on this document's cover page.

#### 14. Assignment

The Grantee may not assign or transfer this Agreement or any of its rights hereunder.

#### 15. Modification

This Agreement may be modified only by a written instrument executed by the party against whom enforcement of such modification is sought.



16. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of New York. This Agreement shall be construed without the aid of any presumption or other rule of law regarding construction against the party drafting this Agreement or any part of it. In case any one or more of the provisions of this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such provision(s) had never been contained herein.

17. Confidentiality of Information

Any information contained in reports made to DASNY or obtained by DASNY as a result of any audit or examination of Grantee's documents or relating to trade secrets, operations and commercial or financial information, including but not limited to the nature, amount or source of income, profits, losses, financial condition, marketing plans, manufacturing processes, production costs, productivity rates, or customer lists, provided that such information is clearly marked "confidential" by the Grantee that concerns or relates to trade secrets, operations and commercial or financial information, including but not limited to the nature, amount or source of income, profits, losses or expenditures, financial condition, marketing plans, manufacturing processes, production costs, productivity rates, or customer lists, which is determined by DASNY to be exempt from public disclosure under the Freedom of Information Law, shall be considered business confidential and is not to be released to anyone, except DASNY and staff directly involved in assisting the Grantee, without prior written authorization from the Grantee, as applicable. Notwithstanding the foregoing, DASNY will not be liable for any information disclosed, in DASNY's sole discretion, pursuant to the Freedom of Information Law, or which DASNY is required to disclose pursuant to legal process.

18. Executory Clause

This Agreement shall be deemed executory to the extent of monies available for the SAM Program to DASNY.

Town of Pittsford  
Repaving Roads and Installation of Sidewalks  
Project ID: 24587

This agreement is entered into as of the latest date written below:

**GRANTEE: Town of Pittsford**

DocuSigned by:

*William Smith Jr.*

84380090EF974FC...

**(Signature of Grantee Authorized Officer)**

william smith jr.

Town Supervisor

(Printed Name and Title)

Date: 9/15/2023

**DORMITORY AUTHORITY OF THE STATE OF NEW YORK**

**(Signature of DASNY Authorized Officer)**

(Printed Name)

Date:

<b>DASNY OFFICE USE ONLY</b>	
<b>GRANTS ADMIN REVIEW</b>	<b>FINAL LEGAL REVIEW</b>
APPROVED FOR LEGAL REVIEW:	APPROVED FOR SIGNATURE:
DATE:	DATE:

## **GRANT DISBURSEMENT AGREEMENT**

### **EXHIBITS**

EXHIBIT A	Project Budget
EXHIBIT B	Opinion of Counsel
EXHIBIT C	Grantee Questionnaire
EXHIBIT D	Disbursement Terms
EXHIBIT E	Payment Requisition Form and Dual Certification
EXHIBIT E-1	Payment Requisition Cover Letter
EXHIBIT E-2	Payment Requisition Back-up Summary
EXHIBIT F	Non-Discrimination and Affirmative Action Policy

**EXHIBIT A: Project Budget**

Town of Pittsford  
 Repaving Roads and Installation of Sidewalks  
 Project ID: 24587

USE OF FUNDS	TIMELINE		SOURCES			Total
	Anticipated Dates**		DASNY Share	In-Kind / Equity / Sponsor	Other Sources	
Project Description*	Start	End	Amount	Amount	Amount	
Repaving Roads and Installation of Sidewalks	09/15/2021	09/29/2023	\$396,000.00	\$27,201.93		\$423,201.93

\* Please note that the project description as set forth in this column must summarize the scope of the Eligible Expenses set forth in the Preliminary Application or Project Information Sheet as per Section 2(a) of this Agreement for which reimbursement or payment on invoice will be sought. Please ensure that the project description is an appropriate summary of the Eligible Expenses for which grantee will be submitting for requisition. The failure to ensure **all** Eligible Expenses are consistent with the project description may delay payment.

\*\* Please be sure to complete the anticipated start and end dates in the Project timeline.

## EXHIBIT B: Opinion of Counsel

DASNY  
General Counsel  
515 Broadway  
Albany, New York 12207

*Re: State and Municipalities ("SAM") Grant  
Repaving Roads and Installation of Sidewalks  
Project ID: 24587*

Ladies and Gentlemen:

I have acted as counsel to Town of Pittsford (the "Grantee") in connection with the Project referenced above. In so acting, I have reviewed a certain Grant Disbursement Agreement between you and the Grantee (the "Agreement") and such other documents as I consider necessary to render the opinion expressed hereby.

Based on the foregoing, I am of the opinion that:

1. the Grantee is duly organized, validly existing and in good standing under the laws of the State of New York; **or**

the Grantee is duly organized and validly existing under the laws of another jurisdiction, and the Grantee is in good standing and authorized to do business in the State of New York;

2. the Grantee has full power and authority to execute and deliver the Agreement and to perform its obligations thereunder; **and**

3. the Agreement was duly authorized, executed and delivered by the Grantee and is binding on and enforceable against the Grantee in accordance with its terms.

By selecting this option and providing my electronic signature, I hereby execute and deliver a validly binding legal opinion in the form of this Exhibit B, just the same as a pen-and-paper signature on a separate document.

Approved – Legal Opinion attached

*\*\*Instructions – Grantee's Attorney will choose appropriate response. If "**Approved as to form**" is checked, the Attorney will DocuSign form. If "**Approved – Legal Opinion attached**" is checked, the Attorney must attach a legal opinion using the language provided in this exhibit.*

## **EXHIBIT C: Grantee Questionnaire**

### **PLEASE READ THE FOLLOWING:**

- 1) You are acknowledging the following regarding the included Grantee Questionnaire:
  - This inserted Grantee Questionnaire is an accurate and true copy of such previously submitted DASNY Grantee Questionnaire.
  - The Grantee certifies that there has been no material change in the information provided in the Grantee Questionnaire.



DASNY OFFICE USE ONLY	
GQ Review	
DS <i>VB</i>	5/8/2023

**Grant Programs  
Municipal Grantee Questionnaire**

*THIS QUESTIONNAIRE MUST BE COMPLETED IN FULL BEFORE DASNY WILL PROCESS YOUR GRANT APPLICATION. THE COMPLETED QUESTIONNAIRE WILL BE KEPT ON FILE FOR ONE (1) YEAR. THE GRANTEE MUST NOTIFY DASNY, IN WRITING OF ANY CHANGES TO THESE RESPONSES.*

**SECTION I: GENERAL INFORMATION**

- |                                                         |                                           |
|---------------------------------------------------------|-------------------------------------------|
| 1. Grantee (Legally Inc. Name):                         | Town of Pittsford                         |
| 2. Federal Employer ID No. (FEIN):                      | 16-6002346                                |
| 3. Website Address:                                     | townofpittsford.org                       |
| 4. Business E-mail Address:                             | sbernard@townofpittsford.org              |
| 5. Principal Place of Business Address:                 | 11 South Main Street. Pittsford, NY 14534 |
| 6. Telephone Number:                                    | 585-248-6224                              |
| 7. Type of Entity (Please select appropriate response): |                                           |
| a) County                                               |                                           |
| b) City                                                 |                                           |
| c) <input checked="" type="checkbox"/> Town             |                                           |
| d) Village                                              |                                           |
| e) Public Benefit Corporation                           |                                           |
| f) Fire District                                        |                                           |
| g) School District                                      |                                           |
| h) Soil or Water Conservation District                  |                                           |
| i) Community College                                    |                                           |
| j) Public Library                                       |                                           |
| k) BOCES                                                |                                           |
| l) Other      Please Specify:                           |                                           |

**SECTION II: GRANTEE CERTIFICATION AS TO PUBLIC PURPOSE**

**A. DEFINITIONS**

*As used herein in this Grant Programs Municipal Grantee Questionnaire:*

1. "Affiliate" means any person or entity that directly or indirectly controls or is controlled by or is under common control or ownership of a Related Party.
2. "Authorized Officer" is someone who can contractually bind the organization to a legal contract. If you do not know who this is, please consult with your attorney. DASNY will not be able to provide you with this information.
3. "Grantee" means the party or parties receiving funds pursuant to the terms of Grant Disbursement Agreement(s) ("GDA") to be entered into between the Grantee and DASNY.
4. "Grant-Funded Project" means the work that will be fully or partially paid for with the proceeds of one or more Grants administered by DASNY, as described in the Preliminary Application(s), Project Information Sheet(s) and GDA(s), and includes, but is not limited to, capital costs including architectural, engineering and other preliminary planning costs, construction, furnishings and equipment.
5. "Related Party" means: (i) the party's spouse, (ii) natural or adopted descendants or step-children of the party or of the spouse, (iii) any natural or adopted parent or step-parent or any natural, adopted, or step-sibling of the party or of the spouse, (iv) the son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law or mother-in-law of the party or of the spouse, (v) any person sharing the home of any of the party or of the spouse, (vi) any person who has been a staff member, employee, director, officer or agent of the party within two (2) years of the date of this Grantee questionnaire, and (vii) affiliates or subcontractors of the party.
6. "Sponsoring Member(s)" means the Elected State Official who sponsored, arranged for and/or procured the Grant.

**B. GRANT AWARD(S)**

1. Has the Grantee or any of the Grantee's Related Parties paid any third party or agent, either directly or indirectly, to aid in the securing of a Grant-Funded Project? Yes      No

If answer is "Yes", Please explain:



2. Has the Grantee or any of the Grantee's Related Parties agreed to select specific consultants, contractors, suppliers or vendors to provide goods or services in connection with any Grant-Funded Project as a condition of receiving a Grant? Yes      No

If answer is "Yes", Please explain:

3. Does the Grantee have a conflict of interest policy? Yes  No

- a) If "Yes", will all consultants, contractors, suppliers and vendors selected to provide goods or services in connection with any Grant-Funded Project be chosen in accordance with the Grantee's conflict of interest policy, or if consultants, suppliers and vendors retained in connection with a Grant-Funded Project have already been selected, was the selection undertaken in accordance with the Grantee's conflict of interest policy? Yes  No

If answer is "No", Please explain:

4. Does the Sponsoring Member(s) or any Related Parties to Sponsoring Member(s) have any financial interest, direct or indirect, in the Grantee or in any of the Grantee's equity owners, or will the Sponsoring Members or any Related Parties to Sponsoring Members receive any financial benefit, either directly or indirectly, from the Grant-Funded Project(s) funded in whole or in part with Grant proceeds? Yes      No

If the answer is "Yes", please provide details:

**SECTION III: DUE DILIGENCE QUESTIONS**

1. Does the Grantee currently possess all certifications, licenses, permits, approvals, or other authorizations issued by any Local, State, or Federal governmental entity in connection with any Grant-Funded Project, Grantee's services, operations, business, or ability to conduct its activities? *Please note this does not include construction related activities such as building permits and certificates of occupancy for any Grant-Funded project.* Yes  No

If the answer is "**No**", will the Grantee obtain all required certifications, licenses, permits, approvals, or other authorizations issued by Local, State, or Federal Governmental entity in connection with any Grant-Funded Project, Grantee's services, operations, business or ability to conduct its activities prior to the execution of the Grant Disbursement Agreement for that Grant-Funded Project? If the answer is "**No**", please explain: Yes No

2. Within the past five (5) years, has the Grantee or any Elected or Appointed Official on the Governing Board, Zoning Board, Planning Board, or other Municipal Board or body of the Grantee been subject to any of the following:
- a) A judgment or conviction for any business-related conduct constituting a crime under Federal, State or Local government law? Yes No
- b) Been suspended, debarred or terminated by a Local, State or Federal authority in connection with a contract or contracting process? Yes No
- c) Been denied an award of a Local, State or Federal government contract, had a contract suspended or had a contract terminated for non-responsibility? Yes No
- d) Had a Local, State, or Federal government contract suspended or terminated for cause prior to the completion of the term of the contract? Yes No
- e) A criminal investigation or indictment for any business-related conduct constituting a crime under Federal, State or Local government? Yes No
- f) An investigation for a civil violation for any business-related conduct by any Federal, State or Local agency? Yes No
- g) An unsatisfied judgment, injunction or lien for any business-related conduct obtained by any Federal, State or Local government agency including, but not limited to, judgments based on taxes owed and fines and penalties assessed by any Federal, State or Local government agency? Yes No

- h) A grant of immunity for any business-related conduct constituting a crime under Federal, State or Local law including, but not limited to any crime related to truthfulness and/or business conduct? Yes    No
  
- i) An administrative proceeding or civil action seeking specific performance or restitution in connection with any Federal, State or Local contract or lease? Yes    No
  
- j) The withdrawal, termination or suspension of any grant or other financial support by any Federal, State, or Local agency, organization or foundation? Yes    No
  
- k) A suspension or revocation of any business or professional license held by the Grantee, a current or former principal, director, or officer of the Grantee, or any member of the any current or former staff of the Grantee? Yes    No
  
- l) A sanction imposed as a result of judicial or administrative proceedings relative to any business or professional license? Yes    No
  
- m) A Federal, State or Local government enforcement determination involving a violation of Federal, State or Local laws? Yes    No
  
- n) A citation, notice, violation order, pending administrative hearing or proceeding or determination for violations of:
  - Unemployment insurance or workers' compensation coverage or claim requirements Yes    No
  
  - A Federal, State, or Local determination of a willful violation of any public works or labor law or regulation? Yes    No

**For each "Yes" answer to questions 2a-n, provide details regarding the finding, including but not limited to cause, current status, resolution, etc.**

- 3. During the past three (3) years, has the Grantee **failed** to file documentation requested by any regulating entity, with the Attorney General of the State of New York, or with any other Local, State, or Federal entity that has made a formal request for information? Yes    No

If "Yes", indicate the years the Grantee fails to file the requested information and the current status of the matter:

4. During the past three (3) years, has the Grantee had any Governmental audits conducted that revealed material weaknesses in the Grantee's system of internal controls or was non-compliant with contractual agreements or any material disallowance?    **Yes**    **No**

If "**Yes**", please provide details and what has been done to rectify the weakness or non-compliance(s). If a Corrective Action Plan was required, please provide details:

**CERTIFICATION**

The Grantee certifies that all funds that will be expended pursuant to the terms of a GDA to be entered into between DASNY and the Grantee are to be used solely and directly for the public purpose or public purposes described in the Preliminary Application, Project Information Sheet and GDA. The Grantee further certifies that all such funds will be used solely in the manner described in the Preliminary Application, Project Information Sheet, and GDA. The Grantee further certifies that it will utilize the real property, equipment, furnishings, and other capital costs paid for with Grant proceeds until such time as the Grantee reasonably determines that such real property, equipment, furnishings and other capital costs are no longer reasonably necessary or useful to further the public purpose for which the Grant was made.

The undersigned recognizes that this questionnaire is submitted for the express purpose of inducing DASNY to make payment to the Grantee for services rendered by the undersigned and that DASNY may in its discretion, by means which it may choose, determine the truth and accuracy of all statements made herein. The undersigned further acknowledges that intentional submission of false or misleading information may constitute crimes, including but not limited to, a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine of up to \$10,000 or imprisonment of up to five years under 18 U.S.C. Section 1001; and swears and/or affirms under penalty of perjury that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned also certifies that s/he has not altered the content of the questions in the questionnaire in any manner; has read and understands all of the items contained in the questionnaire and any attached pages; has supplied full and complete and accurate responses to each item therein; is knowledgeable about the submitting Grantee's business and operations; understands that DASNY will rely on the information supplied in this questionnaire when entering into a contract with the Grantee; and is under duty to notify DASNY of any changes to the Grantee's responses herein until such time as the Grant proceeds have been fully paid out to Grantee.

DocuSigned by:  
*Spencer T Bernard*  
B163CE344AA64A9...  
\_\_\_\_\_  
Signature of Authorized Officer

DocuSigned by:  
*William Smith Jr.*  
84380090EF974FC...  
\_\_\_\_\_  
Signature of Authorized Officer

Spencer T Bernard  
\_\_\_\_\_  
Printed Name of Authorized Officer

William Smith Jr.  
\_\_\_\_\_  
Printed Name of Authorized Officer

Chief of Staff  
\_\_\_\_\_  
Title of Authorized Officer

Town Supervisor  
\_\_\_\_\_  
Title of Authorized Officer

3/6/2023  
\_\_\_\_\_  
Date Signed

5/8/2023  
\_\_\_\_\_  
Date Signed

## EXHIBIT D: Disbursement Terms

Town of Pittsford  
Repaving Roads and Installation of Sidewalks  
Project ID: 24587

Subject to the terms and conditions contained in this Agreement, DASNY shall disburse the Grant to the Grantee as follows:

### Standard Reimbursement

DASNY shall make payment to the Grantee, no more frequently than monthly, based upon Eligible Expenses (as set forth and in accordance with the schedule in Exhibit A) actually incurred by the Grantee, in compliance with Exhibit A and upon presentation to DASNY of the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments, together with such supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were actually incurred by the Grantee in connection with the Project described herein. Payment shall be made by reimbursement, subject to the terms and conditions of Sections 4 and 5(a) of this Agreement; by payment on invoice subject to the terms and conditions of Sections 4 and 5(b) of this Agreement; or, for real property acquisition, subject to the terms and conditions of Sections 4 and 5(c) of this Agreement.

Supporting documentation acceptable to DASNY must be provided prior to payment, including invoices and proof of payment in a form acceptable to DASNY. If the fronts and backs of canceled checks cannot be obtained from the Grantee's financial institution, a copy of the front of the check must be provided, along with a copy of a bank statement clearly showing that payment was made by the Grantee to the contractor. DASNY reserves the right to request additional supporting documentation in connection with requests for payment, including the backs of canceled checks, certifications from contractors or vendors, or other documentation to verify that grant funds are properly expended. *Please note that quotes, proposals, estimates, purchase orders, and other such documentation **do NOT** qualify as invoices.*

The Grantee agrees to provide such documentation to DASNY as may be requested by DASNY in its sole and absolute discretion to support a requisition for payment, to determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant, and further acknowledges that if documentation requested in connection with a requisition for payment does not, in the sole and absolute discretion of DASNY, provide adequate support for the costs requested, that such requisition request shall be denied and payment shall not be made to the Grantee.

All expenses submitted for reimbursement or payment on invoice must be for work completed at the approved Project location(s) and/or items received at the approved Project location(s) prior to the date of the request for reimbursement/payment. In addition, if funds are requisitioned for the purchase of a vehicle, the New York State Vehicle Registration Documents and title must be submitted along with the requisition forms.

**EXHIBIT E: Payment Requisition Form and Dual Certification**

Town of Pittsford  
 Repaving Roads and Installation of Sidewalks  
 Project ID: 24587

<p><b>For Office Use Only:</b></p> <p><b>FMS#: 136585</b></p>
---------------------------------------------------------------

Payment Request #

For work completed between      /      /      and      /      /     

**THIS REQUEST:**

A: DASNY SHARE*	B: THIS REQUEST	C: TOTAL REQUESTED PRIOR TO THIS REQUEST	D: A-B-C BALANCE
\$ 396,000.00			

\* Please note that when submitting a requisition for payment, DASNY can only reimburse for capital expenditures for the Project as set forth in Exhibit A of this Agreement. In addition, all capital expenditures are to be both incurred (billed to) and paid for by the named Grantee. Capital expenditures include the costs of acquisition, design, construction, reconstruction, rehabilitation, preservation, development, improvement, modernization and equipping of the approved Project location.

### EXHIBIT E: Payment Requisition Form and Dual Certification

#### DUAL CERTIFICATION

This certification must be signed by two Authorized Officers of the Town of Pittsford, for Project #24587.

We hereby warrant and represent to DASNY that:

1. To the best of our knowledge, information and belief, the expenditures described in Payment Requisition Request # \_\_\_\_\_ attached hereto in the amount of \$ \_\_\_\_\_ for which Town of Pittsford, is seeking payment and/or reimbursement comply with the requirements of the Agreement between DASNY and Town of Pittsford (the "Agreement"), are Eligible Expenses, and that the payment and/or reimbursement of expenditures for which it is seeking payment and/or reimbursement from DASNY does not duplicate reimbursement or disbursement of costs and/or expenses from any other source.
2. The warranties and covenants contained in Section 8 of the Agreement are true and correct as if made on the date hereof.
3. The Eligible Expenses for which reimbursement is sought in connection with this requisition were actually incurred by the Grantee named on the cover page of this Agreement, and/or will be paid by the Grantee solely from the Segregated Account established pursuant to paragraph 4(d) of the Grant Disbursement Agreement to the contractor named on the invoices submitted in connection with this requisition and shall not be used for any other purpose.
4. All Project costs described in any contractor/vendor invoice submitted pursuant the payment requisition form have been completely and fully performed and/or received on site at the applicable project location prior to the date hereof.
5. Proof of disposition of funds from the Segregated Account to the contractor and/or vendors that are being paid on invoice, if any, will be provided to DASNY within sixty (60) days of the date that Grant funds are disbursed to the Grantee to pay for such costs. We understand that in the event that acceptable proof of payment is not provided, DASNY will not make any additional disbursements from Grant funds until such time as such proof of payment is provided.
6. We have the authority to submit this requisition on behalf of Town of Pittsford. All eligible expenses have been incurred within the scope of the project description set forth in the schedule in Exhibit A to this Agreement.
7. The following documents are hereby attached for DASNY approval, in support of this requisition, and are accurate images of the original documents **(Please check off all that apply)**:
  - Readable copies of both front and back of canceled checks.
  - Readable copies of the front of the checks and copies of bank statements showing that the checks have cleared.
  - Copy of New York State Vehicle Registration and Title documents for all vehicles purchased with Grant funds.
  - Invoices/receipts for eligible goods/services that have been received/performed at the approved Project location(s) and a completed Exhibit E-2: Payment Requisition Back-up Summary.
  - Other:

**Authorized Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Authorized Officer Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_



**EXHIBIT E-I: Payment Requisition Cover Letter**

ON GRANTEE'S LETTERHEAD

Date

Attention: Accounts Payable - Grants  
DASNY  
515 Broadway  
Albany, New York 12207

*Re: State and Municipalities ("SAM") Grant  
Repaving Roads and Installation of Sidewalks  
Project No. 24587*

To Whom It May Concern:

Enclosed please find our request for payment/reimbursement. The package includes completed Exhibits E and E-2, including a Dual Certification with original signatures from two authorized officers. I have also included supporting documentation and invoices, as summarized in Exhibit E-2.

Below I have checked off the relevant payment option and completed the required payment information. This information is complete and accurate as of the date of this letter:

1) <input type="checkbox"/>	We would like to be paid by reimbursement pursuant to section 5(a) of the grant disbursement agreement. Proof of payment is enclosed for all invoices submitted in this request. Please remit payment by check.
<b>OR</b>	
2) <input type="checkbox"/>	We would like to be paid by reimbursement pursuant to section 5(a) of the grant disbursement agreement. Proof of payment is enclosed for all invoices submitted in this request. Please remit payment by wire. The wire instructions for our account are as follows: BANK NAME: _____ ACCOUNT #:  ACCOUNT NAME: _____ ABA #:
<b>OR</b>	

3)  We would like to be paid on invoice pursuant to Section 5(b) of the grant disbursement agreement. We have not paid the invoice(s) included in this request. We have established a **segregated account to be used solely for accepting and disbursing funds from DASNY for this grant and for no other purpose.** We have applied industry standard fraud protections to this account, including but not limited to, check positive pay and ACH positive pay. The wire instructions for this account are as follows:

BANK NAME: \_\_\_\_\_ ACCOUNT #:

ACCOUNT NAME: \_\_\_\_\_ ABA #:

If any further information is needed, please contact me at ( ) \_\_\_\_\_.

**Please sign and return these documents to DASNY at [apgrants@dasny.org](mailto:apgrants@dasny.org). Please return them from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT E-2: Payment Requisition Back-up Summary**

Town of Pittsford  
 Repaving Roads and Installation of Sidewalks  
 Project ID: 24587

Please list below all invoice amounts totaling the amount for which you are seeking reimbursement in this request. Invoices should be organized and total amount requested for reimbursement from grant subtotaled. Please use additional sheets if necessary.

VENDOR/ CONTRACTOR NAME	INVOICE/ APPLICATION #	AMOUNT REQUESTED FROM GRANT FUNDS	COMMENT
<b>TOTAL Requested:</b>			(Transfer total amount requested to Exhibit E pg. 18 column B)

## EXHIBIT F

### NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICY FOR THE PROJECT

It is the policy of the State of New York and DASNY, to comply with all federal, State and local law, policy, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action to ensure that Minority and Women-owned Business Enterprises (M/WBEs), Minorities Group Members and women share in the economic opportunities generated by DASNY's participation in projects or initiatives, and/or the use of DASNY funds.

- 1) The recipient of State funds represents that its equal employment opportunity policy statement incorporates, at a minimum, the policies and practices set forth below:
  - a) Grantee shall (i) not unlawfully discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, (ii) undertake or continue existing programs of affirmative action to ensure that Minority Group Members and women are afforded equal employment opportunities, and (iii) make and document its conscientious and active efforts to employ and utilize M/WBEs, Minority Group Members and women in its workforce on contracts. Such action shall be taken with reference to, but not limited to, solicitations or advertisements for employment, recruitment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.
  - b) At the request of the AAO, the Grantee shall request each employment agency, labor union, or authorized representative of workers with whom it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative does not unlawfully discriminate, and that such union or representative will affirmatively cooperate in the implementation of the Grantee's obligations herein.
- 2) The Grantee is encouraged to include minorities and women in any job opportunities created by the Project; and to solicit and utilize M/WBE firms for any contractual opportunities generated in connection with the Project.
- 3) Grantee represents and warrants that, for the duration of the Agreement, it shall furnish all information and reports required by the AAO and shall permit access to its books and records by DASNY, or its designee, for the purpose of ascertaining compliance with provisions hereof.
- 4) Grantee shall include or cause to be included, paragraphs (1) through (3) herein, in every contract, subcontract or purchase order with a Contracting Party executed in connection with the Project, in such a manner that said provisions shall be binding upon each Contracting Party as to its obligations incurred in connection with the Project.

## **NON-DISCRIMINATION AND AFFIRMATIVE ACTION DEFINITIONS**

### **Affirmative Action**

Shall mean the actions to be undertaken by the Borrower, Grantee and any Contracting Party in connection with any project or initiative to ensure non-discrimination and Minority/Women-owned Business Enterprise and minority/female workforce participation, as set forth in paragraph 2) herein, and developed by DASNY.

### **Affirmative Action Officer (“AAO”)**

Shall mean DASNY’s Affirmative Action Officer or his/her designee, managing the affirmative action program for DASNY.

### **Contracting Party**

Shall mean (i) any contractor, subcontractor, consultant, subconsultant or vendor supplying goods or services, pursuant to a contract or purchase order in excess of \$1,500, in connection with any projects or initiatives funded in whole or in part by DASNY and (ii) **any borrower or Grantee** receiving funds from DASNY pursuant to a loan or Grant document.

### **Minority Business Enterprise (“MBE”)**

Shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is (i) a lease fifty-one percent (51%) owned by one or more Minority Group Members; (ii) an enterprise in which such minority ownership is real, substantial and continuing, (iii) an enterprise in which such minority ownership has and exercises DASNY to control and operate, independently, the day-to-day business decisions of the enterprise; (iv) an enterprise authorized to do business in the State of New York and is independently owned and operated; and (v) an enterprise certified by New York State as a minority business.

### **Minority Group Member**

Shall mean a United States citizen or permanent resident alien who is and can demonstrate membership in one of the following groups: (i) Black persons having origins in any of the Black African racial groups; (ii) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Indian or Hispanic origin, regardless of race; (iii) Asian and Pacific Islander persons having origins in any of the Far East countries, South East Asia, the Indian subcontinent or the Pacific Islands; and (iv) Native American or Alaskan native persons having origins in any of the original peoples of North America.

### **Minority and Women-Owned Business Enterprise Participation**

Minority and Women-owned Business Enterprise participation efforts are not limited to the efforts suggested herein, and the role of M/WBE firms should not be restricted to that of a subcontractor/subconsultant. Where applicable, M/WBE firms should be considered for roles as prime contractors. Such efforts may include but not be limited to:

- (a) Dividing the contract work into smaller portions in such a manner as to permit subcontracting to the extent that it is economically and technically feasible to do so;
- (b) Actively and affirmatively soliciting bids from qualified M/WBEs, including circulation of solicitations to Minority and Women’s trade associations;
- (c) Making plans and specifications for prospective work available to M/WBEs in sufficient time for review;

- (d) Utilizing the services and cooperating with those organizations providing technical assistance to the Contracting Party in connection with potential M/WBE participation on DASNY contract;
- (e) Utilizing the resources of DASNY Affirmative Action Unit to identify New York State certified M/WBE firms for the purpose of soliciting bids and subcontracts;
- (f) Encouraging the formation of joint ventures, associations, partnerships, or other similar entities with M/WBE firms, where appropriate, and
- (g) The Contracting Party shall remit payment in a timely fashion.

**Women-owned Business Enterprise (“WBE”)**

Shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is: (i) at least fifty-one percent (51%) owned by one or more citizens or permanent resident aliens who are women; (ii) an enterprise in which the ownership interest of such women is real, substantial and continuing, (iii) an enterprise in which such women ownership has and exercises DASNY to control and operate, independently, the day-to-day business decisions of the enterprise; (iv) an enterprise authorized to do business in the State of New York and is independently owned and operated; and (v) an enterprise certified by New York State as woman-owned.

**Certificate Of Completion**

Envelope Id: C829E0113FB4432C8B1DF738DFE8016E

Status: Sent

Subject: 24587 Town of Pittsford - DASNY Grant Disbursement Agreement - Signature Required

Grantee ID:

Project ID: 24587

Source Envelope:

Document Pages: 32

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Tammy Knott

AutoNav: Enabled

515 Broadway

Enveloped Stamping: Enabled

Albany, NY 12207

Time Zone: (UTC-05:00) Eastern Time (US &amp; Canada)

tknott@dasny.org

IP Address: 144.121.77.34

**Record Tracking**

Status: Original

Holder: Tammy Knott

Location: DocuSign

9/13/2023 3:32:18 PM

tknott@dasny.org

Security Appliance Status: Connected

Pool: FedRamp

Storage Appliance Status: Connected

Pool: Dormitory Authority - State of New York

Location: DocuSign

**Signer Events****Signature****Timestamp**

William Smith Jr.

wsmith@townofpittsford.org

Town Supervisor

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



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Sent: 9/13/2023 3:35:08 PM

Viewed: 9/15/2023 10:00:33 AM

Signed: 9/15/2023 10:02:39 AM

Signature Adoption: Pre-selected Style

Using IP Address: 24.169.77.186

**Electronic Record and Signature Disclosure:**

Accepted: 9/15/2023 10:00:33 AM

ID: a3622fa3-e6ed-447d-a024-068872e0435b

Robert Koegel

rkoegel@townofpittsford.org

Security Level: Email, Account Authentication  
(None)

Sent: 9/15/2023 10:02:41 AM

Viewed: 9/15/2023 10:10:11 AM

**Electronic Record and Signature Disclosure:**

Accepted: 9/15/2023 10:10:11 AM

ID: 06d919cf-c03a-47aa-85d9-95c509736bdc

Tammy Knott

tknott@dasny.org

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

DASNY Legal Reviewers

Signing Group: DASNY Legal Reviewers

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

DASNY Authorized Officers

Signing Group: DASNY Authorized Officers

Security Level: Email, Account Authentication  
(None)

<b>Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

<b>In Person Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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Accounts Payable  
apgrants@dasny.org  
Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Grants Staff  
grants@dasny.org  
Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	9/13/2023 3:35:08 PM
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<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Dormitory Authority - State of New York (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Dormitory Authority - State of New York:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [dasnyinfo@dasny.org](mailto:dasnyinfo@dasny.org)

### **To advise Dormitory Authority - State of New York of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [dasnyinfo@dasny.org](mailto:dasnyinfo@dasny.org) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Dormitory Authority - State of New York**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [dasnyinfo@dasny.org](mailto:dasnyinfo@dasny.org) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Dormitory Authority - State of New York**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [dasnyinfo@dasny.org](mailto:dasnyinfo@dasny.org) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Dormitory Authority - State of New York as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Dormitory Authority - State of New York during the course of your relationship with Dormitory Authority - State of New York.

This **GRANT DISBURSEMENT AGREEMENT** includes all exhibits and attachments hereto and are made on the terms and by the parties listed below and relates to the project described below:

---

**DORMITORY AUTHORITY OF THE STATE OF NEW YORK (“DASNY”):**

515 Broadway  
Albany, New York 12207  
Contact: Karen Hunter  
Phone: (518) 257-3177  
E-mail: grants@dasny.org

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**THE GRANTEE:**

Town of Pittsford  
11 S Main St  
Pittsford, New York 14534  
United States  
Contact: Spencer Bernard  
Phone: 5852486224  
Email: sbernard@townofpittsford.org

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**THE PROJECT:**

Replacement of HVAC and Server  
Upgrades for the Pittsford Community  
Library

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**PROJECT LOCATION(S):**

Pittsford Community Library

**ADDRESS:**

24 State St, Pittsford, New York 14534,  
United States

**GRANT AMOUNT:**

\$65,000.00

**FUNDING SOURCE:**

State and Municipalities(“SAM”)

For Office Use Only:

**PRELIMINARY APPLICATION OR PROJECT  
INFORMATION SHEET DATE:**

1/26/2023

**EXPIRATION DATE OF THIS AGREEMENT:**

3 YEARS FROM DASNY EXECUTION DATE

**Project ID: 25722**  
**Grantee ID: 1013**  
**FMS#: 136585**

## TERMS AND CONDITIONS

### 1. The Project

The Grantee will perform tasks within the scope of the project description, budget, and timeline as set forth in the Project Budget attached hereto as Exhibit A (collectively, the "Project") which was described by the Grantee in the Preliminary Application or Project Information Sheet submitted by the Grantee, then reviewed by DASNY and approved by the State.

### 2. Project Budget and Use of Funds

- a) The Grantee will undertake and complete the Project in accordance with the overall budget, which includes the Grant funds, as set forth in the attached Exhibit A. The Grant will be applied to eligible expenses which are as described in the Preliminary Application or Project Information Sheet, and fall within the scope of the project description set forth in the attached Exhibit A.
- b) Grantee agrees and covenants to apply the Grant proceeds only to capital works or purposes, which shall consist of the following:
  - i. the acquisition, construction, demolition, or replacement of a fixed asset or assets;
  - ii. the major repair or renovation of a fixed asset, or assets, which materially extends its useful life or materially improves or increases its capacity; or
  - iii. the planning or design of the acquisition, construction, demolition, replacement, major repair or renovation of a fixed asset or assets, including the preparation and review of plans and specifications including engineering and other services, field surveys and sub-surface investigations incidental thereto.
- c) Grantee agrees and covenants that the Grant proceeds shall not be used for costs that are not capital in nature, which include, but shall not be limited to working capital, rent, utilities, salaries, supplies, administrative expenses, or to pay down debt incurred to undertake the Project.

### 3. Books and Records

The Grantee will maintain accurate books and records concerning the Project for six (6) years from the date the Project is completed and will make those books and records available to DASNY, its agents, officers and employees during Grantee's business hours upon reasonable request. In the event of earlier termination of this Agreement, such documentation shall be made available to DASNY, its agents, officers and employees for six (6) years following the date of such early termination.

#### 4. Conditions Precedent to Disbursement of the Grant

No Grant funds shall be disbursed until the following conditions have been satisfied:

- a) DASNY has received the project description, budget, and timeline as set forth in the attached Exhibit A, and an opinion of Grantee's counsel, in substantially the form attached hereto as Exhibit B; and
- b) The requirements of the SAM Program have been met; and
- c) The monies required to fund the Grant have been received by DASNY; and
- d) In the event of disbursement pursuant to paragraph 5(b) below, the Grantee has provided DASNY with documentation evidencing that a segregated account has been established by the Grantee into which Grant funds will be deposited (the "Segregated Account"). The Segregated Account must have industry-standard fraud protections added to the account, including but not limited to, check positive pay and ACH positive pay. Eligible Expenses incurred in connection with the Project to be financed with Grant proceeds that are to be paid on invoice shall be paid out of the Segregated Account. The funds in such account shall not be used for any other purpose.
- e) The Grantee certifies that it is in compliance with the provisions of the SAM Program as well as this Agreement and that the Grant will only be used for the Project set forth in the Preliminary Application or Project Information Sheet and in Exhibit A hereto.
- f) Not-for-profit organizations are required to register and prequalify on the New York State Grants Gateway (<https://grantsmanagement.ny.gov/>) in order to receive Grant funds. The Grantee's Document Vault must be in prequalification status prior to any disbursements of the grant funds.

#### 5. Disbursement

Subject to the terms and conditions contained in this Agreement, DASNY shall disburse the Grant to the Grantee, in the manner set forth in Exhibit D, as follows:

- a) Reimbursement: DASNY shall make payment directly to the Grantee in the amount of Eligible Expenses actually incurred and paid for by the Grantee, upon presentation to DASNY of:
  - i. the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments;
  - ii. copies of invoices for Eligible Expenses from the Grantee's contractor and/or vendor and proof of payment from the Grantee to the contractor and/or vendor in a form acceptable to DASNY; and
  - iii. such additional supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were incurred and paid by the Grantee in connection with the Project described herein; or

b) Payment on Invoice:

- i. DASNY may make payment directly to the Grantee in the amount of Eligible Expenses actually incurred by the Grantee, upon presentation to DASNY of:
  - 1) the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments;
  - 2) copies of invoices for Eligible Expenses from the Grantee's contractor and/or vendor in a form acceptable to DASNY evidencing the completion of work; and
  - 3) such additional supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were incurred by the Grantee in connection with the Project described herein.
- ii. The Grantee must deposit all Grant proceeds paid on invoice pursuant to this paragraph 5(b) into the Segregated Account established pursuant to Paragraph 4(d). All Eligible Expenses incurred in connection with the Project to be financed with Grant funds that are to be paid on invoice must be paid out of this account. The account shall not be used for any other purpose.
- iii. The Grantee must provide proof of disbursement of Grant funds to the respective contractor and/or vendor in a form acceptable to DASNY, within sixty (60) days of the date that Grant funds are disbursed to the Grantee to pay for such costs. DASNY will not make any additional disbursements from Grant funds until such time as proof of payment is provided.
- iv. Utilizing the Grant funds paid to the Grantee pursuant to this section for any purpose other than paying the contractors and/or vendors identified in the requisition documentation in the amounts set forth in the requisition shall constitute a default under this Agreement and shall, at a minimum, result in the denial of payment on invoice for subsequent requisitions.
- v. DASNY may deny payment on invoice at its sole and absolute discretion, thereby restricting the method of payment pursuant to this contract to reimbursement subject to the terms of Section 5(a).

c) Real Property Acquisition:

- i. Prior to closing on the sale of the subject real property, DASNY shall be provided with an executed Escrow Instruction Letter, signed by DASNY and an escrow agent approved by DASNY, a title report, the draft deed and any other documents requested by DASNY to justify and support the costs to be paid at the closing from Grant funds.
- ii. DASNY shall transfer the Grant funds to the escrow agent to hold in escrow pending closing. The Grant funds will be wired to the escrow agent not more than one (1) business day prior to the scheduled closing unless otherwise approved by DASNY.
- iii. On the day of the closing, the escrow agent shall provide DASNY with copies of the executed deed, a copy of the title insurance policy, the final closing

statement setting forth costs to be paid at closing, and copies of any checks to be drawn against Grant funds.

- iv. Upon DASNY approval, the escrow agent shall disburse the Grant funds as set forth in the documentation described in (iii), above.
- d) **Electronic Payments Program:** DASNY reserves the right to implement an electronic payment program (“Electronic Payment Program”) for all payments to be made to the Grantee thereunder. Prior to implementing an Electronic Payment Program, DASNY shall provide the Grantee written notice one hundred twenty days prior to the effective date of such Electronic Payment Program (“Electronic Payment Effective Date”). Commencing on or after the Electronic Payment Effective Date, all payments due hereunder by the Grantee shall only be rendered electronically, unless payment by paper check is expressly authorized by DASNY. Commencing on or after the Electronic Payment Effective Date the Grantee further acknowledges and agrees that DASNY may withhold any request for payment hereunder, if the Grantee has not complied with DASNY’s Policies and Procedures relating to its Electronic Payment Program in effect at such time, unless payment by paper check is expressly authorized by DASNY.
- e) In no event will DASNY make any payment which would cause DASNY’s aggregate disbursements to exceed the Grant amount.
- f) The Grant, or a portion thereof, may be subject to recapture by DASNY as provided in Section 9(c) hereof.

6. Non-Discrimination and Affirmative Action

The Grantee shall make its best effort to comply with DASNY’s Non-Discrimination and Affirmative Action policies set forth in Exhibit F to this Agreement.

7. No Liability of DASNY or the State

DASNY shall not in any event whatsoever be liable for any injury or damage, cost or expense of any nature whatsoever that occurs as a result of or in any way in connection with the Project and the Grantee hereby agrees to indemnify, defend, and hold harmless DASNY, the State and their respective agents, officers, employees and directors (collectively, the “Indemnitees”) from and against any and all such liability and any other liability for injury or damage, cost or expense resulting from the payment of the Grant by DASNY to the Grantee or use of the Project in any manner, including in a manner which, if the bonds are issued on a tax-exempt basis, (i) results in the interest on the bonds issued by DASNY the proceeds of which were used to fund the Grant (the “Bonds”) to be includable in gross income for federal income tax purposes or (ii) gives rise to an allegation against DASNY by a governmental agency or authority, which DASNY defends that the interest on the Bonds is includable in gross income for federal income tax purposes, other than that caused by the gross negligence or the willful misconduct of the Indemnitees.

8. Warranties and Covenants

The Grantee warrants and covenants that:



- a) The Grant shall be used solely for Eligible Expenses in accordance with the Terms and Conditions of this Agreement.
- b) No materials, if any, purchased with the Grant will be used for any purpose other than the eligible Project costs as identified in Exhibit A.
- c) The Grantee agrees to utilize all funds disbursed in accordance with this Agreement in accordance with the terms of the SAM Program.
- d) The Grantee is solely responsible for all Project costs in excess of the Grant. The Grantee will incur and pay Project costs and submit requisitions for reimbursement in connection with such costs.
- e) The Grantee has sufficient, secured funding for all Project costs in excess of the Grant, and will complete the Project as described in the Preliminary Application or Project Information Sheet and in this Agreement.
- f) The Grantee agrees to use its best efforts to utilize the Project for substantially the same purpose set forth in this Agreement until such time as the Grantee determines that the Project is no longer reasonably necessary or useful in furthering the public purpose for which the grant was made.
- g) There has been no material adverse change in the financial condition of the Grantee since the date of submission of the Preliminary Application or Project Information Sheet to DASNY.
- h) No part of the Grant will be applied to any expenses paid or payable from any other external funding source, including State or Federal grants, or grants from any other public or private source.
- i) The Grantee owns, leases, or otherwise has control over the site where the Project will be located. If the Project includes vehicle purchase(s), removable equipment, or furnishings including but not limited to, computer hardware and software, air conditioning units, lab equipment, office furniture and telephone systems, the Grantee has or will develop, implement, and maintain an inventory system for tracking such items, as well as has or will develop, implement, and maintain a usage policy.
- j) In the event the Grantee will utilize the Grant funds to acquire real property, the Grantee must retain title ownership to the real property. If at any time during the term of this Agreement the real property is repurchased by the Seller or otherwise conveyed to any entity other than the Grantee, the Grantee will notify DASNY within 10 business days from the date the contract of sale is executed OR within 10 business days from the date the Grantee initiates or is notified of the intent to transfer ownership of the real property, whichever is earlier. In that event, Grantee hereby agrees to repay to DASNY all Grant funds disbursed pursuant to this Agreement.
- k) The Project to be funded by the Grant will be located in the State of New York. If the Grant will fund all or a portion of the purchase of any type of vehicle, such vehicle will be registered in the State of New York and a copy of the New York State Vehicle Registration documents will be provided to DASNY's Accounts Payable Department at the time of requisition.

- l) Grantee is in compliance with, and shall continue to comply in all material respects, with all applicable laws, rules, regulations and orders affecting the Grantee and the Project including but not limited to maintaining the Grantee's document vault on the New York State Grants Reform Gateway (<https://grantsmanagement.ny.gov/>).
  
- m) The Grantee has obtained all necessary consents and approvals from the property owner in connection with any work to be undertaken in connection with the Project.
  
- n) All contractors and vendors retained to perform services in connection with the Project shall be authorized to do business in the State of New York and/or filed such documentation, certifications, or other information with the State or County as required in order to lawfully provide such services in the State of New York. In addition, said contractor/vendors shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the Project.
  
- o) Neither the Grantee nor any of the members of its Board of Directors or other governing body or its employees have given or will give anything of value to anyone to procure the Grant or to influence any official act or the judgment of any person in the performance of any of the terms of this Agreement.
  
- p) The Grant shall not be used in any manner for any of the following purposes:
  - i. political activities of any kind or nature, including, but not limited to, furthering the election or defeat of any candidate for public, political or party office, or for providing a forum for such candidate activity to promote the passage, defeat, or repeal of any proposed or enacted legislation;
  
  - ii. religious worship, instruction or proselytizing as part of, or in connection with, the performance of this Agreement;
  
  - iii. payments to any firm, company, association, corporation or organization in which a member of the Grantee's Board of Directors or other governing body, or any officer or employee of the Grantee, or a member of the immediate family of any member of the Grantee's Board of Directors or other governing body, officer, or employee of the Grantee has any ownership, control or financial interest, including but not limited to an officer or employee directly or indirectly responsible for the preparation or the determination of the terms of the contract or other arrangement pursuant to which the proceeds of the Grant are to be disbursed. For purposes of this paragraph, "ownership" means ownership, directly or indirectly, of more than five percent (5%) of the assets, stock, bonds or other dividend or interest-bearing securities; and "control" means serving as a member of the board of directors or other governing body, or as an officer in any of the above; and

- iv. payment to any member of Grantee's Board of Directors or other governing body of any fee, salary or stipend for employment or services, except as may be expressly provided for in this Agreement.
  
- q) The relationship of the Grantee (including, for purposes of this paragraph, its officers, employees, agents and representatives) to DASNY arising out of this Agreement shall be that of an independent contractor. The Grantee covenants and agrees that it will conduct itself in a manner consistent with such status, that it will neither hold itself out as, nor claim to be, an officer, employee, agent or representative of DASNY or the State by reason hereof, and that it will not by reason thereof, make any claim, demand or application for any right or privilege applicable to an officer, employee, agent or representative of DASNY or the State, including without limitation, worker's compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.
  
- r) The information contained in the Preliminary Application or Project Information Sheet submitted by the Grantee in connection with the Project and the Grant, as such may have been amended or supplemented and any supplemental documentation requested by the State or DASNY in connection with the Grant, is incorporated herein by reference in its entirety. In the event of an inconsistency between the descriptions, conditions, and terms of this Agreement and those contained in the Preliminary Application or Project Information Sheet, the provisions of this Agreement shall govern. The Grantee hereby acknowledges that DASNY has relied on the statements and representations made by the Grantee in the Preliminary Application or Project Information Sheet and any supplemental information in making the Grant. The Grantee hereby represents and warrants that it has made no material misstatement or omission of fact in the Preliminary Application or Project Information Sheet, supplemental information, or otherwise in connection with the Grant and that the information contained in the Preliminary Application or Project Information Sheet and supplemental information continues on the date hereof to be materially correct and complete.
  
- s) The Grantee hereby represents and warrants that it has made no material misstatement or omission of fact in the Grantee Questionnaire ("GQ"), attached hereto as Exhibit C, or the Grantee's document vault in the New York State's Grants Reform Gateway completed by the Grantee in connection with the Project and the Grant, and that the responses in the GQ and the document vault continue on the date hereof to be materially correct and complete. The Grantee hereby acknowledges that DASNY has relied on the statements and representations made by the Grantee in the GQ in making the Grant, and that the Grantee will be required to reaffirm the information therein each time a requisition for grant funds is presented to DASNY.
  
- t) The Grantee is duly organized, validly existing and in good standing under the laws of the State of New York, or is duly organized and validly existing under the laws of another jurisdiction and is authorized to do business and is in good standing in the State of New York and shall maintain its corporate existence in good standing in each such jurisdiction for the term of this Agreement, and has full power and authority to execute and deliver the Agreement and to perform its obligations thereunder;
  
- u) The Grantee agrees to provide such documentation to DASNY as may be requested by DASNY in its sole and absolute discretion to support a requisition for payment, to

determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant, and further acknowledges that if documentation requested in connection with a requisition for payment does not, in the sole and absolute discretion of DASNY, provide adequate support for the costs requested, that such requisition request shall be denied and payment shall not be made to the Grantee.

- v) The Agreement was duly authorized, executed and delivered by the Grantee and is binding on and enforceable against the Grantee in accordance with its terms.

## 9. Default and Remedies

- a) Each of the following shall constitute a default by the Grantee under this Agreement:
  - i. Failure to perform or observe any obligation, warranty or covenant of the Grantee contained herein, or the failure by the Grantee to perform the requirements herein to the reasonable satisfaction of DASNY and within the time frames established therefor under this Agreement.
  - ii. Failure to comply with any request for information reasonably made by DASNY to determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant.
  - iii. The making by the Grantee of any false statement or the omission by the Grantee to state any material fact in or in connection with this Agreement or the Grant, including information provided in the Preliminary Application or Project Information Sheet or in any supplemental information that may be requested by the State or DASNY.
  - iv. The Grantee shall (A) be generally not paying its debts as they become due, (B) file, or consent by answer or otherwise to the filing against it of, a petition under the United States Bankruptcy Code or under any other bankruptcy or insolvency law of any jurisdiction, (C) make a general assignment for the benefit of its general creditors, (D) consent to the appointment of a custodian, receiver, trustee or other officer with similar powers of itself or of any substantial part of its property, (E) be adjudicated insolvent or be liquidated or (F) take corporate action for the purpose of any of the foregoing.
  - v. An order of a court having jurisdiction shall be made directing the sale, disposition or distribution of all or substantially all of the property belonging to the Grantee, which order shall remain undismitted or unstayed for an aggregate of thirty (30) days.
  - vi. The Grantee abandons the Project prior to its completion.
  - vii. The Grantee is found to have falsified or modified any documents submitted in connection with this grant, including but not limited to invoice, contract or payment documents submitted in connection with a Grantee's request for payment/reimbursement.

viii. Utilizing the Grant funds paid to the Grantee pursuant to Section 5(b) for any purpose other than paying the contractors and/or vendors identified in the requisition documentation in the amounts set forth in the requisition.

- b) Upon the occurrence of a default by the Grantee and written notice by DASNY indicating the nature of the default, DASNY shall have the right to terminate this Agreement.
- c) Upon any such termination, DASNY may withhold any Grant proceeds not yet disbursed and may require repayment of Grant proceeds already disbursed. If DASNY determines that any Grant proceeds had previously been released based upon fraudulent representations or other willful misconduct, DASNY may require repayment of those funds and may refer the matter to the appropriate authorities for prosecution. DASNY shall be entitled to exercise any other rights and seek any other remedies provided by law.

#### 10. Term of Agreement

Notwithstanding the provisions of Section 9 hereof, this Agreement shall terminate three (3) years after the latest date set forth on the front page hereof without any further notice to the Grantee. DASNY, in its sole discretion, may extend the term of this Agreement upon a showing by the Grantee that the Project is under construction and is expected to be completed within the succeeding twelve (12) months. All requisitions must be submitted to DASNY in proper form prior to the termination date in order to be reimbursed.

#### 11. Project Audit

DASNY shall, upon reasonable notice, have the right to conduct, or cause to be conducted, one or more audits, including field inspections, of the Grantee to assure that the Grantee is in compliance with this Agreement. This right to audit shall continue for six (6) years following the completion of the Project or earlier termination of this Agreement.

#### 12. Survival of Provisions

The provisions of Sections 3, 7, 8(o), 8(p) and 11 shall survive the expiration or earlier termination of this Agreement.

#### 13. Notices

Each notice, demand, request or other communication required or otherwise permitted hereunder shall be in writing and shall be effective upon receipt if personally delivered or sent by any overnight service or three (3) days after dispatch by certified mail, return receipt requested, to the addresses set forth on this document's cover page.

#### 14. Assignment

The Grantee may not assign or transfer this Agreement or any of its rights hereunder.

#### 15. Modification

This Agreement may be modified only by a written instrument executed by the party against whom enforcement of such modification is sought.

16. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of New York. This Agreement shall be construed without the aid of any presumption or other rule of law regarding construction against the party drafting this Agreement or any part of it. In case any one or more of the provisions of this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such provision(s) had never been contained herein.

17. Confidentiality of Information

Any information contained in reports made to DASNY or obtained by DASNY as a result of any audit or examination of Grantee's documents or relating to trade secrets, operations and commercial or financial information, including but not limited to the nature, amount or source of income, profits, losses, financial condition, marketing plans, manufacturing processes, production costs, productivity rates, or customer lists, provided that such information is clearly marked "confidential" by the Grantee that concerns or relates to trade secrets, operations and commercial or financial information, including but not limited to the nature, amount or source of income, profits, losses or expenditures, financial condition, marketing plans, manufacturing processes, production costs, productivity rates, or customer lists, which is determined by DASNY to be exempt from public disclosure under the Freedom of Information Law, shall be considered business confidential and is not to be released to anyone, except DASNY and staff directly involved in assisting the Grantee, without prior written authorization from the Grantee, as applicable. Notwithstanding the foregoing, DASNY will not be liable for any information disclosed, in DASNY's sole discretion, pursuant to the Freedom of Information Law, or which DASNY is required to disclose pursuant to legal process.

18. Executory Clause

This Agreement shall be deemed executory to the extent of monies available for the SAM Program to DASNY.

Town of Pittsford  
Replacement of HVAC and Server Upgrades for the Pittsford Community Library  
Project ID: 25722

This agreement is entered into as of the latest date written below:

**GRANTEE: Town of Pittsford**

DocuSigned by:  
*William Smith Jr.*  
84380090EF974FC...  
**(Signature of Grantee Authorized Officer)**

william smith jr. Town Supervisor  
**(Printed Name and Title)**

Date: 9/15/2023

**DORMITORY AUTHORITY OF THE STATE OF NEW YORK**

\_\_\_\_\_  
**(Signature of DASNY Authorized Officer)**

\_\_\_\_\_  
**(Printed Name)**

Date:

<b>DASNY OFFICE USE ONLY</b>	
<b>GRANTS ADMIN REVIEW</b>	<b>FINAL LEGAL REVIEW</b>
APPROVED FOR LEGAL REVIEW:	APPROVED FOR SIGNATURE:
DATE:	DATE:

## **GRANT DISBURSEMENT AGREEMENT**

### **EXHIBITS**

EXHIBIT A	Project Budget
EXHIBIT B	Opinion of Counsel
EXHIBIT C	Grantee Questionnaire
EXHIBIT D	Disbursement Terms
EXHIBIT E	Payment Requisition Form and Dual Certification
EXHIBIT E-1	Payment Requisition Cover Letter
EXHIBIT E-2	Payment Requisition Back-up Summary
EXHIBIT F	Non-Discrimination and Affirmative Action Policy



**EXHIBIT A: Project Budget**

Town of Pittsford  
 Replacement of HVAC and Server Upgrades for the Pittsford Community Library  
 Project ID: 25722

USE OF FUNDS	TIMELINE		SOURCES			Total
	Anticipated Dates**		DASNY Share	In-Kind / Equity / Sponsor	Other Sources	
Project Description*	Start	End	Amount	Amount	Amount	
Replacement of HVAC and Server Upgrades for the Pittsford Community Library	09/18/2023	10/20/2023	\$65,000.00			\$65,000.00

\* Please note that the project description as set forth in this column must summarize the scope of the Eligible Expenses set forth in the Preliminary Application or Project Information Sheet as per Section 2(a) of this Agreement for which reimbursement or payment on invoice will be sought. Please ensure that the project description is an appropriate summary of the Eligible Expenses for which grantee will be submitting for requisition. The failure to ensure **all** Eligible Expenses are consistent with the project description may delay payment.

\*\* Please be sure to complete the anticipated start and end dates in the Project timeline.

## EXHIBIT B: Opinion of Counsel

DASNY  
General Counsel  
515 Broadway  
Albany, New York 12207

*Re: State and Municipalities ("SAM") Grant  
Replacement of HVAC and Server Upgrades for the Pittsford Community Library  
Project ID: 25722*

Ladies and Gentlemen:

I have acted as counsel to Town of Pittsford (the "Grantee") in connection with the Project referenced above. In so acting, I have reviewed a certain Grant Disbursement Agreement between you and the Grantee (the "Agreement") and such other documents as I consider necessary to render the opinion expressed hereby.

Based on the foregoing, I am of the opinion that:

1. the Grantee is duly organized, validly existing and in good standing under the laws of the State of New York; **or**

the Grantee is duly organized and validly existing under the laws of another jurisdiction, and the Grantee is in good standing and authorized to do business in the State of New York;

2. the Grantee has full power and authority to execute and deliver the Agreement and to perform its obligations thereunder; **and**

3. the Agreement was duly authorized, executed and delivered by the Grantee and is binding on and enforceable against the Grantee in accordance with its terms.

By selecting this option and providing my electronic signature, I hereby execute and deliver a validly binding legal opinion in the form of this Exhibit B, just the same as a pen-and-paper signature on a separate document.

Approved – Legal Opinion attached

*\*\*Instructions – Grantee's Attorney will choose appropriate response. If "**Approved as to form**" is checked, the Attorney will DocuSign form. If "**Approved – Legal Opinion attached**" is checked, the Attorney must attach a legal opinion using the language provided in this exhibit.*

## **EXHIBIT C: Grantee Questionnaire**

### **PLEASE READ THE FOLLOWING:**

- 1) You are acknowledging the following regarding the included Grantee Questionnaire:
  - This inserted Grantee Questionnaire is an accurate and true copy of such previously submitted DASNY Grantee Questionnaire.
  - The Grantee certifies that there has been no material change in the information provided in the Grantee Questionnaire.



DASNY OFFICE USE ONLY	
GQ Review	
DS <i>VB</i>	5/8/2023

**Grant Programs  
Municipal Grantee Questionnaire**

*THIS QUESTIONNAIRE MUST BE COMPLETED IN FULL BEFORE DASNY WILL PROCESS YOUR GRANT APPLICATION. THE COMPLETED QUESTIONNAIRE WILL BE KEPT ON FILE FOR ONE (1) YEAR. THE GRANTEE MUST NOTIFY DASNY, IN WRITING OF ANY CHANGES TO THESE RESPONSES.*

**SECTION I: GENERAL INFORMATION**

- |                                                         |                                           |
|---------------------------------------------------------|-------------------------------------------|
| 1. Grantee (Legally Inc. Name):                         | Town of Pittsford                         |
| 2. Federal Employer ID No. (FEIN):                      | 16-6002346                                |
| 3. Website Address:                                     | townofpittsford.org                       |
| 4. Business E-mail Address:                             | sbernard@townofpittsford.org              |
| 5. Principal Place of Business Address:                 | 11 South Main Street. Pittsford, NY 14534 |
| 6. Telephone Number:                                    | 585-248-6224                              |
| 7. Type of Entity (Please select appropriate response): |                                           |
| a) County                                               |                                           |
| b) City                                                 |                                           |
| c) <input checked="" type="checkbox"/> Town             |                                           |
| d) Village                                              |                                           |
| e) Public Benefit Corporation                           |                                           |
| f) Fire District                                        |                                           |
| g) School District                                      |                                           |
| h) Soil or Water Conservation District                  |                                           |
| i) Community College                                    |                                           |
| j) Public Library                                       |                                           |
| k) BOCES                                                |                                           |
| l) Other      Please Specify:                           | _____                                     |

**SECTION II: GRANTEE CERTIFICATION AS TO PUBLIC PURPOSE**

**A. DEFINITIONS**

*As used herein in this Grant Programs Municipal Grantee Questionnaire:*

1. "Affiliate" means any person or entity that directly or indirectly controls or is controlled by or is under common control or ownership of a Related Party.
2. "Authorized Officer" is someone who can contractually bind the organization to a legal contract. If you do not know who this is, please consult with your attorney. DASNY will not be able to provide you with this information.
3. "Grantee" means the party or parties receiving funds pursuant to the terms of Grant Disbursement Agreement(s) ("GDA") to be entered into between the Grantee and DASNY.
4. "Grant-Funded Project" means the work that will be fully or partially paid for with the proceeds of one or more Grants administered by DASNY, as described in the Preliminary Application(s), Project Information Sheet(s) and GDA(s), and includes, but is not limited to, capital costs including architectural, engineering and other preliminary planning costs, construction, furnishings and equipment.
5. "Related Party" means: (i) the party's spouse, (ii) natural or adopted descendants or step-children of the party or of the spouse, (iii) any natural or adopted parent or step-parent or any natural, adopted, or step-sibling of the party or of the spouse, (iv) the son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law or mother-in-law of the party or of the spouse, (v) any person sharing the home of any of the party or of the spouse, (vi) any person who has been a staff member, employee, director, officer or agent of the party within two (2) years of the date of this Grantee questionnaire, and (vii) affiliates or subcontractors of the party.
6. "Sponsoring Member(s)" means the Elected State Official who sponsored, arranged for and/or procured the Grant.

**B. GRANT AWARD(S)**

1. Has the Grantee or any of the Grantee's Related Parties paid any third party or agent, either directly or indirectly, to aid in the securing of a Grant-Funded Project? Yes      No

If answer is "Yes", Please explain:

2. Has the Grantee or any of the Grantee's Related Parties agreed to select specific consultants, contractors, suppliers or vendors to provide goods or services in connection with any Grant-Funded Project as a condition of receiving a Grant? Yes No

If answer is "Yes", Please explain:

3. Does the Grantee have a conflict of interest policy? Yes  No

- a) If "Yes", will all consultants, contractors, suppliers and vendors selected to provide goods or services in connection with any Grant-Funded Project be chosen in accordance with the Grantee's conflict of interest policy, or if consultants, suppliers and vendors retained in connection with a Grant-Funded Project have already been selected, was the selection undertaken in accordance with the Grantee's conflict of interest policy? Yes  No

If answer is "No", Please explain:

4. Does the Sponsoring Member(s) or any Related Parties to Sponsoring Member(s) have any financial interest, direct or indirect, in the Grantee or in any of the Grantee's equity owners, or will the Sponsoring Members or any Related Parties to Sponsoring Members receive any financial benefit, either directly or indirectly, from the Grant-Funded Project(s) funded in whole or in part with Grant proceeds? Yes No

If the answer is "Yes", please provide details:

**SECTION III: DUE DILIGENCE QUESTIONS**

1. Does the Grantee currently possess all certifications, licenses, permits, approvals, or other authorizations issued by any Local, State, or Federal governmental entity in connection with any Grant-Funded Project, Grantee's services, operations, business, or ability to conduct its activities? *Please note this does not include construction related activities such as building permits and certificates of occupancy for any Grant-Funded project.* Yes  No

If the answer is "**No**", will the Grantee obtain all required certifications, licenses, permits, approvals, or other authorizations issued by Local, State, or Federal Governmental entity in connection with any Grant-Funded Project, Grantee's services, operations, business or ability to conduct its activities prior to the execution of the Grant Disbursement Agreement for that Grant-Funded Project? If the answer is "**No**", please explain: Yes No

2. Within the past five (5) years, has the Grantee or any Elected or Appointed Official on the Governing Board, Zoning Board, Planning Board, or other Municipal Board or body of the Grantee been subject to any of the following:
- a) A judgment or conviction for any business-related conduct constituting a crime under Federal, State or Local government law? Yes No
- b) Been suspended, debarred or terminated by a Local, State or Federal authority in connection with a contract or contracting process? Yes No
- c) Been denied an award of a Local, State or Federal government contract, had a contract suspended or had a contract terminated for non-responsibility? Yes No
- d) Had a Local, State, or Federal government contract suspended or terminated for cause prior to the completion of the term of the contract? Yes No
- e) A criminal investigation or indictment for any business-related conduct constituting a crime under Federal, State or Local government? Yes No
- f) An investigation for a civil violation for any business-related conduct by any Federal, State or Local agency? Yes No
- g) An unsatisfied judgment, injunction or lien for any business-related conduct obtained by any Federal, State or Local government agency including, but not limited to, judgments based on taxes owed and fines and penalties assessed by any Federal, State or Local government agency? Yes No

- h) A grant of immunity for any business-related conduct constituting a crime under Federal, State or Local law including, but not limited to any crime related to truthfulness and/or business conduct? Yes No
- i) An administrative proceeding or civil action seeking specific performance or restitution in connection with any Federal, State or Local contract or lease? Yes No
- j) The withdrawal, termination or suspension of any grant or other financial support by any Federal, State, or Local agency, organization or foundation? Yes No
- k) A suspension or revocation of any business or professional license held by the Grantee, a current or former principal, director, or officer of the Grantee, or any member of the any current or former staff of the Grantee? Yes No
- l) A sanction imposed as a result of judicial or administrative proceedings relative to any business or professional license? Yes No
- m) A Federal, State or Local government enforcement determination involving a violation of Federal, State or Local laws? Yes No
- n) A citation, notice, violation order, pending administrative hearing or proceeding or determination for violations of:
  - Unemployment insurance or workers' compensation coverage or claim requirements Yes No
  - A Federal, State, or Local determination of a willful violation of any public works or labor law or regulation? Yes No

**For each "Yes" answer to questions 2a-n, provide details regarding the finding, including but not limited to cause, current status, resolution, etc.**

3. During the past three (3) years, has the Grantee **failed** to file documentation requested by any regulating entity, with the Attorney General of the State of New York, or with any other Local, State, or Federal entity that has made a formal request for information? Yes No

If "Yes", indicate the years the Grantee fails to file the requested information and the current status of the matter:



4. During the past three (3) years, has the Grantee had any Governmental audits conducted that revealed material weaknesses in the Grantee's system of internal controls or was non-compliant with contractual agreements or any material disallowance?    **Yes**    **No**

If "**Yes**", please provide details and what has been done to rectify the weakness or non-compliance(s). If a Corrective Action Plan was required, please provide details:

**CERTIFICATION**

The Grantee certifies that all funds that will be expended pursuant to the terms of a GDA to be entered into between DASNY and the Grantee are to be used solely and directly for the public purpose or public purposes described in the Preliminary Application, Project Information Sheet and GDA. The Grantee further certifies that all such funds will be used solely in the manner described in the Preliminary Application, Project Information Sheet, and GDA. The Grantee further certifies that it will utilize the real property, equipment, furnishings, and other capital costs paid for with Grant proceeds until such time as the Grantee reasonably determines that such real property, equipment, furnishings and other capital costs are no longer reasonably necessary or useful to further the public purpose for which the Grant was made.

The undersigned recognizes that this questionnaire is submitted for the express purpose of inducing DASNY to make payment to the Grantee for services rendered by the undersigned and that DASNY may in its discretion, by means which it may choose, determine the truth and accuracy of all statements made herein. The undersigned further acknowledges that intentional submission of false or misleading information may constitute crimes, including but not limited to, a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine of up to \$10,000 or imprisonment of up to five years under 18 U.S.C. Section 1001; and swears and/or affirms under penalty of perjury that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned also certifies that s/he has not altered the content of the questions in the questionnaire in any manner; has read and understands all of the items contained in the questionnaire and any attached pages; has supplied full and complete and accurate responses to each item therein; is knowledgeable about the submitting Grantee's business and operations; understands that DASNY will rely on the information supplied in this questionnaire when entering into a contract with the Grantee; and is under duty to notify DASNY of any changes to the Grantee's responses herein until such time as the Grant proceeds have been fully paid out to Grantee.

DocuSigned by:  
*Spencer T Bernard*  
B163CE344AA64A9...  
\_\_\_\_\_  
Signature of Authorized Officer

DocuSigned by:  
*William Smith Jr.*  
84380000EF974FC...  
\_\_\_\_\_  
Signature of Authorized Officer

Spencer T Bernard  
\_\_\_\_\_  
Printed Name of Authorized Officer

William Smith Jr.  
\_\_\_\_\_  
Printed Name of Authorized Officer

Chief of Staff  
\_\_\_\_\_  
Title of Authorized Officer

Town Supervisor  
\_\_\_\_\_  
Title of Authorized Officer

3/6/2023  
\_\_\_\_\_  
Date Signed

5/8/2023  
\_\_\_\_\_  
Date Signed

## EXHIBIT D: Disbursement Terms

Town of Pittsford  
Replacement of HVAC and Server Upgrades for the Pittsford Community Library  
Project ID: 25722

Subject to the terms and conditions contained in this Agreement, DASNY shall disburse the Grant to the Grantee as follows:

### Standard Reimbursement

DASNY shall make payment to the Grantee, no more frequently than monthly, based upon Eligible Expenses (as set forth and in accordance with the schedule in Exhibit A) actually incurred by the Grantee, in compliance with Exhibit A and upon presentation to DASNY of the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments, together with such supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were actually incurred by the Grantee in connection with the Project described herein. Payment shall be made by reimbursement, subject to the terms and conditions of Sections 4 and 5(a) of this Agreement; by payment on invoice subject to the terms and conditions of Sections 4 and 5(b) of this Agreement; or, for real property acquisition, subject to the terms and conditions of Sections 4 and 5(c) of this Agreement.

Supporting documentation acceptable to DASNY must be provided prior to payment, including invoices and proof of payment in a form acceptable to DASNY. If the fronts and backs of canceled checks cannot be obtained from the Grantee's financial institution, a copy of the front of the check must be provided, along with a copy of a bank statement clearly showing that payment was made by the Grantee to the contractor. DASNY reserves the right to request additional supporting documentation in connection with requests for payment, including the backs of canceled checks, certifications from contractors or vendors, or other documentation to verify that grant funds are properly expended. *Please note that quotes, proposals, estimates, purchase orders, and other such documentation **do NOT** qualify as invoices.*

The Grantee agrees to provide such documentation to DASNY as may be requested by DASNY in its sole and absolute discretion to support a requisition for payment, to determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant, and further acknowledges that if documentation requested in connection with a requisition for payment does not, in the sole and absolute discretion of DASNY, provide adequate support for the costs requested, that such requisition request shall be denied and payment shall not be made to the Grantee.

All expenses submitted for reimbursement or payment on invoice must be for work completed at the approved Project location(s) and/or items received at the approved Project location(s) prior to the date of the request for reimbursement/payment. In addition, if funds are requisitioned for the purchase of a vehicle, the New York State Vehicle Registration Documents and title must be submitted along with the requisition forms.

**EXHIBIT E: Payment Requisition Form and Dual Certification**

Town of Pittsford  
 Replacement of HVAC and Server Upgrades for the Pittsford Community Library  
 Project ID: 25722

<p><b>For Office Use Only:</b></p> <p><b>FMS#: 136585</b></p>
---------------------------------------------------------------

Payment Request #

For work completed between      /      /      and      /      /     

**THIS REQUEST:**

A: DASNY SHARE*	B: THIS REQUEST	C: TOTAL REQUESTED PRIOR TO THIS REQUEST	D: A-B-C BALANCE
\$ 65,000.00			

\* Please note that when submitting a requisition for payment, DASNY can only reimburse for capital expenditures for the Project as set forth in Exhibit A of this Agreement. In addition, all capital expenditures are to be both incurred (billed to) and paid for by the named Grantee. Capital expenditures include the costs of acquisition, design, construction, reconstruction, rehabilitation, preservation, development, improvement, modernization and equipping of the approved Project location.

### EXHIBIT E: Payment Requisition Form and Dual Certification

#### DUAL CERTIFICATION

This certification must be signed by two Authorized Officers of the Town of Pittsford, for Project #25722.

We hereby warrant and represent to DASNY that:

1. To the best of our knowledge, information and belief, the expenditures described in Payment Requisition Request # \_\_\_\_\_ attached hereto in the amount of \$ \_\_\_\_\_ for which Town of Pittsford, is seeking payment and/or reimbursement comply with the requirements of the Agreement between DASNY and Town of Pittsford (the "Agreement"), are Eligible Expenses, and that the payment and/or reimbursement of expenditures for which it is seeking payment and/or reimbursement from DASNY does not duplicate reimbursement or disbursement of costs and/or expenses from any other source.
2. The warranties and covenants contained in Section 8 of the Agreement are true and correct as if made on the date hereof.
3. The Eligible Expenses for which reimbursement is sought in connection with this requisition were actually incurred by the Grantee named on the cover page of this Agreement, and/or will be paid by the Grantee solely from the Segregated Account established pursuant to paragraph 4(d) of the Grant Disbursement Agreement to the contractor named on the invoices submitted in connection with this requisition and shall not be used for any other purpose.
4. All Project costs described in any contractor/vendor invoice submitted pursuant the payment requisition form have been completely and fully performed and/or received on site at the applicable project location prior to the date hereof.
5. Proof of disposition of funds from the Segregated Account to the contractor and/or vendors that are being paid on invoice, if any, will be provided to DASNY within sixty (60) days of the date that Grant funds are disbursed to the Grantee to pay for such costs. We understand that in the event that acceptable proof of payment is not provided, DASNY will not make any additional disbursements from Grant funds until such time as such proof of payment is provided.
6. We have the authority to submit this requisition on behalf of Town of Pittsford. All eligible expenses have been incurred within the scope of the project description set forth in the schedule in Exhibit A to this Agreement.
7. The following documents are hereby attached for DASNY approval, in support of this requisition, and are accurate images of the original documents **(Please check off all that apply)**:
  - Readable copies of both front and back of canceled checks.
  - Readable copies of the front of the checks and copies of bank statements showing that the checks have cleared.
  - Copy of New York State Vehicle Registration and Title documents for all vehicles purchased with Grant funds.
  - Invoices/receipts for eligible goods/services that have been received/performed at the approved Project location(s) and a completed Exhibit E-2: Payment Requisition Back-up Summary.
  - Other:

**Authorized Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Authorized Officer Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**EXHIBIT E-I: Payment Requisition Cover Letter**

ON GRANTEE'S LETTERHEAD

Date

Attention: Accounts Payable - Grants  
DASNY  
515 Broadway  
Albany, New York 12207

*Re: State and Municipalities ("SAM") Grant  
Replacement of HVAC and Server Upgrades for the Pittsford Community Library  
Project No. 25722*

To Whom It May Concern:

Enclosed please find our request for payment/reimbursement. The package includes completed Exhibits E and E-2, including a Dual Certification with original signatures from two authorized officers. I have also included supporting documentation and invoices, as summarized in Exhibit E-2.

Below I have checked off the relevant payment option and completed the required payment information. This information is complete and accurate as of the date of this letter:

1) <input type="checkbox"/>	We would like to be paid by reimbursement pursuant to section 5(a) of the grant disbursement agreement. Proof of payment is enclosed for all invoices submitted in this request. Please remit payment by check.
<b>OR</b>	
2) <input type="checkbox"/>	We would like to be paid by reimbursement pursuant to section 5(a) of the grant disbursement agreement. Proof of payment is enclosed for all invoices submitted in this request. Please remit payment by wire. The wire instructions for our account are as follows: BANK NAME: _____ ACCOUNT #:  ACCOUNT NAME: _____ ABA #:
<b>OR</b>	

3)  We would like to be paid on invoice pursuant to Section 5(b) of the grant disbursement agreement. We have not paid the invoice(s) included in this request. We have established a **segregated account to be used solely for accepting and disbursing funds from DASNY for this grant and for no other purpose.** We have applied industry standard fraud protections to this account, including but not limited to, check positive pay and ACH positive pay. The wire instructions for this account are as follows:

BANK NAME: \_\_\_\_\_ ACCOUNT #:

ACCOUNT NAME: \_\_\_\_\_ ABA #:

If any further information is needed, please contact me at ( ) \_\_\_\_\_.

**Please sign and return these documents to DASNY at [apgrants@dasny.org](mailto:apgrants@dasny.org). Please return them from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT E-2: Payment Requisition Back-up Summary**

Town of Pittsford  
 Replacement of HVAC and Server Upgrades for the Pittsford Community Library  
 Project ID: 25722

Please list below all invoice amounts totaling the amount for which you are seeking reimbursement in this request. Invoices should be organized and total amount requested for reimbursement from grant subtotaled. Please use additional sheets if necessary.

VENDOR/ CONTRACTOR NAME	INVOICE/ APPLICATION #	AMOUNT REQUESTED FROM GRANT FUNDS	COMMENT
<b>TOTAL Requested:</b>			(Transfer total amount requested to Exhibit E pg. 18 column B)



## EXHIBIT F

### NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICY FOR THE PROJECT

It is the policy of the State of New York and DASNY, to comply with all federal, State and local law, policy, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action to ensure that Minority and Women-owned Business Enterprises (M/WBEs), Minorities Group Members and women share in the economic opportunities generated by DASNY's participation in projects or initiatives, and/or the use of DASNY funds.

- 1) The recipient of State funds represents that its equal employment opportunity policy statement incorporates, at a minimum, the policies and practices set forth below:
  - a) Grantee shall (i) not unlawfully discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, (ii) undertake or continue existing programs of affirmative action to ensure that Minority Group Members and women are afforded equal employment opportunities, and (iii) make and document its conscientious and active efforts to employ and utilize M/WBEs, Minority Group Members and women in its workforce on contracts. Such action shall be taken with reference to, but not limited to, solicitations or advertisements for employment, recruitment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.
  - b) At the request of the AAO, the Grantee shall request each employment agency, labor union, or authorized representative of workers with whom it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative does not unlawfully discriminate, and that such union or representative will affirmatively cooperate in the implementation of the Grantee's obligations herein.
- 2) The Grantee is encouraged to include minorities and women in any job opportunities created by the Project; and to solicit and utilize M/WBE firms for any contractual opportunities generated in connection with the Project.
- 3) Grantee represents and warrants that, for the duration of the Agreement, it shall furnish all information and reports required by the AAO and shall permit access to its books and records by DASNY, or its designee, for the purpose of ascertaining compliance with provisions hereof.
- 4) Grantee shall include or cause to be included, paragraphs (1) through (3) herein, in every contract, subcontract or purchase order with a Contracting Party executed in connection with the Project, in such a manner that said provisions shall be binding upon each Contracting Party as to its obligations incurred in connection with the Project.

## **NON-DISCRIMINATION AND AFFIRMATIVE ACTION DEFINITIONS**

### **Affirmative Action**

Shall mean the actions to be undertaken by the Borrower, Grantee and any Contracting Party in connection with any project or initiative to ensure non-discrimination and Minority/Women-owned Business Enterprise and minority/female workforce participation, as set forth in paragraph 2) herein, and developed by DASNY.

### **Affirmative Action Officer (“AAO”)**

Shall mean DASNY’s Affirmative Action Officer or his/her designee, managing the affirmative action program for DASNY.

### **Contracting Party**

Shall mean (i) any contractor, subcontractor, consultant, subconsultant or vendor supplying goods or services, pursuant to a contract or purchase order in excess of \$1,500, in connection with any projects or initiatives funded in whole or in part by DASNY and (ii) **any borrower or Grantee** receiving funds from DASNY pursuant to a loan or Grant document.

### **Minority Business Enterprise (“MBE”)**

Shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is (i) a lease fifty-one percent (51%) owned by one or more Minority Group Members; (ii) an enterprise in which such minority ownership is real, substantial and continuing, (iii) an enterprise in which such minority ownership has and exercises DASNY to control and operate, independently, the day-to-day business decisions of the enterprise; (iv) an enterprise authorized to do business in the State of New York and is independently owned and operated; and (v) an enterprise certified by New York State as a minority business.

### **Minority Group Member**

Shall mean a United States citizen or permanent resident alien who is and can demonstrate membership in one of the following groups: (i) Black persons having origins in any of the Black African racial groups; (ii) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Indian or Hispanic origin, regardless of race; (iii) Asian and Pacific Islander persons having origins in any of the Far East countries, South East Asia, the Indian subcontinent or the Pacific Islands; and (iv) Native American or Alaskan native persons having origins in any of the original peoples of North America.

### **Minority and Women-Owned Business Enterprise Participation**

Minority and Women-owned Business Enterprise participation efforts are not limited to the efforts suggested herein, and the role of M/WBE firms should not be restricted to that of a subcontractor/subconsultant. Where applicable, M/WBE firms should be considered for roles as prime contractors. Such efforts may include but not be limited to:

- (a) Dividing the contract work into smaller portions in such a manner as to permit subcontracting to the extent that it is economically and technically feasible to do so;
- (b) Actively and affirmatively soliciting bids from qualified M/WBEs, including circulation of solicitations to Minority and Women’s trade associations;
- (c) Making plans and specifications for prospective work available to M/WBEs in sufficient time for review;

- (d) Utilizing the services and cooperating with those organizations providing technical assistance to the Contracting Party in connection with potential M/WBE participation on DASNY contract;
- (e) Utilizing the resources of DASNY Affirmative Action Unit to identify New York State certified M/WBE firms for the purpose of soliciting bids and subcontracts;
- (f) Encouraging the formation of joint ventures, associations, partnerships, or other similar entities with M/WBE firms, where appropriate, and
- (g) The Contracting Party shall remit payment in a timely fashion.

**Women-owned Business Enterprise (“WBE”)**

Shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is: (i) at least fifty-one percent (51%) owned by one or more citizens or permanent resident aliens who are women; (ii) an enterprise in which the ownership interest of such women is real, substantial and continuing, (iii) an enterprise in which such women ownership has and exercises DASNY to control and operate, independently, the day-to-day business decisions of the enterprise; (iv) an enterprise authorized to do business in the State of New York and is independently owned and operated; and (v) an enterprise certified by New York State as woman-owned.

**Certificate Of Completion**

Envelope Id: C022799D39D545D88DF6ACC460AF8103	Status: Sent
Subject: 25722 Town of Pittsford - DASNY Grant Disbursement Agreement - Signature Required	
Grantee ID:	
Project ID: 25722	
Source Envelope:	
Document Pages: 32	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Tammy Knott
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	515 Broadway
	Albany, NY 12207
	tknott@dasny.org
	IP Address: 144.121.77.34


**Record Tracking**

Status: Original	Holder: Tammy Knott	Location: DocuSign
9/13/2023 3:35:59 PM	tknott@dasny.org	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: Dormitory Authority - State of New York	Location: DocuSign

**Signer Events**

William Smith Jr.  
 wsmith@townofpittsford.org  
 Town Supervisor  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 84380090EF974FC...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 24.169.77.186

**Timestamp**

Sent: 9/13/2023 3:38:01 PM  
 Viewed: 9/14/2023 4:16:55 PM  
 Signed: 9/15/2023 10:07:14 AM

**Electronic Record and Signature Disclosure:**

Accepted: 9/15/2023 10:03:23 AM  
 ID: d0afbff5-2f69-4374-ac9a-3003ab1399f9

Robert Koegel  
 rkoegel@townofpittsford.org  
 Security Level: Email, Account Authentication (None)

Sent: 9/15/2023 10:07:17 AM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Tammy Knott  
 tknott@dasny.org  
 Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

DASNY Legal Reviewers

Signing Group: DASNY Legal Reviewers  
 Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

DASNY Authorized Officers

Signing Group: DASNY Authorized Officers  
 Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**

Signer Events	Signature	Timestamp
Not Offered via DocuSign		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Accounts Payable apgrants@dasny.org Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign  Grants Staff grants@dasny.org Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/13/2023 3:38:01 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Dormitory Authority - State of New York (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Dormitory Authority - State of New York:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [dasnyinfo@dasny.org](mailto:dasnyinfo@dasny.org)

### **To advise Dormitory Authority - State of New York of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [dasnyinfo@dasny.org](mailto:dasnyinfo@dasny.org) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Dormitory Authority - State of New York**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [dasnyinfo@dasny.org](mailto:dasnyinfo@dasny.org) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Dormitory Authority - State of New York**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [dasnyinfo@dasny.org](mailto:dasnyinfo@dasny.org) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Dormitory Authority - State of New York as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Dormitory Authority - State of New York during the course of your relationship with Dormitory Authority - State of New York.



**ACCOUNTS PAYABLE LISTING  
FOR TOWN BOARD APPROVAL  
SEPTEMBER 2023**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
ACTION TELEPHONE EXCHANGE	PJS	162613	198008152023		167.06
	PJS	162926	198009122023	AFTER HRS ANSWER SVC	203.03
				<b>VENDOR TOTAL</b>	<b>370.09</b>
ADMAR SUPPLY COMPANY, INC	PJS	162764	RO2041035	CUT SAW	1,019.00
	PJS	162928	RO2042672	DEMO SAW REPAIR	876.81
	PJS	162953	RO2041825	CHAIN SAWS AND CUTOFF SAWS	1,999.00
				<b>VENDOR TOTAL</b>	<b>3,894.81</b>
ADVENTURE IN CLIMBING	JRH	162737	08292023ADVENTURES	FOOD TRUCK MUSIC FEST ENTERTAINMENT 9/9/	680.00
				<b>VENDOR TOTAL</b>	<b>680.00</b>
ALL SPORTS ASSIGNING	JRH	162829	082023ALLSPORTS	2023 AUGUST PAYMENT WOMEN'S SOCCER OFFIC	1,767.00
				<b>VENDOR TOTAL</b>	<b>1,767.00</b>
ALL TRAFFIC SOLUTIONS	PJS	162758	SIN038031	SIGNS	8,183.00
				<b>VENDOR TOTAL</b>	<b>8,183.00</b>
ALLIANCE DOOR & HARDWARE	PJS	162616	73405	KEYS	45.00
				<b>VENDOR TOTAL</b>	<b>45.00</b>
ALRO STEEL CORPORATION	PJS	162840	DHR3022RZ	METAL FOR LOADER BUCKET	157.06
				<b>VENDOR TOTAL</b>	<b>157.06</b>
ALTA ENTERPRISES, LLC	PJS	162949	P11/15917	WET BRAKE OIL 476	824.53

**ACCOUNTS PAYABLE LISTING  
FOR TOWN BOARD APPROVAL  
SEPTEMBER 2023**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>824.53</b>
AMERICAN EQUIPMENT LLC	PJS	162897	106772	RIM BOLTS FOR MOWER	147.01
				<b>VENDOR TOTAL</b>	<b>147.01</b>
AUTO VALUE PARTS STORES	PJS	162895	661074/L	FUEL LINE FILTER	56.14
	PJS	162773	658069/L	GEAR OIL	71.18
	PJS	162901	660521/L	BRAKE PADS	139.17
				<b>VENDOR TOTAL</b>	<b>266.49</b>
BEAM MACK SALES & SERVICE	PJS	162768	377646R	BELT 460	69.84
	PJS	162770	377716R	SENSOR	28.04
				<b>VENDOR TOTAL</b>	<b>97.88</b>
BEELEY	RMN	162691	08242023	REIMBURSEMENT FOR NOTARY FEE FOR 09/08/2	60.00
				<b>VENDOR TOTAL</b>	<b>60.00</b>
BENEFIT RESOURCE, LLC	BWL	162760	978099	PRE-TAX MONTHLY ADMINISTRATION AUGUST 20	150.00
				<b>VENDOR TOTAL</b>	<b>150.00</b>
BONADIO & CO., LLP	BWL	162888	BN350839	PROGRESS BILLING DEFERRED COMPENSATION A	1,070.00
				<b>VENDOR TOTAL</b>	<b>1,070.00</b>
BOUNCE HOPPER	JRH	162871	69401	SUMMER FUN FIELD TRIP BOUNCE HOPPER 8/16	1,380.41

**ACCOUNTS PAYABLE LISTING  
FOR TOWN BOARD APPROVAL  
SEPTEMBER 2023**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>1,380.41</b>
BRIDGE TOWER OP CO, LLC	RMN	162922	745638478	LEGAL NOTICE-ZONING BOARD PUBLIC HRG ON	78.12
	RMN	162638	745631949	LEGAL NOTICE-DRHPB PUBLIC HEARING ON 8/2	46.68
				<b>VENDOR TOTAL</b>	<b>124.80</b>
BSL LANDSCAPING	BWL	162722	08292023	TRIM & MOW: 71 STONELEIGH CT & 40 WASHIN	1,350.00
				<b>VENDOR TOTAL</b>	<b>1,350.00</b>
CASTLE BRANCH INC	BWL	162721	0897464-IN	JULY EMPLOYMENT SCREENINGS	280.00
				<b>VENDOR TOTAL</b>	<b>280.00</b>
CDW GOVERNMENT INC.	AM	162794	LK98453	MOUNTING KIT FOR MR44, MR45, MR46	32.94
				<b>VENDOR TOTAL</b>	<b>32.94</b>
CHASE CARD SERVICES	BWL	162827	111-6007779-4303421	HISTORIAN OFFICE SUPPLIES	280.45
	AM	162631	4095214	PERSONNEL TRAINING	2,299.00
	AM	162643	111-6096129-7676228	TELEPHONE LAND LINE EXT & CHARGERS	45.96
	AM	162861	44736344	SURVEYMONKEY SUBSCRIPTION-ADVANTAGE ANNU	468.00
	PJS	162788	114-7103594-2781833	FIRST AID SUPPLIES	58.64
	PJS	162952	AMAZON MKD 091123	OFFICE SUPPLY	20.95
				<b>VENDOR TOTAL</b>	<b>3,173.00</b>
CHEDIAK	JRH	162743	08302023CHEDIAK	EMPLOYEE REIMBURSEMENT SENIORS CRAFT CLU	97.82
				<b>VENDOR TOTAL</b>	<b>97.82</b>
CINTAS CORPORATION #411	PJS	162633	4164922525	RUG AND MOP SERVICE - ALL BUILDINGS	394.19

**ACCOUNTS PAYABLE LISTING  
FOR TOWN BOARD APPROVAL  
SEPTEMBER 2023**

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>394.19</b>
COLONY HARDWARE CORP.	PJS	162859	INV-1805747	SAFETY/FIRST AID SUPPLIES	182.22
				<b>VENDOR TOTAL</b>	<b>182.22</b>
CONSTELLATION NEW ENERGY, INC.	BWL	162860	66298767101	STREET LIGHTING 3-6 POLES	106.02
	BWL	162860	66298769801	STREET LIGHTING TN @ LARG	130.40
	BWL	162860	66298767901	STREET LIGHTING 7 OR MORE	181.10
	BWL	162860	66298768801	STREET LIGHTING POLE MAIN	20.63
	BWL	162860	66298769601	STREET LIGHTING STONETN, EO	28.13
	BWL	162860	66298766201	STREET LIGHTING 1-2 POLES	99.02
	PJS	162878	66136427001	LEHIGH STATION JUNE	76.77
	PJS	162878	66136427002	LEHIGH STATION JUNE ADJ	-52.42
	PJS	162878	66208644601	LEHIGH STATION JULY	88.54
	PJS	162878	66261513601	LEHIGH STATION AUGUST	54.57
	PJS	162878	66250121301	PITTSFORD MANOR LANE	102.89
	PJS	162878	66250127201	DUNNEWOOD COURT	57.02
	PJS	162878	66250122101	1 PARK ROAD	83.12
	PJS	162878	66227738501	529 MARSH ROAD	29.25
	PJS	162878	66224507101	DOWNING DRIVE	2.65
	PJS	162878	66289497301	GREYTHORNE HILL	45.67
	PJS	162878	66286166901	CANDLE WOOD DR	10.30
	PJS	162878	66275726501	BRICKSTON DR	4.46
	PJS	162878	66046742601	REITZ PARKWAY	81.20
	PJS	162878	66275406501	POINCIANA DR	0.00
	PJS	162878	66261505901	3950 EAST AVE KNOWLTON	0.00
	PJS	162878	66289470701	4358 EAST AVE	0.00
	PJS	162879	66286175701	TOWN HALL	799.15
	PJS	162879	66289464801	PSD	201.09
	PJS	162879	66286175101	SCC	1,770.91
	PJS	162879	66250137801	KINGS BEND	47.34
	PJS	162879	66250120801	KINGS BEND	6.63
	PJS	162879	66250134001	PARKS	91.32
	PJS	162879	66275723901	210 MENDON / MILE POST	7.19
	PJS	162879	66298772501	HIGHWAY	10.96
	PJS	162879	66248035301	625 MARSH ROAD	0.00
	PJS	162879	66241447601	631 MARSH ROAD	0.00

**ACCOUNTS PAYABLE LISTING  
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
CONSTELLATION NEW ENERGY, INC.	PJS	162879	66261563201	THORNELL FARM PARK	292.05
				<b>VENDOR TOTAL</b>	<b>4,375.96</b>
COOK BROTHERS TRUCK PARTS	PJS	162843	1935206	HOSE AND LAMPS	135.60
	PJS	162843	1926199	HOSE AND LAMPS	87.06
	PJS	162785	1940083	459 PARTS	361.83
				<b>VENDOR TOTAL</b>	<b>584.49</b>
CROSMAN SEED CORP	PJS	162686	11694	GRASS SEED	1,610.00
	PJS	162779	11701	SEED CROWNWOOD/BROMLEY	115.00
				<b>VENDOR TOTAL</b>	<b>1,725.00</b>
CROWN CASTLE INTERNATIONAL CORP.	AM	162806	1407926	FIBER SERVICE #S269684 - 170 W. JEFFERSON	968.52
				<b>VENDOR TOTAL</b>	<b>968.52</b>
CYNCON EQUIPMENT INC.	PJS	162976	93220	RENTAL SWEEPER	500.00
	PJS	162991	93269	REPAIR FREIGHTLINER	1,888.98
				<b>VENDOR TOTAL</b>	<b>2,388.98</b>
DAVISON	PJS	162697	081823MKDDMV	MILEAGE REIMBURSE - DMV (EQUINOXES)	6.03
				<b>VENDOR TOTAL</b>	<b>6.03</b>
DE LA COLINADOLORES	JRH	162937	092023LOURDES	2023 SEPTEMBER INSTRUCTOR PAYMENT LEARN	203.00
				<b>VENDOR TOTAL</b>	<b>203.00</b>
DEBBIE SUPPLY INC	PJS	162647	667322	SUMP PUMP	130.95

**ACCOUNTS PAYABLE LISTING  
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>130.95</b>
DEBUG ACADEMY LLC	AM	162692	07AADE25-0001	PERSONNEL TRAINING	3,600.00
				<b>VENDOR TOTAL</b>	<b>3,600.00</b>
DEL 3750 MONROE AVENUE ASSOCIATES LLC	BWL	162720	08292023	SEPTEMBER COURT RENT	8,875.45
				<b>VENDOR TOTAL</b>	<b>8,875.45</b>
DEMOCRAT & CHRONICLE	BWL	162858	DC1187406	OCTOBER NEWSPAPER	33.00
				<b>VENDOR TOTAL</b>	<b>33.00</b>
DOLOMITE PRODUCTS CO INC	PJS	162675	1132348	CR-1	1,870.38
	PJS	162961	1135473	PATCH	656.36
	PJS	162650	1132355	STONE FOR PSD PARKING LOT	144.15
				<b>VENDOR TOTAL</b>	<b>2,670.89</b>
EAGLE VALE GOLF CLUB & LEARNING CENTER, INC.	JRH	162936	092023EAGLEVALE	2023 SEPTEMBER INSTRUCTOR PAYMENT BEGINN	981.40
				<b>VENDOR TOTAL</b>	<b>981.40</b>
EDWARDS TREE & LANDSCAPE	PJS	162971	2846	COUNTRY CLUB DR	486.00
	PJS	162729	2850	TREE JOB 25 FARM FIELD	950.00
				<b>VENDOR TOTAL</b>	<b>1,436.00</b>
EMPIRE TENNIS, LLC	JRH	162942	092023SPEIRS	2023 SEPTEMBER INSTRUCTOR PAYMENT JUNIOR	428.40

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>428.40</b>
EPIC TRAININGS	JRH	162938	092023FULMORE	2023 SEPTEMBER INSTRUCTOR PAYMENT FIRST	182.70
				<b>VENDOR TOTAL</b>	<b>182.70</b>
EVEVSKY	JRH	162831	5107	2023 AUGUST SENIORS TAI CHI, SUN AND GET	655.00
				<b>VENDOR TOTAL</b>	<b>655.00</b>
EXODUS EXTERMINATING INC	PJS	162838	426416	AUGUST SERVICE	50.00
	PJS	162728	426500	MOUSE CONTROL PARKS SHOP	50.00
				<b>VENDOR TOTAL</b>	<b>100.00</b>
F.W. WEBB COMPANY	PJS	162993	82169022	3 MANHOLE COVERS	981.90
	PJS	162863	82181442	DRAINAGE T 6X4	102.40
				<b>VENDOR TOTAL</b>	<b>1,084.30</b>
FAIRPORT CHILDREN'S THEATER	JRH	162945	092023ROCHA	2023 SEPTEMBER INSTRUCTOR PAYMENT THEATR	628.60
				<b>VENDOR TOTAL</b>	<b>628.60</b>
FINGER LAKES CASTLE	PJS	162669	884271	BEE BLASTER	67.60
	PJS	162645	884211	OIL AND GREASE FOR SHOP	130.89
	PJS	162965	886803	XL GLOVES, DRY LUBE	319.97
	PJS	162847	884293	HAND CLEANER	171.57
	PJS	162909	886807	SHOP CHEMICALS	278.97
				<b>VENDOR TOTAL</b>	<b>969.00</b>
FORBES COURT REPORTING SERVICES, LLC	VN	162731	8	AUGUST 2023 STENOS	240.00

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>240.00</b>
<b>FOULKELIZABETH</b>	JRH	162704	082023FOULK	2023 AUGUST INSTRUCTOR PAYMENT DANCE CAM	3,332.70
				<b>VENDOR TOTAL</b>	<b>3,332.70</b>
<b>FROMBERGER</b>	PJS	162754	FROM083123	REIMBURSE-MILEAGE, PE LIC, TRAINING	1,060.61
				<b>VENDOR TOTAL</b>	<b>1,060.61</b>
<b>FRONTIER COMMUNICATIONS</b>	AM	162789	0901/6430-092614-6	6430 KBP NORTH PHONE SERVICE 09/01/23 -	73.07
	BWL	162805	585-100-2618-050219-6	MONTHLY PHONE PYMT	1,235.53
	PJS	162745	585-248-2520-052517-6	PARKS	61.45
	PJS	162745	585-248-3897-052517-6	PSD	62.00
	JRH	162739	092023RECDEPT	REC TELEPHONE SERVICES 08/22/2023-09/21/	62.01
	JRH	162740	092023SRS	SENIORS TELEPHONE SERVICES 0822/2023-09/	61.64
	PJS	162886	585-586-4739-052517-6	SCC ELEVATOR	93.99
	PJS	162886	585-248-6202-052517-6	TOWN HALL	422.13
	PJS	162886	585-248-6205-052517-6	HIGHWAY	61.45
	PJS	162885	585-218-9325-061517-6	TURNING LEAF PS	55.94
	PJS	162885	585-100-1313-010717-6	PUMP STATIONS PHONE LINES	608.94
				<b>VENDOR TOTAL</b>	<b>2,798.15</b>
<b>GAMETIME</b>	PJS	162972	PJI-0216503	SWING CHAINS	81.20
				<b>VENDOR TOTAL</b>	<b>81.20</b>
<b>GENERAL WELDING AND FABRICATION</b>	PJS	162761	35005	LEAF SPRINGTRAILER	20.68
	PJS	162774	34985	439 LIGHTS	14.13
				<b>VENDOR TOTAL</b>	<b>34.81</b>
<b>GENESEE WATERWAY CENTER</b>	JRH	162667	000028	ADVENTURE CAMP 8/23/23 LOCK 32 PADDLING	525.60



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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>525.60</b>
GOODMAN GLASS AND MIRROR INC.	PJS	162671	6807	WINDOW REPAIR -BARNES	1,200.00
				<b>VENDOR TOTAL</b>	<b>1,200.00</b>
GOTTA III	JRH	162735	GC230828	2023 AUGUST SENIORS SQUARE DANCE CALLING	100.00
				<b>VENDOR TOTAL</b>	<b>100.00</b>
GOVERNMENT APPOINTED HISTORIANS OF WESTERN NEW YOR	BWL	162642	10072023GAHWNYDUES	2024 GAHWNY DUES FOR VICKI PROFITT	20.00
	BWL	162642	10072023GAHWNY	2023 FALL MEETING REGISTRATION FOR VICKI	35.00
				<b>VENDOR TOTAL</b>	<b>55.00</b>
GRAINGER, INC.	PJS	162898	9818608748	TARP MOTER 453	365.04
	PJS	162776	9797748804	WIRE WHEEL GRINDER	54.10
	PJS	162969	9833265961	STOP SIGNS FOR TRAILS	198.80
	PJS	162757	9798923760	BACKFLOW REPAIR KIT	59.03
				<b>VENDOR TOTAL</b>	<b>676.97</b>
GRASSLAND EQUIPMENT AND IRRIGATION CORPORATION	PJS	162635	1345158	BLADES	252.06
	PJS	162727	1346922	GEARBOX FOR TORO MOWER 340-1	822.54
	PJS	162882	1348085	AIR FILTER CAP AND FILTERS TORO	184.45
				<b>VENDOR TOTAL</b>	<b>1,259.05</b>
GUPP SIGNS, INC.	BWL	162736	23-420	POLLINATOR PATHWAY GARDEN MARKERS	412.50
				<b>VENDOR TOTAL</b>	<b>412.50</b>
HADLOCK PAINT CO. INC.	PJS	162992	P0151376	PAINT	22.95

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>22.95</b>
<b>HADLOCK'S ACE HARDWARE</b>	PJS	162854	002895	DAWN DISH SOAP FOR CRACK FILL MACHNE	29.94
	PJS	162677	002857	1/2 DRILL FOR SIGNS	211.87
	PJS	162678	002840	HOSE, HANGER AND SCREWS	106.70
	PJS	162678	002834	HOSE, HANGER AND SCREWS	197.72
	PJS	162678	002836	HOSE, HANGER AND SCREWS	13.38
	PJS	162841	002899	RAKES, TOOLS, FASTNERS	608.87
	PJS	162902	002925	FITTINGS FOR LEHIGH PUMP STATION	143.83
	PJS	162986	002941	POLE BARN IMPROVEMENTS	1,003.73
	PJS	162988	002930	WIRE BRUSH, EXTENTION CORDS	24.96
	PJS	162988	002929	WIRE BRUSH, EXTENTION CORDS	77.74
	PJS	162990	002934	PRIMER PAINT	33.57
				<b>VENDOR TOTAL</b>	<b>2,452.31</b>
<b>HARRIS BEACH PLLC</b>	BWL	162719	8932488	TELEPHONE CONFERENCE	78.00
				<b>VENDOR TOTAL</b>	<b>78.00</b>
<b>HAUN WELDING SUPPLY, INC.</b>	PJS	162954	X757711	CYLINDER LEASE	46.00
	PJS	162842	3106382	WELDING WIRE	66.54
	PJS	162985	3141600	MIG WIRE AND TORCH TIPS	120.97
				<b>VENDOR TOTAL</b>	<b>233.51</b>
<b>HEIDELBERG MATERIALS NORTHEAST NEW YORK LLC</b>	PJS	162791	4360980	MILLINGS	773.48
	PJS	162973	4369396	MILLINGS	650.55
	PJS	162881	4368511	MILLINGS	521.81
				<b>VENDOR TOTAL</b>	<b>1,945.84</b>
<b>HERZOG</b>	JRH	162670	115	2023 AUGUST SENIORS PROGRAM LINE DANCING	210.00

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>210.00</b>
<b>HILLYARD, INC.</b>	PJS	162711	605220718	MICROFIBER RAGS, GARBAGE BAGS	192.00
	PJS	162712	605218953	MICROFIBER RAGS, GARBAGE BAGS	44.59
	PJS	162713	605218954	FLOOR CLEANING PADS / MATERIALS	2,015.39
	PJS	162981	6052266995	MICROFIBER RAGS, GARBAGE BAGS	44.59
	PJS	162947	605239017	CLEANING AND PAPER SUPPLIES ALL BUILDING	2,047.57
	PJS	162946	605217734	CUSTODIAL & PAPER ITEMS	1,051.03
	PJS	162948	605217735	FLOOR CLEANING PADS / MATERIALS	210.45
	PJS	162621	605194462	PAPER & CUSTODIAL SUPPLIES	1,418.66
				<b>VENDOR TOTAL</b>	<b>7,024.28</b>
<b>HM CROSS &amp; SONS, INC.</b>	PJS	162766	20198-1	BELT FOR TUB GRINDER	123.00
				<b>VENDOR TOTAL</b>	<b>123.00</b>
<b>HOME DEPOT</b>	PJS	162710	5022621	HARDWARE, PLYWOOD	114.16
	PJS	162717	8022135	BEE SPRAY	27.88
	PJS	162634	H1247-282420	HARDWARE TFP SIGNAGE	129.91
	PJS	162634	5020961	LUMBER FOOD SCRAP CORRAL	263.70
	PJS	162634	3021435	LUMBER FOOD SCRAP CORRAL	17.48
	PJS	162634	5021061	LUMBER FOOD SCRAP CORRAL	27.12
	PJS	162853	7340663	CLOSER FOR TARP CONTROL	36.32
	JRH	162640	WM43442660	UMBRELLAS FOR OUTSIDE CAFE TABLES	732.00
	PJS	162796	4024213	GRAFFITI REMOVER	12.97
	PJS	162799	9023515	YARD DRAINS AND PARTS	210.16
	PJS	162799	9023567	YARD DRAINS AND PARTS	99.90
	PJS	162802	0610058	LIGHT BULBS, WINDEX	48.90
	PJS	162967	8025007	ASH CAN KBP	30.15
	PJS	162747	1023274	FENCE PARTS	22.01
	PJS	162900	6091094	TAPE MEASURES, LEVEL, RULER	59.88
	PJS	162900	4612546	18V BATTERIES	338.00
	PJS	162983	7031972	WIRING, PINE BOARDS	358.70
	PJS	162983	7031886	WIRING, PINE BOARDS	18.96
	PJS	162865	3024252	GRAFFITI REMOVER	17.44

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>2,565.64</b>
HUNT ENGINEERS, ARCHITECTS & LAND SURVEYORS, P.C.	PJS	162753	46565	EAST ST SIDEWALK DESIGN	14,350.09
				<b>VENDOR TOTAL</b>	<b>14,350.09</b>
HYNES CONCRETE CONTRACTOR INCORPORATED	PJS	162852	1123	AMBERGATE, BARRINGTON HILLS	21,296.49
	PJS	162763	1111	BROMLEY	48,736.73
				<b>VENDOR TOTAL</b>	<b>70,033.22</b>
INTERSTATE BATTERY SYSTEM	PJS	162892	50069816	BATTERIES 412	145.95
	PJS	162968	24481936	BATTERIES 402	199.90
				<b>VENDOR TOTAL</b>	<b>345.85</b>
INTIVITY, INC.	JRH	162772	1864695-0	RECREATION OFFICE SUPPLIES	54.60
	JRH	162772	1864489-0	RECREATION OFFICE SUPPLIES	55.25
	JRH	162627	1861613-0	RECREATION DEPARTMENT OFFICE SUPPLIES	188.18
	JRH	162627	1861613-1	RECREATION DEPARTMENT OFFICE SUPPLIES	3.14
	JRH	162700	1863882-0	RECREATION OFFICE SUPPLIES	17.83
	JRH	162700	1863881-0	RECREATION OFFICE SUPPLIES	73.10
	JRH	162874	1864489-1	RECREATION OFFICE SUPPLIES	46.36
	PJS	162619	1861590-0	WIPE ALLS	302.48
				<b>VENDOR TOTAL</b>	<b>740.94</b>
IRON MOUNTAIN, INC	RMN	162724	HTWM838	RECORD RETENTION-09/01/2023-09/30/2023	919.48
				<b>VENDOR TOTAL</b>	<b>919.48</b>
J. GALILEY ARBOR CONSULTING LLC	PJS	162726	2023-25	ARBORIST VERBAL ASSESSMENT	120.00

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>120.00</b>
JACOB	JRH	162830	4	2023 AUGUST INSTRUCTOR PAYMENT ZUMBA SEN	120.00
				<b>VENDOR TOTAL</b>	<b>120.00</b>
JAMES JACOBS MASONRY CONT., LLC	PJS	162730	08222023	RE-LEVEL BRICKS AT VETERANS MEMORIAL	1,600.00
	PJS	162880	09112023	REPAIR AND SEAL VET'S MEMORIAL	425.00
				<b>VENDOR TOTAL</b>	<b>2,025.00</b>
JESSIE HOLLENBECK - PETTY CASH	JRH	162930	09122023PETTYCASHREC	PETTY CASH REIMBURSEMENT FOR PANTHER PAL	36.00
				<b>VENDOR TOTAL</b>	<b>36.00</b>
KAWCZYNSKI	JRH	162734	082023KAWCZYNSKI	2023 AUGUST SENIORS YOGA CLASSES	180.00
				<b>VENDOR TOTAL</b>	<b>180.00</b>
KENWORTH NORTHEAST GROUP, INC	PJS	162676	RI291548	ANTI FREEZE	420.99
	PJS	162977	R66438	439 INSPECTION	102.52
				<b>VENDOR TOTAL</b>	<b>523.51</b>
KOVALSKY-CARR ELECTRIC SUPPLY CO., INC.	PJS	162714	S2038426.001	FLUORESCENT BULBS	256.20
				<b>VENDOR TOTAL</b>	<b>256.20</b>
LEWIS GENERAL TIRES, INC.	PJS	162673	171557	SWEEPER TIRE	655.16
	PJS	162975	171590	TIRES 467	260.50
	PJS	162975	171517	TIRES 467	549.00
	PJS	162845	171991	TIRES FOR SWEEPER	215.00

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>1,679.66</b>
LOWES CREDIT SERVICES	PJS	162744	33994	CUSTODIAL SUPPLIES	233.63
				<b>VENDOR TOTAL</b>	<b>233.63</b>
M.E. SERVICES COMMUNICATION, INC.	VN	162792	24477	8/24/23 SPANISH INTERPRETER/ JOSUE VILLA	65.00
				<b>VENDOR TOTAL</b>	<b>65.00</b>
MACEDON EXCAVATING & PAVING INC	PJS	162790	20980	TOPSOIL	672.00
	PJS	162979	21010	TOPSOIL	336.00
				<b>VENDOR TOTAL</b>	<b>1,008.00</b>
MANITOU CONCRETE	PJS	162962	1135621	2 YARDS CONCRETE	764.00
				<b>VENDOR TOTAL</b>	<b>764.00</b>
MCCARTHY TENTS & EVENTS LLC	JRH	162929	37302-2	EQUIPMENT RENTALS FOR TOWN OF PITTSFORD	2,828.00
	JRH	162868	37301-1	EQUIPMENT RENTAL FOR THE TOWN OF PITTSFO	2,992.35
				<b>VENDOR TOTAL</b>	<b>5,820.35</b>
MCCLIVE ENTERPRISES, LLC	JRH	162783	PITTSFORD 04-2023	AUDIO SUPPORT FOR SUMMER CONCERT SERIES	1,475.00
				<b>VENDOR TOTAL</b>	<b>1,475.00</b>
MIALE	JRH	162630	082023	EMPLOYEE REIMBURSEMENT SENIORS DRIVER LU	17.81
				<b>VENDOR TOTAL</b>	<b>17.81</b>

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
MILLER	JRH	162939	092023PMILLER	2023 SEPTEMBER INSTRUCTOR PAYMENT SUMMER	94.50
				<b>VENDOR TOTAL</b>	<b>94.50</b>
MILTON RENTS INC	PJS	162680	001554718	CONCRETE FELT	83.85
	PJS	162644	001554797	CONCRETE	753.00
	PJS	162978	001556182	CONCRETE	708.00
	PJS	162978	01556195	CONCRETE	107.75
	PJS	162846	001555618	TYPE S MORTOR	814.00
	PJS	162927	001555987	EXCAVATOR RENTAL	2,192.00
				<b>VENDOR TOTAL</b>	<b>4,658.60</b>
MIS OF AMERICA INC	PJS	162646	78830	WATER TOWER SERVICE	125.00
	PJS	162982	78536	INSPECTION AND LEGIONELLA TESTING	460.00
				<b>VENDOR TOTAL</b>	<b>585.00</b>
MITCHELL1	PJS	162851	IB29762168	SEPTEMBER BILLING	410.51
				<b>VENDOR TOTAL</b>	<b>410.51</b>
MOFFETT TURF EQUIPMENT, INC.	PJS	162718	02-373044	VENTRAC BELTS	52.53
	PJS	162718	01-373040	VENTRAC BELTS	52.00
	PJS	162685	01-372742	BOLTS	45.11
	PJS	162685	02-373020	VENTRAC BELT	52.53
	PJS	162795	04-373985	WIRING HARNESS	49.46
	PJS	162797	04-374261	VENTRAC PTO BELT	52.63
	PJS	162980	01-374504	VENTRAC PTO BELT	22.46
				<b>VENDOR TOTAL</b>	<b>326.72</b>
MONROE TRACTOR & IMPLEMENT CO., INC.	PJS	162951	W17151	REPAIR ROLLER	654.21

**ACCOUNTS PAYABLE LISTING  
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>654.21</b>
MORRISON EXCAVATING, INC.	PJS	162844	44235	TOPSOIL	672.00
	PJS	162778	44216	DIRT FOR BROMLEY	1,680.00
				<b>VENDOR TOTAL</b>	<b>2,352.00</b>
MURRAY	JRH	162943	092023MURRAY	2023 SEPTEMBER INSTRUCTOR PAYMENT PA: DI	84.00
				<b>VENDOR TOTAL</b>	<b>84.00</b>
NAPA AUTO PARTS	PJS	162687	6917-062361	OIL FOR GEARBOX	12.69
	PJS	162725	6917-062532	OIL	4.12
	PJS	162725	6917-062525	OIL	43.97
	PJS	162765	6917-061494	WHEEL WEIGHTS TIRE BALANCER	52.42
	PJS	162883	6917-063492	MOTOR OIL	58.27
				<b>VENDOR TOTAL</b>	<b>171.47</b>
NEW YORK MARKING DEVICES CORP.	RMN	162690	100089	NOTARY STAMP AND NOTARY EMBOSSER FOR TER	78.85
	RMN	162837	100182	NAME PLATE FOR HOLLY JENNINGS-COMMUNICAT	19.70
				<b>VENDOR TOTAL</b>	<b>98.55</b>
NOCO DISTRIBUTION LLC	PJS	162784	SP12642881	FUEL 410 GALLON	1,405.23
	PJS	162784	SP12646228	259.60 GAL	834.59
				<b>VENDOR TOTAL</b>	<b>2,239.82</b>
NOCO ENERGY CORP.	PJS	162679	SP12640604	619.9 GALLONS	1,997.57
	PJS	162679	SP12642051	9.8 GALLONS	33.59
	PJS	162679	SP12636876	177.4 GALLONS	535.73
	PJS	162904	SP12649813	80.40 GAL	268.18
	PJS	162904	SP12648242	203 GAL	652.62



**ACCOUNTS PAYABLE LISTING  
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
NOCO ENERGY CORP.	PJS	162984	SP12652616	261.1 GALLONS	870.93
				<b>VENDOR TOTAL</b>	<b>4,358.62</b>
NORTHEAST SWEEPERS AND RENTALS, INC.	PJS	162896	10388	3 RAVO BROOMS, HOPPER DEFLECTOR PLATE	875.45
	PJS	162896	10389	3 RAVO BROOMS, HOPPER DEFLECTOR PLATE	810.00
				<b>VENDOR TOTAL</b>	<b>1,685.45</b>
NORTHERN STAR MEDICAL HEALTH, PLLC	BWL	162803	8390	AUGUST 2023 EMPLOYEE DRUG SCREENING	540.00
				<b>VENDOR TOTAL</b>	<b>540.00</b>
NRG BUSINESS MARKETING, LLC	PJS	162899	HS33801902	NRG ENERGY TOWN WIDE AND PUMP STATIONS	252.17
				<b>VENDOR TOTAL</b>	<b>252.17</b>
OIL FILTER SERVICE, INC.	PJS	162674	61380	OIL FILTERS	160.52
	PJS	162771	61296	FILTERS 439	92.16
				<b>VENDOR TOTAL</b>	<b>252.68</b>
ONLINE SOLUTIONS, LLC	PJS	162800	5230	2024 CITIZENSERVE LICENSES	19,800.00
				<b>VENDOR TOTAL</b>	<b>19,800.00</b>
PANORAMA COLLISION, INC.	PJS	162864	7238	COLLISION REPAIRS TO 330-1	6,881.17
				<b>VENDOR TOTAL</b>	<b>6,881.17</b>
PASCO	PJS	162696	6691	PROTON REPLACEMENT	7,674.00

**ACCOUNTS PAYABLE LISTING  
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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>7,674.00</b>
<b>PAYCHEX, INC.</b>	BWL	162786	2023083100	PAYROLL PROCESSING	7,547.30
	BWL	162857	27576446	ANALYSIS AND MONITORING SERVICE	422.07
	BWL	162625	3865842	TIME AND ATTENDANCE SERVICES	160.00
	BWL	162855	3936965	ONBOARDING HR/RECRUITER USER MONTHLY	100.00
				<b>VENDOR TOTAL</b>	<b>8,229.37</b>
<b>PENNY LANE PRINTING</b>	JRH	162628	231314	2023 FALL BROCHURE PRINTING & POSTAGE	10,057.57
	JRH	162701	231923	FOOD TRUCK MUSIC FEST POSTERS	55.00
				<b>VENDOR TOTAL</b>	<b>10,112.57</b>
<b>PHOENIX GRAPHICS, INC.</b>	JRH	162825	58468	BLACK TOWN LOGO ON WHITE #10 ENVELOPES	555.00
				<b>VENDOR TOTAL</b>	<b>555.00</b>
<b>PITTSFORD AUTO SERVICE, INC.</b>	PJS	162891	1019413	FUEL	146.47
	JRH	162733	91597	SERVICE VEHICLE MAINTENANCE 2021 FORD E-	61.80
				<b>VENDOR TOTAL</b>	<b>208.27</b>
<b>PITTSFORD CENTRAL SCHOOLS</b>	PJS	162862	1634-24A	DPW MONTHLY FUEL CHARGES	895.79
	JRH	162870	1632-24A	2023 AUGUST RECREATION GASOLINE	42.74
	JRH	162869	1628-24A	2023 AUGUST SENIORS GASOLINE	114.24
	JRH	162738	08292023PCSD	BUS TRANSPORTATION FOR SUMMER FUN & ADVE	7,039.32
	PJS	162905	1633-24A	PSD DIESEL AND UNLEAD FUEL	1,363.93
	PJS	162989	1630-24A	HIGHWAY FUEL	12,254.91
	PJS	162884	1631-24A	MONTHLY PARKS FUEL USAGE	5,043.56
				<b>VENDOR TOTAL</b>	<b>26,754.49</b>
<b>PITTSFORD YOUTH SERVICES INCORPORATED</b>	BWL	162866	4407	SEPTEMBER COUNSELING SERVICES	5,500.00

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>5,500.00</b>
PLANT CONCEPTS, INC	PJS	162793	4227	FERTILIZER	3,866.00
	PJS	162793	4228	PRUNING	3,600.00
	PJS	162793	4234	WEEDING	1,000.00
	PJS	162793	4243	MOWING	10,251.00
				<b>VENDOR TOTAL</b>	<b>18,717.00</b>
PLUG & PAY TECHNOLOGIES	JRH	162832	082023PLUG&PAY	2023 AUGUST PLUG & PAY BILLING	64.35
				<b>VENDOR TOTAL</b>	<b>64.35</b>
PMG PIZZA LLC	JRH	162833	08292023SALVATORES	PIZZA FOR YOUTH SOCCER	255.85
				<b>VENDOR TOTAL</b>	<b>255.85</b>
R.M. PUTNEY & ASSOCIATES, INC	JRH	162703	5056	2023 SEPTEMBER COMMERCIAL ORGANICS PICK	75.00
				<b>VENDOR TOTAL</b>	<b>75.00</b>
RAY KERHAERT'S TOWING,INC	PJS	162782	020335	455 TO KENWORTH.	340.00
				<b>VENDOR TOTAL</b>	<b>340.00</b>
REGIONAL INTERNATIONAL CORPORATION	PJS	162894	011216645P	441 BLOWER MOTOR	115.71
				<b>VENDOR TOTAL</b>	<b>115.71</b>
RELIABLE ONSITE SERVICES	JRH	162867	224344351-001	PORTABLE RESTROOM RENTAL FOR THE TOWN OF	1,150.00
	PJS	162746	218432906-005	PORTO POT BROMLEY	115.00

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>1,265.00</b>
<b>ROCHESTER ASPHALT MATERIAL, INC.</b>	PJS	162956	1135519	ASPHALT BROMLEY	726.41
	PJS	162955	1136844	BROMLEY, HIGH HILL KALLISTON	1,071.73
	PJS	162959	1135501	CROSSOVERS/PAVING CROWNWOOD	245.11
	PJS	162958	1136810	DRIVEWAYS ROADEDGE	413.72
	PJS	162958	1135406	DRIVEWAYS ROADEDGE	1,607.23
	PJS	162958	1135460	DRIVEWAYS ROADEDGE	370.13
	PJS	162960	1135447	BINDER MANHOLES	2,633.19
	PJS	162848	1132641	ASPHALT BROMLEY	1,599.60
	PJS	162850	1132722	GENERAL PATCH	371.59
	PJS	162850	1133772	GENERAL PATCH	1,299.84
	PJS	162849	1132688	GENERAL PATCH	1,663.90
				<b>VENDOR TOTAL</b>	<b>12,002.45</b>
<b>ROCHESTER FENCING CLUB</b>	JRH	162935	092023ROCFENCING	2023 SEPTEMBER INSTRUCTOR PAYMENT YOUTH	644.00
				<b>VENDOR TOTAL</b>	<b>644.00</b>
<b>ROCHESTER GAS &amp; ELECTRIC</b>	BWL	162889	0188930223000009	MONTHLY GAS LIGHTS	64.19
	PJS	162974	11017053455	295 FAIRPORT RD PUMP STATION	36.79
	PJS	162887	12810796808	631 MARSH ROAD PARK	56.33
	PJS	162887	12010924848	WILLARD ROAD PARK ELECTRIC AND CONSTELLA	54.25
	PJS	162887	12810808899	BARKER ROAD PARK ELECTRIC AND CONSTELLAT	55.07
				<b>VENDOR TOTAL</b>	<b>266.63</b>
<b>ROCHESTER GRAVEL PRODUCTS</b>	PJS	162893	FW1223	4"-8" COBBLES	189.63
				<b>VENDOR TOTAL</b>	<b>189.63</b>
<b>ROCHESTER PAINT CENTERS</b>	PJS	162689	00152675	MARKING PASTE	1,124.00

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>1,124.00</b>
ROCVENTURES INC	JRH	162742	08242023ROCVENTURES	ADVENTURE CAMP ACTIVITY 8/24/23	1,020.00
				<b>VENDOR TOTAL</b>	<b>1,020.00</b>
ROLAZ INDUSTRIAL PRODUCTS INCORPORATED	PJS	162622	4943	FALL WATER TREATMENT AND TESTING	1,350.00
				<b>VENDOR TOTAL</b>	<b>1,350.00</b>
ROSE	JRH	162777	082023ROSE	2023 AUGUST SENIORS FITNESS SESSION	225.00
				<b>VENDOR TOTAL</b>	<b>225.00</b>
ROSELAND WATERPARK	JRH	162702	13166046000-1	ADVENTURE CAMP ADMISSION	625.00
	JRH	162702	13167046000-2	ADVENTURE CAMP TENT RENTAL	150.00
				<b>VENDOR TOTAL</b>	<b>775.00</b>
ROTOLITE-ELLIOTT CORP.	PJS	162756	163247	COPIES - FOIL REQUEST	141.95
	JRH	162828	163276	FOOD TRUCK MUSIC FEST SIGNAGE	45.00
	JRH	162741	163246	FOOD TRUCK MUSIC FEST POSTERS	315.00
				<b>VENDOR TOTAL</b>	<b>501.95</b>
S & S WORLDWIDE, INC	JRH	162872	IN101259062	SUPPLIES FOR FOOD TRUCK MUSIC FEST	99.36
	JRH	162873	IN101259218	AFTER SCHOOL CRAFT SUPPLIES	18.82
	JRH	162873	IN101261060	PANTHER PALS CRAFT SUPPLIES	104.02
				<b>VENDOR TOTAL</b>	<b>222.20</b>
SAFETY - KLEEN CORP.	PJS	162839	92318602	USED OIL	25.00
	PJS	162925	92523880	PICKUP USED OIL 8/30/23	77.60

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT	
SAFETY - KLEEN CORP.	PJS	162925	91678072	PICKUP USED OIL 5/12/23	84.50	
					<b>VENDOR TOTAL</b>	<b>187.10</b>
SAXBY IMPLEMENT CORP.	PJS	162748	177915	BAR OIL	29.38	
					<b>VENDOR TOTAL</b>	<b>29.38</b>
SEYREK SEALERS LLC	PJS	162750	PITSAUG23	2023 REFUSE DISTRICTS	30,780.89	
					<b>VENDOR TOTAL</b>	52,375.00
						2,720.00
						2,058.90
						<b>87,934.79</b>
PJS	162752	AUGBRUSH23	BAGGED & BUNDLED BRUSH	52,375.00		
PJS	162751	AUG23ROLLOFF	AUG ROLL OFF	2,720.00		
PJS	162755	PITTSTOWNAUG2023	DISPOSAL SVC - TOWN WIDE	2,058.90		
SITEONE LANDSCAPE SUPPLY , LLC	PJS	162715	133715024-001	SPRINKLER HEAD	11.10	
					<b>VENDOR TOTAL</b>	9.48
						189.00
						<b>209.58</b>
PJS	162639	133614154-001	IRRIGATION HEAD	9.48		
PJS	162688	133639801-001	WEED BARRIER	189.00		
SOFTWARE HOUSE INTERNATIONAL, INC.	AM	162706	B17293039	ADOBE ACROBAT PRO FOR TEAMS - NEW SUBSCR	100.80	
					<b>VENDOR TOTAL</b>	3,734.77
						<b>3,835.57</b>
AM	162705	B17291854	SOLARWINDS SECURITY EVENT MANAGER WORKST	3,734.77		
SOUTHERN TIER SECURITY	JRH	162769	TOP-047	2023 OUTDOOR MOVIE NIGHT SECURITY	224.00	
					<b>VENDOR TOTAL</b>	224.00
						<b>448.00</b>
JRH	162629	TOP-046	2023 OUTDOOR MOVIE NIGHT SECURITY	224.00		
SOUTHWORTH-MILTON, INC.	PJS	162903	746511	TUB GRINDER REPAIR	2,635.98	

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>2,635.98</b>
STAPLES	RMN	162835	8071379674	GENERAL OFFICE SUPPLIES	46.73
				<b>VENDOR TOTAL</b>	<b>46.73</b>
STATE COMPTROLLER	BWL	162632	2636690-2023-07-01	JULY 2023 TOWN COURT FEES	1,679.00
				<b>VENDOR TOTAL</b>	<b>1,679.00</b>
STEIDLE	JRH	162641	08172023STEIDLE	EMPLOYEE REIMBURSEMENT SENIORS CHAPERONE	17.99
				<b>VENDOR TOTAL</b>	<b>17.99</b>
STREET SKILLS, LLC	JRH	162940	092023DELVECCHIO	2023 SEPTEMBER INSTRUCTOR PAYMENT PRE-LI	35.00
				<b>VENDOR TOTAL</b>	<b>35.00</b>
T. MINA SUPPLY EAST, INC.	PJS	162648	S1466428.001	20' PIPE	720.00
				<b>VENDOR TOTAL</b>	<b>720.00</b>
TALLMADGE TIRE SERVICE	PJS	162798	1-GS197786	TIRES - #414	1,185.24
				<b>VENDOR TOTAL</b>	<b>1,185.24</b>
THE WARRIOR FACTORY, LLC	JRH	162826	9986-00009489	ADVENTURE CAMP 8/17/23 THE WARRIOR FACTO	1,000.00
				<b>VENDOR TOTAL</b>	<b>1,000.00</b>
THOMSON REUTERS - WEST	BWL	162877	848865700	AUGUST WEST LAW DATABASE	320.67

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>320.67</b>
THRU-WAY SPRING, INC	PJS	162780	185332	TARP MODULE	86.20
				<b>VENDOR TOTAL</b>	<b>86.20</b>
TOLLS BY MAIL	PJS	162699	17942343083	MISC THRUWAY TOLLS - FLEET VEHICLES	14.29
				<b>VENDOR TOTAL</b>	<b>14.29</b>
TOPS MARKETS LLC	JRH	162875	082023TOPSMARKETSSRS	2023 TOPS MARKETS BILLING SENIORS	87.93
				<b>VENDOR TOTAL</b>	<b>87.93</b>
TOSHIBA BUSINESS SOLUTIONS	VN	162836	6100184	AUGUST 2023 COPIER BILL	31.67
	AM	162957	6100752	DOCUWARE-SOLUTIONS SOFTWARE SUPPORT 9/1/	1,000.00
	JRH	162931	6099975	RECREATION COPIER BILLING 08/01/2023-08/	326.20
	JRH	162932	6099985	SENIORS COPIER BILLING 08/01/2023-08/31/	6.51
	PJS	162964	60999917	8/10/23-9/10/23	24.63
	AM	162614	6087674	MANAGED PRINT SERVICES-STAND-ALONE PRINT	257.40
	AM	162615	6087829	MANAGED PRINT SERVICES-NETWORKED PRINTER	158.25
	RMN	162856	6100863	MAINTENANCE INVOICE 1ST FLOOR COPIER-08/	159.67
	PJS	162907	6100516	PSD MONTHLY COPIER MAINTENANCE	26.75
	PJS	162834	6100194	DPW COPIER 2ND FL 2ND QTR CHARGES	381.49
				<b>VENDOR TOTAL</b>	<b>2,372.57</b>
TROSER AERIAL PARK, LLC	JRH	162668	855017000	ADVENTURE CAMP 8/21/23 BRISTOL MOUNTAIN	1,534.50
				<b>VENDOR TOTAL</b>	<b>1,534.50</b>
U. S. POSTMASTER PITTSFORD NY	RMN	162695	08252023	BULK MAIL PERMIT #33 RENEWAL FOR 2023	310.00



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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>310.00</b>
<b>ULINE INC.</b>	PJS	162672	166978329	GLOVES	548.01
	JRH	162876	4853366	PADDLE & POUR SUPPLIES	729.50
	JRH	162876	5902899	PADDLE & POUR SUPPLIES	60.82
	PJS	162620	166543514	PAPER TOWELS AND SIGNS	681.67
				<b>VENDOR TOTAL</b>	<b>2,020.00</b>
<b>URMC DEPARTMENT OF PSYCHIATRY</b>	BWL	162787	TOP0923	EAP SERVICES SEPTEMBER 2023	210.83
				<b>VENDOR TOTAL</b>	<b>210.83</b>
<b>USI INSURANCE SERVICES LLC</b>	BWL	162890	4755531	MOTOR VEHICLE FEE COMMERCIAL INSURANCE P	10.00
				<b>VENDOR TOTAL</b>	<b>10.00</b>
<b>VALLEY FAB &amp; EQUIPMENT, INC.</b>	PJS	162950	135434	464	2,455.43
	PJS	162759	135357	WING POST REPAIR	2,226.17
				<b>VENDOR TOTAL</b>	<b>4,681.60</b>
<b>VAN BORTEL FORD</b>	PJS	162762	432648	TEMPERATURE SENSOR 420	111.06
	PJS	162762	432613	TEMPERATURE SENSOR 420	55.02
	PJS	162732	FOCQ93534	INSPECTION & OIL CHG 507-2 (ANIMAL CTRL)	597.61
				<b>VENDOR TOTAL</b>	<b>763.69</b>
<b>VICTOR POWER EQUIPMENT</b>	PJS	162966	314680	POWER SAW	232.32
	PJS	162966	314700	POWER SAW	85.78
	PJS	162767	314203	2 CYCLE OIL	225.49
	PJS	162781	314366	RECOIL ROPE	403.44
	PJS	162987	314734	FUEL FILTER	110.44
	PJS	162987	314729	FUEL FILTER	116.84

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>1,174.31</b>
VILLAGER CONSTRUCTON INC	PJS	162963	104876	PAVING AMBERGATE ,BARRINGTON,HIGH HILL,	9,343.50
				<b>VENDOR TOTAL</b>	<b>9,343.50</b>
VP SUPPLY CORP.	PJS	162801	5426862	BUTTON FOR DOG FOUNTAIN	365.45
				<b>VENDOR TOTAL</b>	<b>365.45</b>
W. B. MASON CO., INC.	RMN	162709	240515348	GENERAL OFFICE SUPPLIES	211.88
	RMN	162709	240546201	GENERAL OFFICE SUPPLIES	82.86
	RMN	162924	240827261	GENERAL OFFICE SUPPLIES	88.86
				<b>VENDOR TOTAL</b>	<b>383.60</b>
WAGSTAFF	JRH	162941	092023WAGSTAFF	2023 SEPTEMBER INSTRUCTOR PAYMENT JUNIOR	560.00
				<b>VENDOR TOTAL</b>	<b>560.00</b>
WARD	BWL	162804	09062023	RIBBON FOR SEPT CHILDHOOD CANCER AWARENE	7.99
				<b>VENDOR TOTAL</b>	<b>7.99</b>
WEGMANS FOOD MARKETS INC	JRH	162933	082023WEGMANSREC	2023 AUGUST WEGMANS RECREATION BILLING	242.18
	JRH	162934	082023SRS	2023 AUGUST WEGMANS SENIORS BILLING	357.35
				<b>VENDOR TOTAL</b>	<b>599.53</b>
WHITE OAK NURSERY	PJS	162970	09132023	SHRUBS GEP POLLINATOR GARDEN	108.00

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VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
				<b>VENDOR TOTAL</b>	<b>108.00</b>
WORKREADY @ ROCHESTER REGIONAL HEALTH	BWL	162906	22EM196	DRUG SCREENINGS	244.00
				<b>VENDOR TOTAL</b>	<b>244.00</b>
WRIGHT	JRH	162775	0823	2023 AUGUST SENIORS CHORUS AND NIA FITNE	435.00
				<b>VENDOR TOTAL</b>	<b>435.00</b>
XYLEM WATER SOLUTIONS USA, INC.	PJS	162923	S0000034829	BAR BRACKETS	651.00
	PJS	162923	S0000034827	PROBE FLOATS	4,423.00
				<b>VENDOR TOTAL</b>	<b>5,074.00</b>
ZHANG	JRH	162944	092023ZHANG	2023 SEPTEMBER INSTRUCTOR PAYMENT JUNIOR	175.00
				<b>VENDOR TOTAL</b>	<b>175.00</b>
<b>REPORT TOTAL</b>					<b>458,381.74</b>

END OF REPORT

PREPAID ACCOUNTS PAYABLE LISTING  
FOR TOWN BOARD APPROVAL  
SEPTEMBER 2023

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
AETNA INC.	BWL	162624	54902763	SEPTEMBER HEALTH BILL	17,359.62
				<b>VENDOR TOTAL</b>	<b>17,359.62</b>
BENEFIT RESOURCE, LLC	BWL	162626	166002346	FSA RISK FUNDS PAYMENT	309.46
				<b>VENDOR TOTAL</b>	<b>309.46</b>
CHARTER COMMUNICATIONS	AM	162682	142206901082223	FIBER INTERNET 50MBPS & 5 STATIC IPS - 0	540.00
				<b>VENDOR TOTAL</b>	<b>540.00</b>
EXCELLUS	BWL	162698	000036236328	0002	69.75
	BWL	162698	000036235941	0003	37.20
	BWL	162698	000036236861	0004	23.25
	BWL	162698	000036236479	0005	23.25
	BWL	162698	000036236377	0006	46.50
	BWL	162698	000036236688	0007	60.45
	BWL	162698	000036235958	0001	55.80
	BWL	162698	000036236656	0008	60.45
	BWL	162698	000036236483	0009	4.65
	BWL	162698	000036236492	0010	65.10
	BWL	162698	000036236739	0011	23.25
	BWL	162698	000036236757	0012	283.65
	BWL	162698	000036235975	0013	83.70
	BWL	162698	000036235670	0014	9.30
				<b>VENDOR TOTAL</b>	<b>846.30</b>
FIDELITY SECURITY LIFE COMPANY OF NY	BWL	162749	165931744	SEPT. 2023 EYE MED VISION PREMIUM	441.74
				<b>VENDOR TOTAL</b>	<b>441.74</b>
FRONTIER COMMUNICATIONS	AM	162681	08/22/6431-052517-6	IT DEPT EMERGENCY PHONE SERVICE 08/22/23	63.17
	PJS	162707	HWYEMISS082223	HWY EMISSIONS	64.33
	PJS	162708	DPWFAX082223	DPW - FAX	66.49

PREPAID ACCOUNTS PAYABLE LISTING  
FOR TOWN BOARD APPROVAL  
SEPTEMBER 2023

VENDOR NAME	APPV BY	VOUCHER NO	INV #	DESCRIPTION	AMOUNT
FRONTIER COMMUNICATIONS	VN	162716	08222023	AUGUST 2023 PHONE BILL	62.44
				<b>VENDOR TOTAL</b>	<b>256.43</b>
MEAT THE PRESS	BWL	162649	08122023	STAFF APPRECIATION FOOD TRUCK DEPOSIT	414.00
				<b>VENDOR TOTAL</b>	<b>414.00</b>
MUTUAL OF OMAHA	BWL	162723	001574029556	LIFE & DISABILITY INSURANCE PREMIUM SEPT	3,313.31
				<b>VENDOR TOTAL</b>	<b>3,313.31</b>
MVP HEALTH CARE	BWL	162637	000000018498649	MONTHLY HEALTH CARE BILL SEPTEMBER 2023	172,352.89
				<b>VENDOR TOTAL</b>	<b>172,352.89</b>
ROBERT GREEN TRUCK DIV	PJS	162617	B046230	EQUINOX 3GNAXUEG8PL237563	27,879.24
	PJS	162617	B046231	EQUINOX 3GNAXUEG2PL237574	27,879.24
				<b>VENDOR TOTAL</b>	<b>55,758.48</b>
ROCHESTER GAS & ELECTRIC	BWL	162636	18000151818	MONTHLY STREET LIGHTING PYMT	6,988.76
	PJS	162651	18000151890	ELECT & GAS - TOWN WIDE	11,242.50
				<b>VENDOR TOTAL</b>	<b>18,231.26</b>
UNITED STATES POSTAL SERV CMRS-PB	RMN	162618	08172023	REPLENISH POSTAGE METER-TOWN HALL	5,000.00
				<b>VENDOR TOTAL</b>	<b>5,000.00</b>
USI INSURANCE SERVICES LLC	BWL	162683	4734135	ENDORSEMENT COMMERCIAL INSURANCE PACKAGE	569.00
	BWL	162684	4734138	ADD VEHICLE FEE	20.00
	BWL	162693	4734393	MOTOR VEHICLE FEE COMMERCIAL INSURANCE P	10.00
	BWL	162694	4734355	MOTOR VEHICLE FEE COMMERCIAL INSURANCE P	10.00

**PREPAID ACCOUNTS PAYABLE LISTING  
FOR TOWN BOARD APPROVAL  
SEPTEMBER 2023**

<b>VENDOR NAME</b>	<b>APPV BY</b>	<b>VOUCHER NO</b>	<b>INV #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
				<b>VENDOR TOTAL</b>	<b>609.00</b>
<b>VERIZON WIRELESS</b>	PJS	162623	9941673886	MONTHLY CELL PHONE CHARGES	485.92
				<b>VENDOR TOTAL</b>	<b>485.92</b>
				<b>REPORT TOTAL</b>	<b>275,918.41</b>

**END OF REPORT**

# TOWN OF PITTSFORD

## Expense Control Report

Fiscal Year: 2023 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
<b>Fund 0001</b>	<b>GENERAL FUND</b>								
<b>Dept 1010</b>	<b>TOWN BOARD</b>								
0001	PERSONAL SERVICES	3,926.92	102,100.00	102,100.00	74,611.48	27,488.52	0.00	27,488.52	73.08
0004	CONTRACTUAL & MISC. EXPENSE	0.00	4,000.00	4,000.00	1,807.11	2,192.89	0.00	2,192.89	45.18
<b>Total Dept 1010</b>	<b>TOWN BOARD</b>	<b>3,926.92</b>	<b>106,100.00</b>	<b>106,100.00</b>	<b>76,418.59</b>	<b>29,681.41</b>	<b>0.00</b>	<b>29,681.41</b>	<b>72.03</b>
<b>Dept 1110</b>	<b>TOWN JUSTICES</b>								
0001	PERSONAL SERVICES	8,264.98	258,713.00	258,713.00	147,636.95	111,076.05	0.00	111,076.05	57.07
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	225.95	274.05	0.00	274.05	45.19
0004	CONTRACTUAL & MISC. EXPENSE	132.53	141,155.00	144,738.96	109,079.08	35,659.88	363.96	35,295.92	75.36
<b>Total Dept 1110</b>	<b>TOWN JUSTICES</b>	<b>8,397.51</b>	<b>400,368.00</b>	<b>403,951.96</b>	<b>256,941.98</b>	<b>147,009.98</b>	<b>363.96</b>	<b>146,646.02</b>	<b>63.61</b>
<b>Dept 1220</b>	<b>TOWN SUPERVISOR</b>								
0001	PERSONAL SERVICES	7,371.51	191,091.00	191,091.00	129,138.18	61,952.82	0.00	61,952.82	67.58
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	56.54	4,975.00	5,100.65	3,665.37	1,435.28	0.00	1,435.28	71.86
<b>Total Dept 1220</b>	<b>TOWN SUPERVISOR</b>	<b>7,428.05</b>	<b>196,566.00</b>	<b>196,691.65</b>	<b>132,803.55</b>	<b>63,888.10</b>	<b>0.00</b>	<b>63,888.10</b>	<b>67.52</b>
<b>Dept 1230</b>	<b>COMMUNITY SERVICE</b>								
0001	PERSONAL SERVICES	4,107.96	106,807.00	106,807.00	73,943.28	32,863.72	0.00	32,863.72	69.23
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	0.00	25,950.00	13,980.00	6,382.16	7,597.84	0.00	7,597.84	45.65
<b>Total Dept 1230</b>	<b>COMMUNITY SERVICE</b>	<b>4,107.96</b>	<b>133,257.00</b>	<b>121,287.00</b>	<b>80,325.44</b>	<b>40,961.56</b>	<b>0.00</b>	<b>40,961.56</b>	<b>66.23</b>
<b>Dept 1310</b>	<b>DIRECTOR OF FINANCE</b>								
0001	PERSONAL SERVICES	4,562.18	120,000.00	120,000.00	81,326.67	38,673.33	0.00	38,673.33	67.77
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	6.04	4,850.00	4,850.00	3,319.76	1,530.24	0.00	1,530.24	68.45
<b>Total Dept 1310</b>	<b>DIRECTOR OF FINANCE</b>	<b>4,568.22</b>	<b>125,850.00</b>	<b>125,850.00</b>	<b>84,646.43</b>	<b>41,203.57</b>	<b>0.00</b>	<b>41,203.57</b>	<b>67.26</b>
<b>Dept 1320</b>	<b>INDEPENDENT AUDIT</b>								
0004	CONTRACTUAL & MISC. EXPENSE	1,070.00	47,000.00	48,900.00	46,646.00	2,254.00	0.00	2,254.00	95.39
<b>Total Dept 1320</b>	<b>INDEPENDENT AUDIT</b>	<b>1,070.00</b>	<b>47,000.00</b>	<b>48,900.00</b>	<b>46,646.00</b>	<b>2,254.00</b>	<b>0.00</b>	<b>2,254.00</b>	<b>95.39</b>
<b>Dept 1330</b>	<b>TAX COLLECTION</b>								
0001	PERSONAL SERVICES	1,880.73	48,900.00	48,900.00	33,853.77	15,046.23	0.00	15,046.23	69.23
0004	CONTRACTUAL & MISC. EXPENSE	25.83	9,000.00	9,000.00	1,835.83	7,164.17	0.00	7,164.17	20.40
<b>Total Dept 1330</b>	<b>TAX COLLECTION</b>	<b>1,906.56</b>	<b>57,900.00</b>	<b>57,900.00</b>	<b>35,689.60</b>	<b>22,210.40</b>	<b>0.00</b>	<b>22,210.40</b>	<b>61.64</b>

# TOWN OF PITTSFORD

## Expense Control Report

Fiscal Year: 2023 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
<b>Fund 0001</b>	<b>GENERAL FUND</b>								
<b>Dept 1355</b>	<b>ASSESSOR</b>								
0001	PERSONAL SERVICES	4,477.12	189,485.00	189,485.00	104,503.22	84,981.78	0.00	84,981.78	55.15
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	60.54	13,530.00	13,680.00	4,913.08	8,766.92	0.00	8,766.92	35.91
<b>Total Dept 1355</b>	<b>ASSESSOR</b>	<b>4,537.66</b>	<b>203,515.00</b>	<b>203,665.00</b>	<b>109,416.30</b>	<b>94,248.70</b>	<b>0.00</b>	<b>94,248.70</b>	<b>53.72</b>
<b>Dept 1375</b>	<b>CREDIT CARD FEES</b>								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	35,000.00	35,000.00	22,431.69	12,568.31	0.00	12,568.31	64.09
<b>Total Dept 1375</b>	<b>CREDIT CARD FEES</b>	<b>0.00</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>22,431.69</b>	<b>12,568.31</b>	<b>0.00</b>	<b>12,568.31</b>	<b>64.09</b>
<b>Dept 1410</b>	<b>TOWN CLERK</b>								
0001	PERSONAL SERVICES	7,255.59	191,663.00	191,663.00	131,434.02	60,228.98	0.00	60,228.98	68.58
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	1,000.00	1,000.00	574.94	425.06	0.00	425.06	57.49
0004	CONTRACTUAL & MISC. EXPENSE	25.98	10,350.00	10,350.00	3,131.82	7,218.18	0.00	7,218.18	30.26
<b>Total Dept 1410</b>	<b>TOWN CLERK</b>	<b>7,281.57</b>	<b>203,013.00</b>	<b>203,013.00</b>	<b>135,140.78</b>	<b>67,872.22</b>	<b>0.00</b>	<b>67,872.22</b>	<b>66.57</b>
<b>Dept 1420</b>	<b>ATTORNEY</b>								
0001	PERSONAL SERVICES	1,892.47	49,204.00	49,204.00	36,997.16	12,206.84	0.00	12,206.84	75.19
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	250.00	250.00	0.00	250.00	0.00	250.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	326.62	15,600.00	18,982.00	14,559.75	4,422.25	2,282.00	2,140.25	76.70
<b>Total Dept 1420</b>	<b>ATTORNEY</b>	<b>2,219.09</b>	<b>65,054.00</b>	<b>68,436.00</b>	<b>51,556.91</b>	<b>16,879.09</b>	<b>2,282.00</b>	<b>14,597.09</b>	<b>75.34</b>
<b>Dept 1430</b>	<b>PERSONNEL</b>								
0001	PERSONAL SERVICES	3,320.73	111,600.00	111,600.00	57,407.74	54,192.26	0.00	54,192.26	51.44
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	2,000.00	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	8,391.95	134,800.00	131,879.70	62,844.06	69,035.64	79.70	68,955.94	47.65
<b>Total Dept 1430</b>	<b>PERSONNEL</b>	<b>11,712.68</b>	<b>248,400.00</b>	<b>245,479.70</b>	<b>120,251.80</b>	<b>125,227.90</b>	<b>79.70</b>	<b>125,148.20</b>	<b>48.99</b>
<b>Dept 1440</b>	<b>ENGINEERING</b>								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	20,000.00	25,439.00	15,599.61	9,839.39	0.00	9,839.39	61.32
<b>Total Dept 1440</b>	<b>ENGINEERING</b>	<b>0.00</b>	<b>20,000.00</b>	<b>25,439.00</b>	<b>15,599.61</b>	<b>9,839.39</b>	<b>0.00</b>	<b>9,839.39</b>	<b>61.32</b>
<b>Dept 1450</b>	<b>ELECTIONS</b>								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
<b>Total Dept 1450</b>	<b>ELECTIONS</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>
<b>Dept 1460</b>	<b>RECORDS MANAGEMENT</b>								
0004	CONTRACTUAL & MISC.	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00



# TOWN OF PITTSFORD

## Expense Control Report

Fiscal Year: 2023 Period From: 1 To: 12

		<b>Curr. Month Total Expended</b>	<b>Original Budget</b>	<b>YTD Adjusted Budget</b>	<b>YTD Actual Expended</b>	<b>YTD Unexpended Balance</b>	<b>YTD Encumbered</b>	<b>YTD Available Balance</b>	<b>Percent Exp. Balance</b>
<b>Fund 0001</b>	<b>GENERAL FUND</b>								
<b>Dept 1460</b>	<b>RECORDS MANAGEMENT EXPENSE</b>								
<b>Total Dept 1460</b>	<b>RECORDS MANAGEMENT</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>
<b>Dept 1490</b>	<b>PUBLIC WORKS</b>								
0001	PERSONAL SERVICES	9,171.48	247,250.00	247,250.00	170,540.78	76,709.22	0.00	76,709.22	68.98
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	1,000.00	1,000.00	500.00	500.00	0.00	500.00	50.00
0004	CONTRACTUAL & MISC. EXPENSE	1,429.38	19,060.00	19,073.89	9,794.74	9,279.15	3.84	9,275.31	51.35
<b>Total Dept 1490</b>	<b>PUBLIC WORKS</b>	<b>10,600.86</b>	<b>267,310.00</b>	<b>267,323.89</b>	<b>180,835.52</b>	<b>86,488.37</b>	<b>3.84</b>	<b>86,484.53</b>	<b>67.65</b>
<b>Dept 1620</b>	<b>BUILDING</b>								
0001	PERSONAL SERVICES	191.76	5,000.00	5,000.00	3,451.68	1,548.32	0.00	1,548.32	69.03
0004	CONTRACTUAL & MISC. EXPENSE	4,216.45	270,251.00	270,527.06	169,322.06	101,205.00	65.00	101,140.00	62.59
<b>Total Dept 1620</b>	<b>BUILDING</b>	<b>4,408.21</b>	<b>275,251.00</b>	<b>275,527.06</b>	<b>172,773.74</b>	<b>102,753.32</b>	<b>65.00</b>	<b>102,688.32</b>	<b>62.71</b>
<b>Dept 1670</b>	<b>CENTRAL MAILING</b>								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	60,000.00	60,000.00	33,694.44	26,305.56	0.00	26,305.56	56.16
<b>Total Dept 1670</b>	<b>CENTRAL MAILING</b>	<b>0.00</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>33,694.44</b>	<b>26,305.56</b>	<b>0.00</b>	<b>26,305.56</b>	<b>56.16</b>
<b>Dept 1680</b>	<b>DATA PROCESSING</b>								
0001	PERSONAL SERVICES	8,895.56	237,885.00	237,885.00	150,695.18	87,189.82	0.00	87,189.82	63.35
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	2,500.00	3,181.61	1,942.07	1,239.54	0.00	1,239.54	61.04
0004	CONTRACTUAL & MISC. EXPENSE	2,918.60	156,736.00	255,226.54	134,151.14	121,075.40	63,912.04	57,163.36	52.56
<b>Total Dept 1680</b>	<b>DATA PROCESSING</b>	<b>11,814.16</b>	<b>397,121.00</b>	<b>496,293.15</b>	<b>286,788.39</b>	<b>209,504.76</b>	<b>63,912.04</b>	<b>145,592.72</b>	<b>57.79</b>
<b>Dept 1910</b>	<b>UNALLOCATED INSURANCE</b>								
0004	CONTRACTUAL & MISC. EXPENSE	(102.00)	235,000.00	241,780.00	236,625.46	5,154.54	0.00	5,154.54	97.87
<b>Total Dept 1910</b>	<b>UNALLOCATED INSURANCE</b>	<b>(102.00)</b>	<b>235,000.00</b>	<b>241,780.00</b>	<b>236,625.46</b>	<b>5,154.54</b>	<b>0.00</b>	<b>5,154.54</b>	<b>97.87</b>
<b>Dept 1920</b>	<b>MUNICIPAL ASSOCIATION DUES</b>								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	1,900.00	1,900.00	1,650.00	250.00	0.00	250.00	86.84
<b>Total Dept 1920</b>	<b>MUNICIPAL ASSOCIATION DUES</b>	<b>0.00</b>	<b>1,900.00</b>	<b>1,900.00</b>	<b>1,650.00</b>	<b>250.00</b>	<b>0.00</b>	<b>250.00</b>	<b>86.84</b>
<b>Dept 1930</b>	<b>JUDGEMENTS/CLAIMS</b>								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	4,000.00	7,637.00	7,636.17	0.83	0.00	0.83	99.99
<b>Total Dept 1930</b>	<b>JUDGEMENTS/CLAIMS</b>	<b>0.00</b>	<b>4,000.00</b>	<b>7,637.00</b>	<b>7,636.17</b>	<b>0.83</b>	<b>0.00</b>	<b>0.83</b>	<b>99.99</b>
<b>Dept 1950</b>	<b>PROPERTY TAX</b>								
0004	CONTRACTUAL & MISC.	0.00	7,500.00	7,500.00	6,052.08	1,447.92	0.00	1,447.92	80.69

# TOWN OF PITTSFORD

## Expense Control Report

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		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
<b>Fund 0001</b>	<b>GENERAL FUND</b>								
<b>Dept 1950</b>	<b>PROPERTY TAX EXPENSE</b>								
<b>Total Dept 1950</b>	<b>PROPERTY TAX</b>	<b>0.00</b>	<b>7,500.00</b>	<b>7,500.00</b>	<b>6,052.08</b>	<b>1,447.92</b>	<b>0.00</b>	<b>1,447.92</b>	<b>80.69</b>
<b>Dept 1989</b>	<b>UNCLASSIFIED</b>								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	189,250.00	304,704.00	87,953.49	216,750.51	33,769.00	182,981.51	28.87
<b>Total Dept 1989</b>	<b>UNCLASSIFIED</b>	<b>0.00</b>	<b>189,250.00</b>	<b>304,704.00</b>	<b>87,953.49</b>	<b>216,750.51</b>	<b>33,769.00</b>	<b>182,981.51</b>	<b>28.87</b>
<b>Dept 1990</b>	<b>CONTINGENCY</b>								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	150,000.00	128,138.00	0.00	128,138.00	0.00	128,138.00	0.00
<b>Total Dept 1990</b>	<b>CONTINGENCY</b>	<b>0.00</b>	<b>150,000.00</b>	<b>128,138.00</b>	<b>0.00</b>	<b>128,138.00</b>	<b>0.00</b>	<b>128,138.00</b>	<b>0.00</b>
<b>Dept 2620</b>	<b>CUSTODIAL</b>								
0001	PERSONAL SERVICES	18,787.61	466,682.00	466,682.00	316,363.88	150,318.12	0.00	150,318.12	67.79
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	4,600.00	154,925.97	18,862.26	136,063.71	118,270.68	17,793.03	12.18
0004	CONTRACTUAL & MISC. EXPENSE	4,539.00	185,029.00	206,011.95	152,151.91	53,860.04	34,821.58	19,038.46	73.86
<b>Total Dept 2620</b>	<b>CUSTODIAL</b>	<b>23,326.61</b>	<b>656,311.00</b>	<b>827,619.92</b>	<b>487,378.05</b>	<b>340,241.87</b>	<b>153,092.26</b>	<b>187,149.61</b>	<b>58.89</b>
<b>Dept 3120</b>	<b>CROSSING GUARDS</b>								
0001	PERSONAL SERVICES	6,752.26	192,090.00	192,090.00	121,767.83	70,322.17	0.00	70,322.17	63.39
0004	CONTRACTUAL & MISC. EXPENSE	0.00	1,450.00	1,450.00	0.00	1,450.00	0.00	1,450.00	0.00
<b>Total Dept 3120</b>	<b>CROSSING GUARDS</b>	<b>6,752.26</b>	<b>193,540.00</b>	<b>193,540.00</b>	<b>121,767.83</b>	<b>71,772.17</b>	<b>0.00</b>	<b>71,772.17</b>	<b>62.92</b>
<b>Dept 3310</b>	<b>TRAFFIC</b>								
0002	EQUIPMENT & CAPITAL OUTLAY	8,183.00	9,000.00	9,500.00	8,183.00	1,317.00	500.00	817.00	86.14
0004	CONTRACTUAL & MISC. EXPENSE	33.57	8,000.00	19,391.60	15,636.42	3,755.18	2,526.00	1,229.18	80.64
<b>Total Dept 3310</b>	<b>TRAFFIC</b>	<b>8,216.57</b>	<b>17,000.00</b>	<b>28,891.60</b>	<b>23,819.42</b>	<b>5,072.18</b>	<b>3,026.00</b>	<b>2,046.18</b>	<b>82.44</b>
<b>Dept 3510</b>	<b>CONTROL OF ANIMALS</b>								
0001	PERSONAL SERVICES	2,454.16	64,000.00	64,000.00	44,174.88	19,825.12	0.00	19,825.12	69.02
0004	CONTRACTUAL & MISC. EXPENSE	6.63	6,000.00	6,000.00	1,449.19	4,550.81	0.00	4,550.81	24.15
<b>Total Dept 3510</b>	<b>CONTROL OF ANIMALS</b>	<b>2,460.79</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>45,624.07</b>	<b>24,375.93</b>	<b>0.00</b>	<b>24,375.93</b>	<b>65.18</b>
<b>Dept 4210</b>	<b>YOUTH SERVICES</b>								
0004	CONTRACTUAL & MISC. EXPENSE	5,500.00	66,000.00	66,000.00	49,500.00	16,500.00	0.00	16,500.00	75.00
<b>Total Dept 4210</b>	<b>YOUTH SERVICES</b>	<b>5,500.00</b>	<b>66,000.00</b>	<b>66,000.00</b>	<b>49,500.00</b>	<b>16,500.00</b>	<b>0.00</b>	<b>16,500.00</b>	<b>75.00</b>
<b>Dept 4560</b>	<b>PHYSICIAN</b>								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	1,400.00	1,400.00	1,400.00	0.00	0.00	0.00	100.00

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		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
<b>Fund 0001</b>	<b>GENERAL FUND</b>								
<b>Dept 4560</b>	<b>PHYSICIAN</b>								
<b>Total Dept 4560</b>	<b>PHYSICIAN</b>	<b>0.00</b>	<b>1,400.00</b>	<b>1,400.00</b>	<b>1,400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Dept 5010</b>	<b>SUPERINTENDENT OF HIGHWAYS</b>								
0001	PERSONAL SERVICES	2,504.00	66,104.00	66,104.00	44,715.28	21,388.72	0.00	21,388.72	67.64
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	489.80	10.20	0.00	10.20	97.96
0004	CONTRACTUAL & MISC. EXPENSE	24.63	1,000.00	1,000.00	926.96	73.04	0.00	73.04	92.70
<b>Total Dept 5010</b>	<b>SUPERINTENDENT OF HIGHWAYS</b>	<b>2,528.63</b>	<b>67,604.00</b>	<b>67,604.00</b>	<b>46,132.04</b>	<b>21,471.96</b>	<b>0.00</b>	<b>21,471.96</b>	<b>68.24</b>
<b>Dept 5132</b>	<b>HIGHWAY GARAGE</b>								
0002	EQUIPMENT & CAPITAL OUTLAY	1,003.73	26,000.00	43,797.00	23,856.50	19,940.50	2,835.00	17,105.50	54.47
0004	CONTRACTUAL & MISC. EXPENSE	217.97	54,128.00	55,928.00	31,878.22	24,049.78	2,571.02	21,478.76	57.00
<b>Total Dept 5132</b>	<b>HIGHWAY GARAGE</b>	<b>1,221.70</b>	<b>80,128.00</b>	<b>99,725.00</b>	<b>55,734.72</b>	<b>43,990.28</b>	<b>5,406.02</b>	<b>38,584.26</b>	<b>55.89</b>
<b>Dept 5182</b>	<b>STREET LIGHTING</b>								
0004	CONTRACTUAL & MISC. EXPENSE	130.40	40,000.00	40,000.00	15,530.71	24,469.29	0.00	24,469.29	38.83
<b>Total Dept 5182</b>	<b>STREET LIGHTING</b>	<b>130.40</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>15,530.71</b>	<b>24,469.29</b>	<b>0.00</b>	<b>24,469.29</b>	<b>38.83</b>
<b>Dept 6410</b>	<b>PUBLICITY</b>								
0001	PERSONAL SERVICES	4,172.11	108,423.00	108,423.00	55,647.92	52,775.08	0.00	52,775.08	51.32
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
0004	CONTRACTUAL & MISC. EXPENSE	92.08	52,370.00	52,370.00	22,997.26	29,372.74	0.00	29,372.74	43.91
<b>Total Dept 6410</b>	<b>PUBLICITY</b>	<b>4,264.19</b>	<b>161,293.00</b>	<b>161,293.00</b>	<b>78,645.18</b>	<b>82,647.82</b>	<b>0.00</b>	<b>82,647.82</b>	<b>48.76</b>
<b>Dept 6510</b>	<b>VETERANS SERVICE</b>								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	300.00	300.00	0.00	300.00	0.00	300.00	0.00
<b>Total Dept 6510</b>	<b>VETERANS SERVICE</b>	<b>0.00</b>	<b>300.00</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>
<b>Dept 6772</b>	<b>PROGRAMS FOR AGING</b>								
0001	PERSONAL SERVICES	5,292.16	172,000.00	172,000.00	114,175.30	57,824.70	0.00	57,824.70	66.38
0004	CONTRACTUAL & MISC. EXPENSE	2,024.82	104,490.00	104,490.00	50,046.54	54,443.46	0.00	54,443.46	47.90
<b>Total Dept 6772</b>	<b>PROGRAMS FOR AGING</b>	<b>7,316.98</b>	<b>276,490.00</b>	<b>276,490.00</b>	<b>164,221.84</b>	<b>112,268.16</b>	<b>0.00</b>	<b>112,268.16</b>	<b>59.40</b>
<b>Dept 7020</b>	<b>RECREATION ADMINISTRATION</b>								
0001	PERSONAL SERVICES	17,314.22	730,995.00	730,995.00	481,304.91	249,690.09	0.00	249,690.09	65.84
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	5,000.00	5,000.00	2,475.35	2,524.65	0.00	2,524.65	49.51
0004	CONTRACTUAL & MISC.	10,053.74	423,200.00	423,200.00	326,927.68	96,272.32	0.00	96,272.32	77.25





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		<b>Curr. Month Total Expended</b>	<b>Original Budget</b>	<b>YTD Adjusted Budget</b>	<b>YTD Actual Expended</b>	<b>YTD Unexpended Balance</b>	<b>YTD Encumbered</b>	<b>YTD Available Balance</b>	<b>Percent Exp. Balance</b>
<b>Fund 0001</b>	<b>GENERAL FUND</b>								
<b>Dept 9710</b>	<b>SERIAL BONDS</b>								
<b>Dept 9710</b>	<b>SERIAL BONDS</b>	<b>0.00</b>	<b>86,275.00</b>	<b>86,275.00</b>	<b>86,275.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Dept 9901</b>	<b>INTERFUND TRANSFERS</b>								
0009	INTERFUND TRANSFERS	0.00	2,056,750.00	2,201,750.00	1,381,574.08	820,175.92	0.00	820,175.92	62.75
<b>Total Dept 9901</b>	<b>INTERFUND TRANSFERS</b>	<b>0.00</b>	<b>2,056,750.00</b>	<b>2,201,750.00</b>	<b>1,381,574.08</b>	<b>820,175.92</b>	<b>0.00</b>	<b>820,175.92</b>	<b>62.75</b>
<b>Dept 9950</b>	<b>TRANSFER TO CAPITAL PROJECTS</b>								
0009	INTERFUND TRANSFERS	0.00	117,600.00	1,107,540.18	1,084,000.00	23,540.18	0.00	23,540.18	97.87
<b>Total Dept 9950</b>	<b>TRANSFER TO CAPITAL PROJECTS</b>	<b>0.00</b>	<b>117,600.00</b>	<b>1,107,540.18</b>	<b>1,084,000.00</b>	<b>23,540.18</b>	<b>0.00</b>	<b>23,540.18</b>	<b>97.87</b>
<b>Total Fund 0001</b>	<b>GENERAL FUND</b>	<b>253,702.11</b>	<b>11,782,543.00</b>	<b>13,418,143.04</b>	<b>8,698,651.82</b>	<b>4,719,491.22</b>	<b>330,239.52</b>	<b>4,389,251.70</b>	<b>64.83</b>



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		<b>Curr. Month Total Expended</b>	<b>Original Budget</b>	<b>YTD Adjusted Budget</b>	<b>YTD Actual Expended</b>	<b>YTD Unexpended Balance</b>	<b>YTD Encumbered</b>	<b>YTD Available Balance</b>	<b>Percent Exp. Balance</b>
<b>Fund 0002</b>	<b>PART TOWN FUND</b>								
<b>Dept 9040</b>	<b>WORKERS COMPENSATION</b>								
0008	EMPLOYEE BENEFITS	0.00	21,300.00	21,300.00	14,931.11	6,368.89	0.00	6,368.89	70.10
<b>Total Dept 9040</b>	<b>WORKERS COMPENSATION</b>	<b>0.00</b>	<b>21,300.00</b>	<b>21,300.00</b>	<b>14,931.11</b>	<b>6,368.89</b>	<b>0.00</b>	<b>6,368.89</b>	<b>70.10</b>
<b>Dept 9045</b>	<b>LIFE INSURANCE</b>								
0008	EMPLOYEE BENEFITS	0.00	400.00	400.00	259.65	140.35	0.00	140.35	64.91
<b>Total Dept 9045</b>	<b>LIFE INSURANCE</b>	<b>0.00</b>	<b>400.00</b>	<b>400.00</b>	<b>259.65</b>	<b>140.35</b>	<b>0.00</b>	<b>140.35</b>	<b>64.91</b>
<b>Dept 9050</b>	<b>UNEMPLOYMENT INSURANCE</b>								
0008	EMPLOYEE BENEFITS	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
<b>Total Dept 9050</b>	<b>UNEMPLOYMENT INSURANCE</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>
<b>Dept 9055</b>	<b>DISABILITY INSURANCE</b>								
0008	EMPLOYEE BENEFITS	0.00	1,300.00	1,300.00	817.62	482.38	0.00	482.38	62.89
<b>Total Dept 9055</b>	<b>DISABILITY INSURANCE</b>	<b>0.00</b>	<b>1,300.00</b>	<b>1,300.00</b>	<b>817.62</b>	<b>482.38</b>	<b>0.00</b>	<b>482.38</b>	<b>62.89</b>
<b>Dept 9060</b>	<b>HOSPITALIZATION</b>								
0008	EMPLOYEE BENEFITS	307.62	195,000.00	195,000.00	155,480.31	39,519.69	0.00	39,519.69	79.73
<b>Total Dept 9060</b>	<b>HOSPITALIZATION</b>	<b>307.62</b>	<b>195,000.00</b>	<b>195,000.00</b>	<b>155,480.31</b>	<b>39,519.69</b>	<b>0.00</b>	<b>39,519.69</b>	<b>79.73</b>
<b>Dept 9089</b>	<b>MISC. EMPLOYEE BENEFITS</b>								
0008	EMPLOYEE BENEFITS	4.50	100.00	100.00	52.58	47.42	0.00	47.42	52.58
<b>Total Dept 9089</b>	<b>MISC. EMPLOYEE BENEFITS</b>	<b>4.50</b>	<b>100.00</b>	<b>100.00</b>	<b>52.58</b>	<b>47.42</b>	<b>0.00</b>	<b>47.42</b>	<b>52.58</b>
<b>Total Fund 0002</b>	<b>PART TOWN FUND</b>	<b>45,301.64</b>	<b>1,479,986.00</b>	<b>1,803,266.68</b>	<b>1,066,655.29</b>	<b>736,611.39</b>	<b>48,068.73</b>	<b>688,542.66</b>	<b>59.15</b>



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		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
<b>Fund 0003</b>	<b>LIBRARY FUND</b>								
<b>Dept 4560</b>	<b>PHYSICIAN</b>								
0004	CONTRACTUAL & MISC. EXPENSE	90.00	600.00	600.00	600.00	0.00	0.00	0.00	100.00
<b>Total Dept 4560</b>	<b>PHYSICIAN</b>	<b>90.00</b>	<b>600.00</b>	<b>600.00</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Dept 7410</b>	<b>LIBRARY</b>								
0001	PERSONAL SERVICES	34,120.46	990,498.00	990,498.00	628,246.35	362,251.65	0.00	362,251.65	63.43
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	2,910.00	17,005.81	14,751.66	2,254.15	0.00	2,254.15	86.74
0004	CONTRACTUAL & MISC. EXPENSE	9,464.00	245,402.00	295,691.29	159,352.89	136,338.40	39,861.41	96,476.99	53.89
<b>Total Dept 7410</b>	<b>LIBRARY</b>	<b>43,584.46</b>	<b>1,238,810.00</b>	<b>1,303,195.10</b>	<b>802,350.90</b>	<b>500,844.20</b>	<b>39,861.41</b>	<b>460,982.79</b>	<b>61.57</b>
<b>Dept 9010</b>	<b>STATE RETIREMENT</b>								
0008	EMPLOYEE BENEFITS	0.00	95,000.00	95,000.00	19,287.89	75,712.11	0.00	75,712.11	20.30
<b>Total Dept 9010</b>	<b>STATE RETIREMENT</b>	<b>0.00</b>	<b>95,000.00</b>	<b>95,000.00</b>	<b>19,287.89</b>	<b>75,712.11</b>	<b>0.00</b>	<b>75,712.11</b>	<b>20.30</b>
<b>Dept 9030</b>	<b>SOCIAL SECURITY</b>								
0008	EMPLOYEE BENEFITS	2,532.24	80,000.00	80,000.00	44,157.42	35,842.58	0.00	35,842.58	55.20
<b>Total Dept 9030</b>	<b>SOCIAL SECURITY</b>	<b>2,532.24</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>44,157.42</b>	<b>35,842.58</b>	<b>0.00</b>	<b>35,842.58</b>	<b>55.20</b>
<b>Dept 9040</b>	<b>WORKERS COMPENSATION</b>								
0008	EMPLOYEE BENEFITS	0.00	9,725.00	9,725.00	5,490.17	4,234.83	0.00	4,234.83	56.45
<b>Total Dept 9040</b>	<b>WORKERS COMPENSATION</b>	<b>0.00</b>	<b>9,725.00</b>	<b>9,725.00</b>	<b>5,490.17</b>	<b>4,234.83</b>	<b>0.00</b>	<b>4,234.83</b>	<b>56.45</b>
<b>Dept 9045</b>	<b>LIFE INSURANCE</b>								
0008	EMPLOYEE BENEFITS	0.00	450.00	450.00	303.80	146.20	0.00	146.20	67.51
<b>Total Dept 9045</b>	<b>LIFE INSURANCE</b>	<b>0.00</b>	<b>450.00</b>	<b>450.00</b>	<b>303.80</b>	<b>146.20</b>	<b>0.00</b>	<b>146.20</b>	<b>67.51</b>
<b>Dept 9050</b>	<b>UNEMPLOYMENT INSURANCE</b>								
0008	EMPLOYEE BENEFITS	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
<b>Total Dept 9050</b>	<b>UNEMPLOYMENT INSURANCE</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>
<b>Dept 9055</b>	<b>DISABILITY INSURANCE</b>								
0008	EMPLOYEE BENEFITS	0.00	1,500.00	1,500.00	788.21	711.79	0.00	711.79	52.55
<b>Total Dept 9055</b>	<b>DISABILITY INSURANCE</b>	<b>0.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>788.21</b>	<b>711.79</b>	<b>0.00</b>	<b>711.79</b>	<b>52.55</b>
<b>Dept 9060</b>	<b>HOSPITALIZATION</b>								
0008	EMPLOYEE BENEFITS	125.00	211,000.00	211,000.00	161,524.50	49,475.50	0.00	49,475.50	76.55
<b>Total Dept 9060</b>	<b>HOSPITALIZATION</b>	<b>125.00</b>	<b>211,000.00</b>	<b>211,000.00</b>	<b>161,524.50</b>	<b>49,475.50</b>	<b>0.00</b>	<b>49,475.50</b>	<b>76.55</b>
<b>Dept 9089</b>	<b>MISC. EMPLOYEE BENEFITS</b>								
0008	EMPLOYEE BENEFITS	7.50	300.00	300.00	87.63	212.37	0.00	212.37	29.21
<b>Total Dept 9089</b>	<b>MISC. EMPLOYEE BENEFITS</b>	<b>7.50</b>	<b>300.00</b>	<b>300.00</b>	<b>87.63</b>	<b>212.37</b>	<b>0.00</b>	<b>212.37</b>	<b>29.21</b>
<b>Total Fund 0003</b>	<b>LIBRARY FUND</b>	<b>46,339.20</b>	<b>1,638,385.00</b>	<b>1,702,770.10</b>	<b>1,034,590.52</b>	<b>668,179.58</b>	<b>39,861.41</b>	<b>628,318.17</b>	<b>60.76</b>

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Fiscal Year: 2023 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
<b>Fund 0004</b>	<b>HIGHWAY WHOLE TOWN FUND</b>								
<b>Dept 1989</b>	<b>UNCLASSIFIED</b>								
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	325,000.00	1,580,171.00	661,738.60	918,432.40	309,497.79	608,934.61	41.88
<b>Total Dept 1989</b>	<b>UNCLASSIFIED</b>	<b>0.00</b>	<b>325,000.00</b>	<b>1,580,171.00</b>	<b>661,738.60</b>	<b>918,432.40</b>	<b>309,497.79</b>	<b>608,934.61</b>	<b>41.88</b>
<b>Dept 4560</b>	<b>PHYSICIAN</b>								
0004	CONTRACTUAL & MISC. EXPENSE	0.00	1,750.00	1,750.00	0.00	1,750.00	0.00	1,750.00	0.00
<b>Total Dept 4560</b>	<b>PHYSICIAN</b>	<b>0.00</b>	<b>1,750.00</b>	<b>1,750.00</b>	<b>0.00</b>	<b>1,750.00</b>	<b>0.00</b>	<b>1,750.00</b>	<b>0.00</b>
<b>Dept 5130</b>	<b>MACHINERY</b>								
0001	PERSONAL SERVICES	1,882.91	116,554.00	116,554.00	76,340.66	40,213.34	0.00	40,213.34	65.50
0002	EQUIPMENT & CAPITAL OUTLAY	0.00	25,900.00	33,400.00	20,813.97	12,586.03	10,870.41	1,715.62	62.32
0004	CONTRACTUAL & MISC. EXPENSE	16,831.59	222,200.00	227,052.62	159,296.82	67,755.80	29,708.66	38,047.14	70.16
<b>Total Dept 5130</b>	<b>MACHINERY</b>	<b>18,714.50</b>	<b>364,654.00</b>	<b>377,006.62</b>	<b>256,451.45</b>	<b>120,555.17</b>	<b>40,579.07</b>	<b>79,976.10</b>	<b>68.02</b>
<b>Dept 5140</b>	<b>BRUSH &amp; WEEDS</b>								
0001	PERSONAL SERVICES	4,358.40	21,200.00	21,200.00	8,419.58	12,780.42	0.00	12,780.42	39.72
<b>Total Dept 5140</b>	<b>BRUSH &amp; WEEDS</b>	<b>4,358.40</b>	<b>21,200.00</b>	<b>21,200.00</b>	<b>8,419.58</b>	<b>12,780.42</b>	<b>0.00</b>	<b>12,780.42</b>	<b>39.72</b>
<b>Dept 5142</b>	<b>SNOW REMOVAL</b>								
0001	PERSONAL SERVICES	2,744.01	1,001,200.00	1,001,200.00	654,964.90	346,235.10	0.00	346,235.10	65.42
0004	CONTRACTUAL & MISC. EXPENSE	0.00	513,930.00	515,286.80	409,192.32	106,094.48	27,772.68	78,321.80	79.41
<b>Total Dept 5142</b>	<b>SNOW REMOVAL</b>	<b>2,744.01</b>	<b>1,515,130.00</b>	<b>1,516,486.80</b>	<b>1,064,157.22</b>	<b>452,329.58</b>	<b>27,772.68</b>	<b>424,556.90</b>	<b>70.17</b>
<b>Dept 9010</b>	<b>STATE RETIREMENT</b>								
0008	EMPLOYEE BENEFITS	0.00	150,000.00	150,000.00	25,968.73	124,031.27	0.00	124,031.27	17.31
<b>Total Dept 9010</b>	<b>STATE RETIREMENT</b>	<b>0.00</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>25,968.73</b>	<b>124,031.27</b>	<b>0.00</b>	<b>124,031.27</b>	<b>17.31</b>
<b>Dept 9030</b>	<b>SOCIAL SECURITY</b>								
0008	EMPLOYEE BENEFITS	662.24	90,000.00	90,000.00	48,843.41	41,156.59	0.00	41,156.59	54.27
<b>Total Dept 9030</b>	<b>SOCIAL SECURITY</b>	<b>662.24</b>	<b>90,000.00</b>	<b>90,000.00</b>	<b>48,843.41</b>	<b>41,156.59</b>	<b>0.00</b>	<b>41,156.59</b>	<b>54.27</b>
<b>Dept 9040</b>	<b>WORKERS COMPENSATION</b>								
0008	EMPLOYEE BENEFITS	0.00	82,000.00	82,000.00	32,106.16	49,893.84	0.00	49,893.84	39.15
<b>Total Dept 9040</b>	<b>WORKERS COMPENSATION</b>	<b>0.00</b>	<b>82,000.00</b>	<b>82,000.00</b>	<b>32,106.16</b>	<b>49,893.84</b>	<b>0.00</b>	<b>49,893.84</b>	<b>39.15</b>
<b>Dept 9045</b>	<b>LIFE INSURANCE</b>								
0008	EMPLOYEE BENEFITS	0.00	900.00	900.00	539.40	360.60	0.00	360.60	59.93
<b>Total Dept 9045</b>	<b>LIFE INSURANCE</b>	<b>0.00</b>	<b>900.00</b>	<b>900.00</b>	<b>539.40</b>	<b>360.60</b>	<b>0.00</b>	<b>360.60</b>	<b>59.93</b>
<b>Dept 9050</b>	<b>UNEMPLOYMENT INSURANCE</b>								
0008	EMPLOYEE BENEFITS	0.00	1,500.00	1,500.00	1,134.00	366.00	0.00	366.00	75.60

# TOWN OF PITTSFORD

## Expense Control Report

Fiscal Year: 2023 Period From: 1 To: 12

		<b>Curr. Month Total Expended</b>	<b>Original Budget</b>	<b>YTD Adjusted Budget</b>	<b>YTD Actual Expended</b>	<b>YTD Unexpended Balance</b>	<b>YTD Encumbered</b>	<b>YTD Available Balance</b>	<b>Percent Exp. Balance</b>
<b>Fund 0004</b>	<b>HIGHWAY WHOLE TOWN FUND</b>								
<b>Dept 9050</b>	<b>UNEMPLOYMENT INSURANCE</b>								
<b>Total Dept 9050</b>	<b>UNEMPLOYMENT INSURANCE</b>	<b>0.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>1,134.00</b>	<b>366.00</b>	<b>0.00</b>	<b>366.00</b>	<b>75.60</b>
<b>Dept 9055</b>	<b>DISABILITY INSURANCE</b>								
0008	EMPLOYEE BENEFITS	0.00	2,545.00	2,545.00	1,438.77	1,106.23	0.00	1,106.23	56.53
<b>Total Dept 9055</b>	<b>DISABILITY INSURANCE</b>	<b>0.00</b>	<b>2,545.00</b>	<b>2,545.00</b>	<b>1,438.77</b>	<b>1,106.23</b>	<b>0.00</b>	<b>1,106.23</b>	<b>56.53</b>
<b>Dept 9060</b>	<b>HOSPITALIZATION</b>								
0008	EMPLOYEE BENEFITS	378.25	437,500.00	437,500.00	292,196.74	145,303.26	0.00	145,303.26	66.79
<b>Total Dept 9060</b>	<b>HOSPITALIZATION</b>	<b>378.25</b>	<b>437,500.00</b>	<b>437,500.00</b>	<b>292,196.74</b>	<b>145,303.26</b>	<b>0.00</b>	<b>145,303.26</b>	<b>66.79</b>
<b>Dept 9089</b>	<b>MISC. EMPLOYEE BENEFITS</b>								
0008	EMPLOYEE BENEFITS	6.00	225.00	225.00	70.10	154.90	0.00	154.90	31.16
<b>Total Dept 9089</b>	<b>MISC. EMPLOYEE BENEFITS</b>	<b>6.00</b>	<b>225.00</b>	<b>225.00</b>	<b>70.10</b>	<b>154.90</b>	<b>0.00</b>	<b>154.90</b>	<b>31.16</b>
<b>Total Fund 0004</b>	<b>HIGHWAY WHOLE TOWN FUND</b>	<b>26,863.40</b>	<b>2,992,404.00</b>	<b>4,261,284.42</b>	<b>2,393,064.16</b>	<b>1,868,220.26</b>	<b>377,849.54</b>	<b>1,490,370.72</b>	<b>56.16</b>

# TOWN OF PITTSFORD

## Expense Control Report

Fiscal Year: 2023 Period From: 1 To: 12

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
<b>Fund 0005</b>	<b>HIGHWAY PART TOWN FUND</b>								
<b>Dept 4560</b>	<b>PHYSICIAN</b>								
0004	CONTRACTUAL & MISC. EXPENSE	294.00	2,600.00	2,600.00	1,222.00	1,378.00	0.00	1,378.00	47.00
<b>Total Dept 4560</b>	<b>PHYSICIAN</b>	<b>294.00</b>	<b>2,600.00</b>	<b>2,600.00</b>	<b>1,222.00</b>	<b>1,378.00</b>	<b>0.00</b>	<b>1,378.00</b>	<b>47.00</b>
<b>Dept 5110</b>	<b>GENERAL REPAIRS</b>								
0001	PERSONAL SERVICES	86,974.98	1,695,100.00	1,695,100.00	934,903.76	760,196.24	0.00	760,196.24	55.15
0004	CONTRACTUAL & MISC. EXPENSE	36,590.21	984,848.00	1,154,477.32	744,645.84	409,831.48	183,079.21	226,752.27	64.50
<b>Total Dept 5110</b>	<b>GENERAL REPAIRS</b>	<b>123,565.19</b>	<b>2,679,948.00</b>	<b>2,849,577.32</b>	<b>1,679,549.60</b>	<b>1,170,027.72</b>	<b>183,079.21</b>	<b>986,948.51</b>	<b>58.94</b>
<b>Dept 5112</b>	<b>IMPROVEMENTS</b>								
0002	EQUIPMENT & CAPITAL OUTLAY	79,376.72	273,000.00	584,213.00	275,141.41	309,071.59	285,955.89	23,115.70	47.10
<b>Total Dept 5112</b>	<b>IMPROVEMENTS</b>	<b>79,376.72</b>	<b>273,000.00</b>	<b>584,213.00</b>	<b>275,141.41</b>	<b>309,071.59</b>	<b>285,955.89</b>	<b>23,115.70</b>	<b>47.10</b>
<b>Dept 9010</b>	<b>STATE RETIREMENT</b>								
0008	EMPLOYEE BENEFITS	0.00	175,000.00	175,000.00	29,150.88	145,849.12	0.00	145,849.12	16.66
<b>Total Dept 9010</b>	<b>STATE RETIREMENT</b>	<b>0.00</b>	<b>175,000.00</b>	<b>175,000.00</b>	<b>29,150.88</b>	<b>145,849.12</b>	<b>0.00</b>	<b>145,849.12</b>	<b>16.66</b>
<b>Dept 9030</b>	<b>SOCIAL SECURITY</b>								
0008	EMPLOYEE BENEFITS	6,507.78	135,000.00	135,000.00	69,301.08	65,698.92	0.00	65,698.92	51.33
<b>Total Dept 9030</b>	<b>SOCIAL SECURITY</b>	<b>6,507.78</b>	<b>135,000.00</b>	<b>135,000.00</b>	<b>69,301.08</b>	<b>65,698.92</b>	<b>0.00</b>	<b>65,698.92</b>	<b>51.33</b>
<b>Dept 9040</b>	<b>WORKERS COMPENSATION</b>								
0008	EMPLOYEE BENEFITS	0.00	186,000.00	186,000.00	139,721.44	46,278.56	0.00	46,278.56	75.12
<b>Total Dept 9040</b>	<b>WORKERS COMPENSATION</b>	<b>0.00</b>	<b>186,000.00</b>	<b>186,000.00</b>	<b>139,721.44</b>	<b>46,278.56</b>	<b>0.00</b>	<b>46,278.56</b>	<b>75.12</b>
<b>Dept 9045</b>	<b>LIFE INSURANCE</b>								
0008	EMPLOYEE BENEFITS	0.00	800.00	800.00	511.50	288.50	0.00	288.50	63.94
<b>Total Dept 9045</b>	<b>LIFE INSURANCE</b>	<b>0.00</b>	<b>800.00</b>	<b>800.00</b>	<b>511.50</b>	<b>288.50</b>	<b>0.00</b>	<b>288.50</b>	<b>63.94</b>
<b>Dept 9050</b>	<b>UNEMPLOYMENT INSURANCE</b>								
0008	EMPLOYEE BENEFITS	0.00	1,500.00	4,500.00	4,463.25	36.75	0.00	36.75	99.18
<b>Total Dept 9050</b>	<b>UNEMPLOYMENT INSURANCE</b>	<b>0.00</b>	<b>1,500.00</b>	<b>4,500.00</b>	<b>4,463.25</b>	<b>36.75</b>	<b>0.00</b>	<b>36.75</b>	<b>99.18</b>
<b>Dept 9055</b>	<b>DISABILITY INSURANCE</b>								
0008	EMPLOYEE BENEFITS	0.00	2,400.00	2,400.00	1,371.30	1,028.70	0.00	1,028.70	57.14
<b>Total Dept 9055</b>	<b>DISABILITY INSURANCE</b>	<b>0.00</b>	<b>2,400.00</b>	<b>2,400.00</b>	<b>1,371.30</b>	<b>1,028.70</b>	<b>0.00</b>	<b>1,028.70</b>	<b>57.14</b>
<b>Dept 9060</b>	<b>HOSPITALIZATION</b>								
0008	EMPLOYEE BENEFITS	662.01	480,000.00	477,000.00	320,803.70	156,196.30	0.00	156,196.30	67.25
<b>Total Dept 9060</b>	<b>HOSPITALIZATION</b>	<b>662.01</b>	<b>480,000.00</b>	<b>477,000.00</b>	<b>320,803.70</b>	<b>156,196.30</b>	<b>0.00</b>	<b>156,196.30</b>	<b>67.25</b>
<b>Dept 9089</b>	<b>MISC. EMPLOYEE BENEFITS</b>								
0008	EMPLOYEE BENEFITS	7.50	325.00	325.00	87.63	237.37	0.00	237.37	26.96

# TOWN OF PITTSFORD

## Expense Control Report

Fiscal Year: 2023 Period From: 1 To: 12

		<b>Curr. Month Total Expended</b>	<b>Original Budget</b>	<b>YTD Adjusted Budget</b>	<b>YTD Actual Expended</b>	<b>YTD Unexpended Balance</b>	<b>YTD Encumbered</b>	<b>YTD Available Balance</b>	<b>Percent Exp. Balance</b>
<b>Fund 0005</b>	<b>HIGHWAY PART TOWN FUND</b>								
<b>Dept 9089</b>	<b>MISC. EMPLOYEE BENEFITS</b>								
<b>Total Dept 9089</b>	<b>MISC. EMPLOYEE BENEFITS</b>	<b>7.50</b>	<b>325.00</b>	<b>325.00</b>	<b>87.63</b>	<b>237.37</b>	<b>0.00</b>	<b>237.37</b>	<b>26.96</b>
<b>Total Fund 0005</b>	<b>HIGHWAY PART TOWN FUND</b>	<b>210,413.20</b>	<b>3,936,573.00</b>	<b>4,417,415.32</b>	<b>2,521,323.79</b>	<b>1,896,091.53</b>	<b>469,035.10</b>	<b>1,427,056.43</b>	<b>57.08</b>
<b>Grand Total</b>		<b>582,619.55</b>	<b>21,829,891.00</b>	<b>25,602,879.56</b>	<b>15,714,285.58</b>	<b>9,888,593.98</b>	<b>1,265,054.30</b>	<b>8,623,539.68</b>	<b>61.38</b>

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

# TOWN OF PITTSFORD

## Revenue Control Report

Fiscal Year: 2023 Period From: 1 To: 12

		Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
<b>Fund 0001</b>	<b>GENERAL FUND</b>							
Item 1001	REAL PROPERTY TAXES	0.00	0.00	6,649,967.00	6,649,967.00	6,652,107.48	(2,140.48)	100.03
Item 1081	OTHER PYMT IN LIEU OF TAXES	0.00	0.00	2,408.00	2,408.00	2,406.63	1.37	99.94
Item 1090	INTEREST & PENALTY ON PROP TAX	0.00	0.00	140,000.00	140,000.00	115,766.22	24,233.78	82.69
Item 1170	FRANCHISES	0.00	0.00	390,000.00	390,000.00	396,693.87	(6,693.87)	101.72
Item 1232	TAX COLLECTOR FEES	0.00	0.00	3,500.00	3,500.00	0.00	3,500.00	0.00
Item 1255	CLERK FEES	592.50	(592.50)	3,500.00	3,500.00	2,225.00	1,275.00	63.57
Item 1550	DOG WARDEN FEES	0.00	0.00	200.00	200.00	150.00	50.00	75.00
Item 2001	CULTURE & RECREATION FEES	(7,894.00)	7,894.00	819,700.00	819,700.00	983,401.17	(163,701.17)	119.97
Item 2228	GIS CHARGES, OTHER GOV'T	0.00	0.00	12,000.00	12,000.00	14,396.00	(2,396.00)	119.97
Item 2350	YOUTH SER/OTHER GOV'T.	0.00	0.00	7,000.00	7,000.00	0.00	7,000.00	0.00
Item 2351	PROGRAMS FOR AGING - OTHER GOV'T	0.00	0.00	45,000.00	45,000.00	26,248.31	18,751.69	58.33
Item 2401	INTEREST & EARNINGS	19,626.46	(19,626.46)	65,000.00	65,000.00	289,922.93	(224,922.93)	446.04
Item 2410	RENTAL OF LAND	8,547.46	(8,547.46)	134,976.00	134,976.00	139,097.14	(4,121.14)	103.05
Item 2411	FIELD USE FEES	0.00	0.00	10,100.00	10,100.00	2,660.00	7,440.00	26.34
Item 2450	COMMISSIONS	69.00	(69.00)	450.00	450.00	766.44	(316.44)	170.32
Item 2544	DOG LICENSES	1,354.00	(1,354.00)	16,500.00	16,500.00	9,802.00	6,698.00	59.41
Item 2560	STREET OPENING PERMITS	0.00	0.00	2,500.00	2,500.00	3,050.00	(550.00)	122.00
Item 2590	PERMITS	850.00	(850.00)	8,500.00	8,500.00	11,300.00	(2,800.00)	132.94
Item 2610	FINES & FORFEITED BAIL	0.00	0.00	35,000.00	35,000.00	22,172.80	12,827.20	63.35
Item 2665	SALE OF EQUIPMENT	0.00	0.00	275.00	275.00	0.00	275.00	0.00
Item 2701	REFUND OF PRIOR YEAR EXP.	0.00	0.00	500.00	500.00	2,141.09	(1,641.09)	428.22
Item 2705	GIFTS & DONATIONS	500.00	(500.00)	20,000.00	26,000.00	27,200.00	(1,200.00)	104.62
Item 2750	AIM - RELATED PAYMENTS	0.00	0.00	108,081.00	108,081.00	0.00	108,081.00	0.00
Item 2770	OTHER UNCLASSIFIED REVENUES	513.91	(513.91)	15,500.00	15,500.00	33,763.91	(18,263.91)	217.83
Item 2801	INTERFUND REVENUES	0.00	0.00	35,000.00	35,000.00	0.00	35,000.00	0.00
Item 3005	MORTGAGE TAX	0.00	0.00	1,200,000.00	1,200,000.00	353,532.49	846,467.51	29.46
Item 4089	GENERAL FEDERAL AID	0.00	0.00	0.00	153,000.00	153,000.00	0.00	100.00
Item 5031	INTERFUND TRANSFERS	0.00	0.00	350,000.00	457,819.18	457,819.18	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	1,706,886.00	2,781,886.00	0.00	2,781,886.00	0.00
<b>Total Fund 0001</b>	<b>GENERAL FUND</b>	<b>24,159.33</b>	<b>(24,159.33)</b>	<b>11,782,543.00</b>	<b>13,124,362.18</b>	<b>9,699,622.66</b>	<b>3,424,739.52</b>	<b>73.91</b>

# TOWN OF PITTSFORD

## Revenue Control Report

Fiscal Year: 2023 Period From: 1 To: 12

		<b>Curr. Month Revenue Receipts</b>	<b>Curr. Month Budget Balance</b>	<b>Original Budget</b>	<b>YTD Adjusted Budget</b>	<b>YTD Revenue Receipts</b>	<b>YTD Budget Balance</b>	<b>Percent Received Balance</b>
<b>Fund 0002</b>	<b>PART TOWN FUND</b>							
Item 1120	SALES TAX	0.00	0.00	1,200,000.00	1,216,000.00	743,756.49	472,243.51	61.16
Item 1560	SAFETY INSPECTION FEES	0.00	0.00	20,000.00	20,000.00	11,566.81	8,433.19	57.83
Item 1570	DEMOLITION PERMITS	0.00	0.00	750.00	750.00	0.00	750.00	0.00
Item 2110	ZONING FEES	330.00	(330.00)	2,500.00	2,500.00	1,984.00	516.00	79.36
Item 2115	PLANNING BOARD FEES	1,205.00	(1,205.00)	10,000.00	10,000.00	4,565.00	5,435.00	45.65
Item 2401	INTEREST & EARNINGS	6,543.35	(6,543.35)	7,000.00	7,000.00	57,721.49	(50,721.49)	824.59
Item 2545	LICENSES, OTHER	100.00	(100.00)	3,500.00	3,500.00	1,600.00	1,900.00	45.71
Item 2550	PERMITS - CERT. OF OCCUPANCY	250.00	(250.00)	4,000.00	4,000.00	4,613.22	(613.22)	115.33
Item 2555	BUILDING & ALTERATION PERMITS	14,960.50	(14,960.50)	91,000.00	91,000.00	120,009.15	(29,009.15)	131.88
Item 2590	PERMITS	450.00	(450.00)	3,300.00	3,300.00	2,850.00	450.00	86.36
Item 2591	FIRE ALARM PERMITS	60.00	(60.00)	500.00	500.00	580.00	(80.00)	116.00
Item 5031	INTERFUND TRANSFERS	0.00	0.00	0.00	117,131.00	117,131.00	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	137,436.00	137,436.00	0.00	137,436.00	0.00
<b>Total Fund 0002</b>	<b>PART TOWN FUND</b>	<b>23,898.85</b>	<b>(23,898.85)</b>	<b>1,479,986.00</b>	<b>1,613,117.00</b>	<b>1,066,377.16</b>	<b>546,739.84</b>	<b>66.11</b>

Date Prepared: 09/15/2023 09:13 AM

Report Date: 09/15/2023

Account Table: FUND 1-5

Alt. Sort Table:

# TOWN OF PITTSFORD

## Revenue Control Report

Fiscal Year: 2023 Period From: 1 To: 12

GLR0116 1.0

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Prepared By: BRIAN

		<b>Curr. Month Revenue Receipts</b>	<b>Curr. Month Budget Balance</b>	<b>Original Budget</b>	<b>YTD Adjusted Budget</b>	<b>YTD Revenue Receipts</b>	<b>YTD Budget Balance</b>	<b>Percent Received Balance</b>
<b>Fund 0003</b>	<b>LIBRARY FUND</b>							
Item 1001	REAL PROPERTY TAXES	0.00	0.00	1,410,285.00	1,410,285.00	1,410,285.00	0.00	100.00
Item 2081	COLLECTION FEES	0.00	0.00	900.00	900.00	174.22	725.78	19.36
Item 2082	LIBRARY FINES	494.25	(494.25)	28,000.00	28,000.00	17,534.25	10,465.75	62.62
Item 2083	PRINTING REVENUE	0.00	0.00	3,600.00	3,600.00	3,287.34	312.66	91.32
Item 2401	INTEREST & EARNINGS	4,123.07	(4,123.07)	9,000.00	9,000.00	43,308.44	(34,308.44)	481.20
Item 2701	REFUND OF PRIOR YEAR EXP.	0.00	0.00	100.00	100.00	0.00	100.00	0.00
Item 2760	SYSTEM GRANTS	0.00	0.00	6,500.00	25,197.39	26,880.39	(1,683.00)	106.68
Item 3089	OTHER STATE AID	0.00	0.00	0.00	12,000.00	20,000.00	(8,000.00)	166.67
Item 5999	APPROP FD BALANCE	0.00	0.00	180,000.00	180,000.00	0.00	180,000.00	0.00
<b>Total Fund 0003</b>	<b>LIBRARY FUND</b>	<b>4,617.32</b>	<b>(4,617.32)</b>	<b>1,638,385.00</b>	<b>1,669,082.39</b>	<b>1,521,469.64</b>	<b>147,612.75</b>	<b>91.16</b>



Date Prepared: 09/15/2023 09:13 AM

Report Date: 09/15/2023

Account Table: FUND 1-5

Alt. Sort Table:

# TOWN OF PITTSFORD

## Revenue Control Report

Fiscal Year: 2023 Period From: 1 To: 12

GLR0116 1.0

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Prepared By: BRIAN

		<b>Curr. Month Revenue Receipts</b>	<b>Curr. Month Budget Balance</b>	<b>Original Budget</b>	<b>YTD Adjusted Budget</b>	<b>YTD Revenue Receipts</b>	<b>YTD Budget Balance</b>	<b>Percent Received Balance</b>
<b>Fund 0004</b>	<b>HIGHWAY WHOLE TOWN FUND</b>							
Item 1001	REAL PROPERTY TAXES	0.00	0.00	2,223,704.00	2,223,704.00	2,223,704.00	0.00	100.00
Item 2300	SERVICE - OTHER GOV'T.	0.00	0.00	399,000.00	399,000.00	394,864.43	4,135.57	98.96
Item 2401	INTEREST & EARNINGS	3,733.45	(3,733.45)	13,000.00	13,000.00	62,634.14	(49,634.14)	481.80
Item 2650	SALE OF SCRAP & EXCESS	0.00	0.00	1,500.00	1,500.00	894.00	606.00	59.60
Item 5031	INTERFUND TRANSFERS	0.00	0.00	0.00	600,732.00	600,732.00	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	355,200.00	355,200.00	0.00	355,200.00	0.00
<b>Total Fund 0004</b>	<b>HIGHWAY WHOLE TOWN FUND</b>	<b>3,733.45</b>	<b>(3,733.45)</b>	<b>2,992,404.00</b>	<b>3,593,136.00</b>	<b>3,282,828.57</b>	<b>310,307.43</b>	<b>91.36</b>

Date Prepared: 09/15/2023 09:13 AM

Report Date: 09/15/2023

Account Table: FUND 1-5

Alt. Sort Table:

# TOWN OF PITTSFORD

## Revenue Control Report

Fiscal Year: 2023 Period From: 1 To: 12

GLR0116 1.0

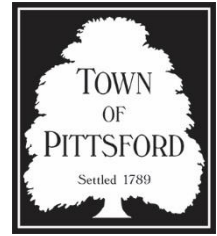
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Prepared By: BRIAN

		<b>Curr. Month Revenue Receipts</b>	<b>Curr. Month Budget Balance</b>	<b>Original Budget</b>	<b>YTD Adjusted Budget</b>	<b>YTD Revenue Receipts</b>	<b>YTD Budget Balance</b>	<b>Percent Received Balance</b>
<b>Fund 0005</b>	<b>HIGHWAY PART TOWN FUND</b>							
Item 1001	REAL PROPERTY TAXES	0.00	0.00	82,073.00	82,073.00	82,073.00	0.00	100.00
Item 1120	SALES TAX	0.00	0.00	2,940,000.00	2,940,000.00	1,820,918.81	1,119,081.19	61.94
Item 2300	SERVICE - OTHER GOV'T.	0.00	0.00	4,000.00	4,000.00	0.00	4,000.00	0.00
Item 2401	INTEREST & EARNINGS	21,692.84	(21,692.84)	25,000.00	25,000.00	166,968.47	(141,968.47)	667.87
Item 2701	REFUND OF PRIOR YEAR EXP.	0.00	0.00	1,500.00	1,500.00	0.00	1,500.00	0.00
Item 3501	CHIPS PROGRAM	0.00	0.00	228,000.00	394,213.00	0.00	394,213.00	0.00
Item 5031	INTERFUND TRANSFERS	0.00	0.00	0.00	145,000.00	145,000.00	0.00	100.00
Item 5999	APPROP FD BALANCE	0.00	0.00	656,000.00	656,000.00	0.00	656,000.00	0.00
<b>Total Fund 0005</b>	<b>HIGHWAY PART TOWN FUND</b>	<b>21,692.84</b>	<b>(21,692.84)</b>	<b>3,936,573.00</b>	<b>4,247,786.00</b>	<b>2,214,960.28</b>	<b>2,032,825.72</b>	<b>52.14</b>
<b>Grand Total</b>		<b>78,101.79</b>	<b>(78,101.79)</b>	<b>21,829,891.00</b>	<b>24,247,483.57</b>	<b>17,785,258.31</b>	<b>6,462,225.26</b>	<b>73.35</b>

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

# MEMORANDUM



**To:** Pittsford Town Board

**From:** Cheryl Fleming, Personnel Director

**Date:** September 12, 2023

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

**For Meeting On:** September 19, 2023

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

<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Rate</b>	<b>Effective Date</b>
Samuel Thompson	REC Asst	Group Lead -Afterschool	\$15.00	09/11/2023
Jonathan Power	REC Asst	Group Lead -Afterschool	\$15.00	09/11/2023

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

<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Rate</b>	<b>Effective Date</b>
Samuel Thompson	REC Asst	Group Lead -Afterschool	\$15.00	09/11/2023
Jonathan Power	REC Asst	Group Lead -Afterschool	\$15.00	09/11/2023