Town Board Agenda
Town Hall – 11 S. Main Street, Pittsford – Lower Level
Tuesday, April 2, 2024 – 6:00 PM

Call to Order

Pledge of Allegiance

Minutes
 Approval of Minutes of the Meeting of March 19, 2024

Operational Matters
 Public Comment
  2024 Rabies Clinic

Financial Matters
 Public Comment
 Budget Transfers
 Surplus Inventory

Recreational Matters
 Public Comment
 Summer 2024 Recreation Programs

Personnel Matters
 Public Comment
 Hiring Resolution

Other Business

Public Comment

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

ATTENDING IN PERSON

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

VIEWING FROM HOME

1. Live

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

https://videoplayer.telvue.com/player/FcqTL0OYMCGu6W1ccUApqUL3twz4dm9V/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; (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

- All comments submitted should include the name and street address of the commenter. Comments from residents will be read by the Town Clerk at the appropriate point of the meeting. The Clerk will read your name, but not your street address unless you ask for it to be read.

2. On-Demand Video

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

https://videoplayer.telvue.com/player/FcqTL0OYMCGu6W1ccUApqUL3twz4dm9V/stream/690?fullscreen=false&showtabssearch=true&autostart=true
Proceedings of a meeting of the Pittsford Town Board held on Tuesday, March 19, 2024, at 6:00 P.M. local time in the Lower-Level Meeting Room of Town Hall, 11 South Main Street, in person.


ABSENT: None.

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

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

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

NAMING OF LAKE AT MENDON PONDS PARK
Jack Butler, co-author of a recent history of Mendon Ponds Park, gave the Board a presentation on the history of Mendon Ponds Park, focusing on the role of the person principally responsible for the park’s creation, Herman LeRoy Fairchild, Professor of Geology and Natural History at the University of Rochester from 1888 to 1920. Mr. Butler proposed naming a lake adjacent to the park at the previous Rochester Gravel Quarry site for Professor Fairchild. He proposes the name Lake Fairchild or Fairchild Lake. The lake currently has no name.

It would require an application to the US Board on Geographic Names, which in turn would reach out to the Town and other stakeholders to solicit their views on the naming.

Following discussion with Mr. Butler and among themselves, Board members felt it appropriate to memorialize its approval of the naming of the lake in honor of Herman Leroy Fairchild as proposed by Mr. Butler.

Supervisor Smith made the motion, which was seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows: RESOLVED, that the Town Board supports the naming of the body of water at the former Rochester Gravel Quarry site for Herman LeRoy Fairchild, as either Lake Fairchild or Fairchild Lake.

MINUTES OF THE MARCH 5 MEETING APPROVED
A Resolution to approve the minutes of the Town Board meeting of March 5, 2024, was offered by Deputy Supervisor Taylor, seconded by Councilmember Havannavar, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.
OPERATIONAL MATTERS

PUBLIC COMMENTS
No comments were submitted.

PITTSFORD LITTLE LEAGUE FOOD VENDING PERMIT
A Resolution to authorize issuing a Food Vending Permit to Pittsford Little League was offered by Deputy Supervisor Taylor, seconded by Councilmember Townsend, and voted on by board members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:
RESOLVED, that the proposed Vending Permit for Pittsford Little League, in the form attached hereto, be and hereby is approved and the Town Supervisor is authorized to issue the permit.

AWARD BID FOR BAGGED, BUNDLED, & CONTAINERIZED YARD DEBRIS COLLECTION
Commissioner Schenkel shared with board members that the recent request for bids yielded only one response. The bid was from Seyek Disposal at the rate of $169.75 per ton. Based on past performance Commissioner Schenkel recommended awarding them the contract. Councilmember Townsend made the motion to award the contract to Seyrek Disposal, Deputy Supervisor Taylor seconded, and members voted as follows: Ayes: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:
RESOLVED, that the contract for collecting bagged, bundled and containerized yard debris for the years 2024 and 2025 be and hereby is awarded to Seyrek Disposal, Inc., at a rate per ton of $169.75, subject to a contract acceptable to the Town Board for an initial term running through December 10, 2025.

FINANCE MATTERS

PUBLIC COMMENTS
No comments were submitted.

APPROVAL OF PAYCHEX CONTRACT
Supervisor Smith made a motion to approve the new contract with Paychex for the Town’s payroll services. Deputy Supervisor Taylor seconded the motion and the board members voted as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none. Recused: Havannavar.

The Resolution was declared carried as follows:
RESOLVED, that the proposed contract between the Town and Paychex, Inc., in the form annexed hereto, be and hereby is approved and the Town Supervisor be and hereby is authorized to sign the contract on behalf of the Town.

MARCH VOUCHERS APPROVED
Board members acknowledged review of the vouchers proposed for payment and a resolution to approve the proposed vouchers was offered by Deputy Supervisor Taylor, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.
The Resolution was declared carried as follows:
**RESOLVED**, that the March vouchers from numbers 165031 - 165367, totaling $719,684.89 were approved for payment.

**PERSONNAL MATTERS**

**PUBLIC COMMENTS**
No comments were submitted.

**NEW YORK STATEWIDE PRESERVATION CONFERENCE**
The annual New York State Preservation Conference, sponsored by the Landmark Society will be held in Rochester on April 15-17. Supervisor Smith made a motion to authorize the cost of $175 for Bonnie Salem of the Town’s Design Review and Historic Preservation Board to attend. This was seconded by Councilmember Townsend and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:
**RESOLVED**, that Bonnie Salem be and hereby is authorized to attend the New York Statewide Preservation Conference on April 15 -17 in Rochester, at a cost of $175.00.

**2024 MONROE COUNTY FIRE MARSHAL AND INSPECTORS 2024 EDUCATIONAL SEMINAR**
Town Fire Marshal, Salvatore Tantalo; and Town Building Inspector, Anthony Caruso have requested to attend the Monroe County Fire Marshal and Inspectors Association 2024 Educational Seminar May 14 – 16 in Webster. Deputy Supervisor Taylor made a motion to authorize their attendance at the seminar, Councilmember Havannavar seconded, and it was voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: None.

The Resolution was declared carried as follows:
**RESOLVED**, that Salvatore Tantalo and Anthony Caruso be and hereby are authorized to attend the 2024 Monroe County Fire Marshal’s Educational Seminar on May 14 – 16 in Webster, New York, at a cost of $500.00.

**HIRING/PERSONNEL ADJUSTMENTS APPROVED**
A Resolution to approve the recommendations for new hires and status and/or salary changes was offered for approval by Supervisor Smith, seconded by Deputy Supervisor Taylor, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:
**RESOLVED**, that the Town Board approves the appointment for the following employee(s):

<table>
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<tr>
<th>Name</th>
<th>Dept</th>
<th>Position</th>
<th>Rate</th>
<th>Date of Hire</th>
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</thead>
<tbody>
<tr>
<td>Brett Ferguson</td>
<td>Highway</td>
<td>Laborer – FT</td>
<td>$20.50</td>
<td>03/18/2024</td>
</tr>
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**OTHER BUSINESS**
Supervisor Smith commented the next Zoning Code Update meeting will be held Wednesday, March 27 at noon in the Town Board Meeting room.

Councilmember Townsend remarked in the current draft of the 2025 state budget Governor Hochul has only set aside 7.149 million in Aid and Incentives for Municipalities (AIM) while both the State Assembly and Senate have requested a significant increase to the proposed amount. Councilmember Townsend will draft a letter from the Town Board encouraging the governor to increase AIM funding.
Minutes of the Pittsford Town Board for March 19, 2024

Councilmember Townsend met with the Finger Lakes representative from Governor Hochul’s office regarding safety and speed on Clover Street.

PUBLIC COMMENT
Janice Bullard Pieterse shared a comment.

With no further business, the meeting adjourned at 8:42 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk
Memorandum

To: Supervisor Smith, Town Board Members
From: Carolyn J Casey, Animal Control Officer
Date: March 21, 2024

Regarding: Annual Rabies Clinic
For Meeting: April 2, 2024

This year’s free Rabies Vaccination Clinic is proposed for Thursday May 9, 2024, from 4:30 – 7:00 pm at the Town Highway Garage. Pittsford has offered this service for years. The County Department of Health will once again provide vaccines, rabies tags, and certificates of vaccination. Dr. Christine Garvey, a veterinarian from Doorbell Vet will administer the vaccinations. The cost of the clinic to the Town will not exceed $500.00.

If the Town Board approves proceeding, the following resolution would be in order:

RESOLVED, that the Town Board hereby approves expenditure of up to $500.00 for a free Rabies Clinic to be held at the Town Highway Garage on Thursday May 9, 2024 from 4:30 pm to 7:00 pm.
Budget Transfers

Be it resolved that the following are approved:

That $23,750.00 be transferred from 1.9950.9000.1.1 (General Fund – Capital Improvements) to 1.2620.2007.10.3 (General Fund – Library Improvements) for Library first floor carpet tile replacement per the 2024 budget.

That $8,700.00 be transferred from 1.9950.9000.1.1 (General Fund – Capital Improvements) to 1.2620.2007.10.19 (General Fund – Kings Bend Park Improvements) for the replacement of windows at Kings Bend Park South Lodge per the 2024 budget.

That $4,703.00 be transferred from 1.9950.9000.1.1 (General Fund – Capital Improvements) to 1.2620.2007.10.1 (General Fund – Town Hall Improvements) for the replacement of a heat pump per the 2024 budget.
MEMORANDUM

To: Pittsford Town Board

From: Brian Luke, Director of Finance

Date: March 27, 2024

Regarding: Surplus Inventory

For Meeting On: April 2, 2024

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

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

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<thead>
<tr>
<th>Asset #</th>
<th>Description</th>
<th>Department</th>
<th>Cost</th>
<th>Status</th>
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MEMORANDUM

To: William A. Smith and Town Board
From: Jessie Hollenbeck, Recreation Director
Date: March 26, 2024
Regarding: Summer 2024 Recreation Programs
For Meeting On: April 2, 2024

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

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

I move that the Town Board approve the Recreation Department’s 2024 summer programs and authorize the Town Supervisor to sign instructor contracts as required.
**Chinese Cultural Art Camp: Exploring Chinese Culture, Art & Language  Yushan Socola**

Welcome to our exciting summer camp where language and creativity intertwine! Immerse yourself in the vibrant world of Chinese culture through engaging lessons on fascinating subjects like the Chinese Zodiac, traditional Chinese pictograph writing and various traditional and creative art forms. Led by an experienced Chinese language teacher and a certified art teacher. Get ready for a week filled with learning, creativity, and cultural exploration. Join us on a journey of discovery!

**Stop-Motion Art Camp  Yushan Socola**

Welcome to our Stop Motion Animation Camp! Get ready to bring your imagination to life as you dive into the world of animation. Throughout the camp, you'll explore storytelling, character design, prop-making, and narrative construction. By the end of the camp, you'll have your own finished film clip ready to share on YouTube, showcasing your creativity and newfound skills! Please bring an "iPad" to camp, with a working back camera and appropriate charger for your device (labeled). Please download the app “Stop-motion Studio Pro.”

**College Prep Art Camp  Yushan Socola**

Summer camp for high school juniors and seniors preparing portfolios for art school and for those about to enter an art program. (Freshman can participate if have some drawing experience.) Students will create still-life drawings and painting, gesture drawings of the figure, self-portraits, and explore techniques for drawing the human head. Material is included.

**Pittsford Crew: Learn to Skull  Pittsford Crew Club**

Sculling, rowing with one oar in each hand in a one-, two-, or four-person boat, is the ideal way for younger adolescents to begin rowing. Sculling provides a symmetrical workout as beginning rowers learn about boat balance, power distribution, and the sense of how to move a boat through the water. Our goal at Pittsford Crew is Safety First, following by fostering a new love for rowing. Learn to Scull will allow new rowers to progress at a speed that is comfortable and enjoyable for them. Participants will not only learn to row, they will learn the values of fairness, respect, and teamwork.

**Pittsford Crew: Learn to Row  Pittsford Crew Club**

Learn to Row is open to all students entering grades 8 through 12, who want to learn about the sport of rowing. During the two-week session, adolescents who are new to sweep rowing (one oar per rower) learn safety procedures and rowing techniques by starting in the Pittsford Indoor Rowing Center (PIRC). This unique facility offers a safe environment in which they can quickly learn the basic techniques, and then quickly progress to rowing on the canal.

**Summer Running Weekly Program  David Rappleyea**
This summer running program meets two days per week and is designed for kids in Grades 7-12 who are interested in cross country running. Participants will receive a summer training plan. Running instruction is provided by the head coach of Pittsford Sutherland JV/Varsity Cross Country and Track & Field, Coach David Rappleyea.

**Kidding Around Yoga with Julie**

Kidding Around Yoga with Julie combines a variety of mindfulness techniques to engage children in the many scientific benefits of yoga. Through a combination of song, games, and yoga poses, children aged 6-10 will experience a fun-filled hour each week with an emphasis on improving focus, flexibility, strength, teamwork and balance.

**Adult Clay Hand Building Class**

Create a beautiful box or vase out of clay using hand building techniques, coiling, slab and sculpting. The following week, paint your piece with many colors and a clear glaze. Create a beautiful box or vase out of clay using hand building techniques, coiling, slab and sculpting. The following week, paint your piece with many colors and a clear glaze.

**Traveler’s Spanish Course**

Learn a new language like Spanish when you are traveling to a Spanish-speaking place so that you can interact better. Spanish also gives you access to more cultures, people, and resources. If you are a traveler and have learned very basic Spanish or are a complete beginner but also traveling to a Spanish-speaking location, this class is for you! You will learn new vocabulary along with an introduction to basic Spanish and of speech you could need when traveling. And of course, for life’s little emergencies!

**Community Center Pollinator Garden Tour**

Celebrate Pollinator Week with an insider’s tour of the Spiegel Pittsford Community Center Gardens, a prime stop on the Pittsford Pollinator Pathway! Led by the Center's gardener, you'll get to know several ecologically important perennials and shrubs, learning their role in the landscape and ecosystem, as well as some tips and tricks for how to care for them well. She'll answer your questions and share mistakes to avoid to help you meet the Pittsford Pollinator Pathway challenge in your garden!

**Junior Pickleball Lessons**

Hello and welcome to the fastest growing sport in the country. This beginner course is the perfect place to start playing Pickleball! You will learn the essentials of hitting groundstrokes, dinks, volleys, serves and overheads, learn to keep score, familiarize yourself with pickleball terminology while having a great time and getting a good workout in. No prior experience is necessary to join this class.

**Adult Pickleball Lessons- Beginner**

Hello and welcome to the fastest growing sport in the country. This beginner course is the perfect place to start playing Pickleball! You will learn the essentials of hitting groundstrokes, dinks,
volleys, serves and overheads, learn to keep score, familiarize yourself with pickleball terminology while having a great time and getting a good workout in. No prior experience is necessary to join this class.

**Adult Pickleball Lessons- Advanced Beginner**

Empire Tennis Academy

This is the ideal class for those that have played a little Pickleball but need to start developing consistency from their groundstrokes, serves, returns, dinks and volleys. You are going to love the unique combo of drills and structured playing situations. To register for advanced beginner, players must have prior experience playing pickleball a couple times, knowledge of scoring, and a basic understanding of the sport.

**Adult Pickleball Lessons- Intermediate**

Empire Tennis Academy

Now that you’ve become a regular on the courts, it’s time to really develop your kitchen game, 3rd shot drops and add some power, depth and control to your strokes. This class will give you that competitive edge while continuing to offer all the fun that Pickleball provides. To register for Intermediate, players must have experience playing pickleball/ tennis or another paddle/racquet sport for at least one year, knowledge of scoring, and understanding of doubles strategy/ teamwork and communication on court.
<table>
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<tr>
<th>Program</th>
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<tr>
<td><strong>Preschool</strong></td>
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<td>Lunch Bunch</td>
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<td>Intro to Whitewater Kayaking</td>
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<td>Parent &amp; Child Clay Class</td>
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<td>Creative Painting and Drawing</td>
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<td>Chinese Cultural Camp</td>
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<td>Creative Art Camp</td>
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<td>Private Piano Lessons</td>
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<td>Summer Theater Camps</td>
<td>Edward Rocha</td>
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<td>Write Your College Application Essay</td>
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College 101: Planning & Paying
College Assistance Plus
Lourdes de la Colina-Scofield
EPIC Trainings
Paul Celuch
EPIC Trainings
EPIC Trainings
EPIC Trainings
Chariot Learning
Karen Hanson
Katie Elizabeth School of Dance
Amy Coppola
Pittsford Crew Club
Pittsford Crew Club
Rochester Fencing Club Staff
Rochester Fencing Club Staff
Jeff Wagstaff
Jason Speirs
Empire Tennis Academy
Glenn Anderson
Glenn Anderson
David Rappleyea
David Rappleyea
Mary Slaughter
Mary Slaughter
Soccer Shots Staff
James Creighton
A Horse’s Friend
Park Place Farms
Recreation Staff
Edge11 Soccer Staff
Ian Marshall
Erik Yaekel
Erik Yaekel
Junior-Beginner Golf
Experienced Junior - Junior Golf
FJ1 NFL Flag Football League
FJ1 NFL Flag Football: Teen
Baton Twirling Lessons
Creative Dance & Movement
Youth Conditioning
Kidding Around Yoga with Julie

**Adult Programs**
Guided Hikes on Pittsford Trails
Mendon Ponds Park Walking Tours
Introduction to Whitewater Kayaking
Adult Clay Hand Building Class
All Occasion Note Cards!
Walkin’ in Memoirs
Mah Jongg for Beginners & Beyond
Pittsford Ballet School
Belly Dance
Pre-Licensing 5 Hour Course
Learn Spanish & Enhance Your Brain
Traveler’s Spanish Course
American Red Cross CPR/AED
American Red Cross First Aid
Community Center Pollinator Garden Tour
Introduction to Book Publishing
Debbie MeVean Aerobics
Martial Arts for Adults
Martial Arts for Women
Cyclic Yoga for Beginners
Cyclic Yoga for Osteoarthritis
Pilates
Yoga

Erik Yaekel
Erik Yaekel
Felix Joyner
Felix Joyner
Jessica Pereyra
GCLER Instructors
585 Fitness
Julie Van Benthuysen

Recreation Staff
Jack Butler
Paul Twist
Marybeth Fitzsimmons
Pat Miller
Frances Tepper
Carol Schott
Karen Hanson
Deborah Robinson
Jon DelVecchio
Lourdes de la Colina-Scofield
Lourdes de la Colina-Scofield
EPIC Trainings
EPIC Trainings
Jane McConnochie
Tricia Dell’Anno
Deborah McVean
James Creighton
Tracy Maggio
Maryam Barmakirad
Maryam Barmakirad
Eva Pazral
Eva Pazral
Therapeutic Yoga
Kaitlyn Vittozzi
Tai Chi Yang Style: 108 Form
Alan Packard
High Intensity Interval Training (HIIT)
585 Fitness
Adult Pickleball Lessons - Beginner
Empire Tennis Academy
Adult Pickleball Lessons – Advanced Beginner
Empire Tennis Academy
Adult Pickleball Lessons – Intermediate
Empire Tennis Academy
Adult Beginner Golf
Erik Yaekel
Adult Advanced Golf
Erik Yaekel
Adult Short Game Clinic
Erik Yaekel
Men’s Senior Golf Camp
Erik Yaekel
Ladies’ Senior Golf Camp
Erik Yaekel
MEMORANDUM

To: Pittsford Town Board
From: Cheryl Fleming, Personnel Director
Date: March 26, 2024
Regarding: Recommendations for Hiring/Personnel Adjustments
For Meeting On: April 2, 2024

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

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<td>Parks</td>
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<td>$18.10</td>
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This is subject to completion of the proper reviews and background checks for these candidates and appropriate sign off by the Town Board representative.

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