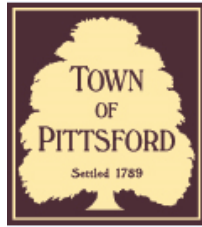


SUPERVISOR
William A. Smith, Jr.



COUNCIL MEMBERS
Kate Bohne Munzinger, Deputy Supervisor
Kevin Beckford
Cathy Koshykar
Stephanie Townsend

NOTE SPECIAL LOCATION **Wednesday, November 4, 2020 – 6:00 pm**
Fisher Room – Pittsford Library
Page 1 of 2

Call to Order
Pledge of Allegiance

Public Hearings:
Sewer Extension SWBC No. 51 (Reeves Road Sewer District Extension)
Hearings on Local Law #6 of 2020 (Tax Cap Override) and Proposed Town Budget for 2021

Minutes
Minutes of Meeting of October 6, 2020

Legal Matters

Financial Matters
Public Comment
Surplus
Transfers

Operational Matters
Public Comment
Board Discussion: Biannual Reports on Hiring
Board Discussion: Contracting Policies and Procedures
Resolution to Approve two Contracts with Catalog & Commerce Solutions, LLC for Updating and Maintaining Town Website

Recreational Matters
Public Comment
Winter 2021 Recreation Programs

Other Business
Public Comment
Adjournment

MEETING IS AT LIBRARY - FISHER ROOM

Instructions for online viewing and offering comments on attached page 2

PUBLIC MEETINGS OF THE TOWN BOARD at TOWN HALL NOW RESUME

Attending in Person

For seating, chairs in the Town Board meeting room will be placed 6 feet apart, in accordance with COVID protocols. In addition:

- You must wear a mask when entering, exiting or moving about the room during the meeting
- The State requires everyone attending to sign in with name, address and phone number. This is for the purpose of contact tracing, should the need arise.

Comments: As always, any Pittsford resident may offer comments at the designated portions of the meeting, by signing up to comment when you sign in at the COVID sign-in station. You will be called to comment at the appropriate time.

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 6:00pm when the board meeting starts and you can view the meeting live while it is happening.

Comments: Any Pittsford resident can submit a comment:

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

and, in addition,

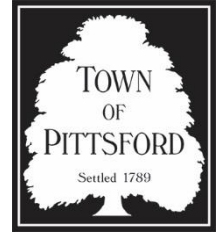
- at any time **during** the meeting by email to comments@townofpittsford.org
- All comments submitted must include the name and street address of the commenter. Comments from residents will be read by the Town Clerk at the appropriate point of the meeting.

2. On-Demand Video

As always, video will be uploaded to our cable access station's streaming portal within 48 hours of the meeting. It is available on demand. You can see it here:

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

MEMORANDUM



To: Town Board Members

From: Robert B. Koegel

Date: October 27, 2020

Regarding: Sewer District Extension SWBC No. 51 (Reeves Road Sewer District)

For Meeting On: November 4, 2020

Ladies and Gentlemen:

The Town Board has previously received a Petition for the establishment of an Extension to the Pittsford Sewer District, to be known as "SWBC No. 51 (Reeves Road Sewer District)." A Public Hearing on the Petition has been scheduled for the evening of November 4, 2020.

Attached is the proposed "Resolution and Order" approving the establishment of this Extension to the Sewer District.

Recommendation is hereby made that the Town Board approve the proposed Extension. In the event that the Board determines that action should take place on the proposed Sewer District Extension, I suggest the following Resolution motion:

I move that Extension SWBC No. 51 (Reeves Road Sewer District) to the Pittsford Sewer District, on lands located on Reeves Road and Clover Street, be approved, as set forth in the proposed written Resolution and Order.

At a regular Meeting of the Town Board of the Town of Pittsford, New York held at the Pittsford Community Library, 24 State Street, in the Town of Pittsford, New York, on the 4th day of November, 2020.

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

ABSENT: None

TOWN BOARD
TOWN OF PITTSFORD

STATE OF NEW YORK
COUNTY OF MONROE

In the Matter of Extension SWBC No. 51 (Reeves Road Sewer District)
To the PITTSFORD SEWER DISTRICT

Tax Account Nos.

Tax Account Nos.

191.01-1-42	430 Reeves Rd	191.01-1-33	471 Reeves Rd
191.01-1-41	435 Reeves Rd	191.01-1-32	475 Reeves Rd
191.01-1-43	440 Reeves Rd	191.01-1-31	479 Reeves Rd
191.01-1-40	441 Reeves Rd	191.01-1-30	483 Reeves Rd
191.01-1-44	446 Reeves Rd	191.01-1-29	487 Reeves Rd
191.01-1-39	447 Reeves Rd	191.01-1-28	491 Reeves Rd
191.01-1-45	450 Reeves Rd	191.01-1-27	495 Reeves Rd
191.01-1-38	451 Reeves Rd	191.01-1-26	499 Reeves Rd
191.01-1-46	454 Reeves Rd	191.01-1-25	503 Reeves Rd
191.01-1-37	455 Reeves Rd	191.01-1-24	507 Reeves Rd
191.01-1-47	458 Reeves Rd	191.01-1-23	511 Reeves Rd
191.01-1-36	459 Reeves Rd	191.01-1-20	513 Reeves Rd
191.01-1-48	462 Reeves Rd	191.01-1-22	515 Reeves Rd
191.01-1-35	463 Reeves Rd	191.01-1-21	519 Reeves Rd
191.01-1-49	466 Reeves Rd	191.01-1-51	3539 Clover Street
191.01-1-34	467 Reeves Rd	191.01-1-52	3550 Clover Street
191.01-1-50	470 Reeves Rd		

RESOLUTION AND
ORDER
EXTENDING
DISTRICT

WHEREAS, a Petition having been duly presented to the Town Board of the Town of Pittsford, Monroe County, New York, together with the necessary maps and

information which requests an Extension to the Pittsford Sewer District, to be known as "Extension SWBC No. 51 (Reeves Road Sewer District)"; and

WHEREAS, the aforesaid Petition represents greater than 50% of the assessed value of properties in the proposed district extension, as affirmed in the Town Assessor's Certificate submitted herewith; and

WHEREAS, an Order was duly adopted by the Town Board on the 6th day of October, 2020 for the hearing of all persons interested in the matter to be held on the 4th day of November, 2020, at 6:00 o'clock P.M., Local Time, at the Pittsford Town Library, 24 State Street, Town of Pittsford, New York; and

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

WHEREAS, the hearing required by the said Order has been duly held, and it appears from the said Petition that the proposed Extension to the District does not require any expenditure of public monies for the construction or acquisition of the improvement therein, and does not require the financing of the cost thereof by the issuance of any bonds, notes, certificates of any indebtedness of said Town; and

WHEREAS, this project is a portion of a Type I action pursuant to regulations promulgated under the New York State Environmental Quality Review Act ("SEQRA") at 6 NYCRR § 617.4, a thorough review of possible impacts was completed by the Planning Board as part of the concept subdivision review, and the Planning Board as lead agency issued a negative declaration on December 11, 2017; and

WHEREAS, the permission of the Comptroller of the State of New York is not required for the Extension to the District;

NOW, ON MOTION duly made and seconded, it is unanimously
RESOLVED AND ORDERED, that

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

RESOLVED AND ORDERED, that Extension "SWBC No. 51 (Reeves Road Sewer District)" to the Pittsford Sewer District, be and the same hereby is, created, and that the boundaries of the Extension, as hereby created, are as set forth in map "Exhibit 1" annexed hereto; and it is further

RESOLVED AND ORDERED, that all improvements to the sewer system required for the Extension will be constructed or caused to be constructed by the Petitioners, at the expense of the Petitioners; and it is further

RESOLVED AND ORDERED, that the Town Clerk is hereby directed to record in the Monroe County Clerk's Office and file with the New York State Office of Audit and Control certified copies of the within Resolution and Order, as required by law.

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

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

The Resolution and Order was thereupon declared duly adopted.

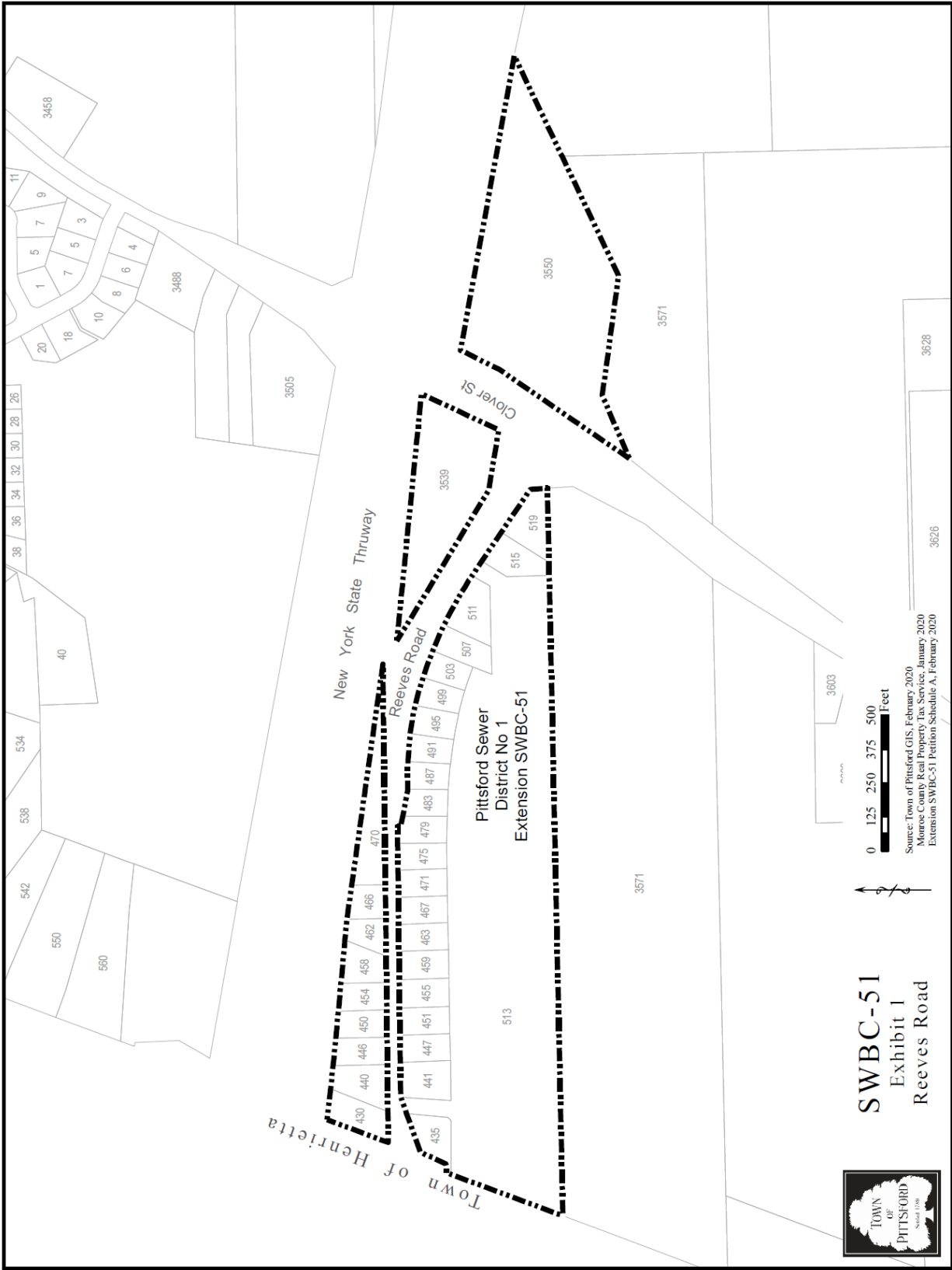
Dated: November 4, 2020

TOWN CLERK CERTIFICATION

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

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of November, 2020.

Linda M. Dillon, Pittsford Town Clerk



TOWN OF PITTSFORD

MONROE COUNTY

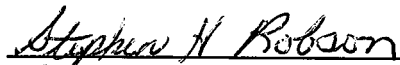
NEW YORK

**In the Matter of the Establishment of the
Reeves Road Sewer District**

**TOWN ASSESSOR'S
CERTIFICATE**

The undersigned, Town Assessor of the Town of Pittsford, Monroe County, New York, hereby certifies that he has compared the signature of the Petition in the above-entitled matter, with the 2020 Assessment Roll for the Town of Pittsford, which is the latest completed Assessment Roll for the Town, with respect to the assessed valuation of the land described in the Petition, and finds that the Petitioners herein represent ownership of 72.72% of the real property within the area of the proposed Reeves Road Sewer District, based on the Schedule A attached hereto.

IN WITNESS WHEREOF, I have hereunto set my hand this 30th day of September, 2020.



Stephen H. Robson, Town Assessor

SCHEDULE A

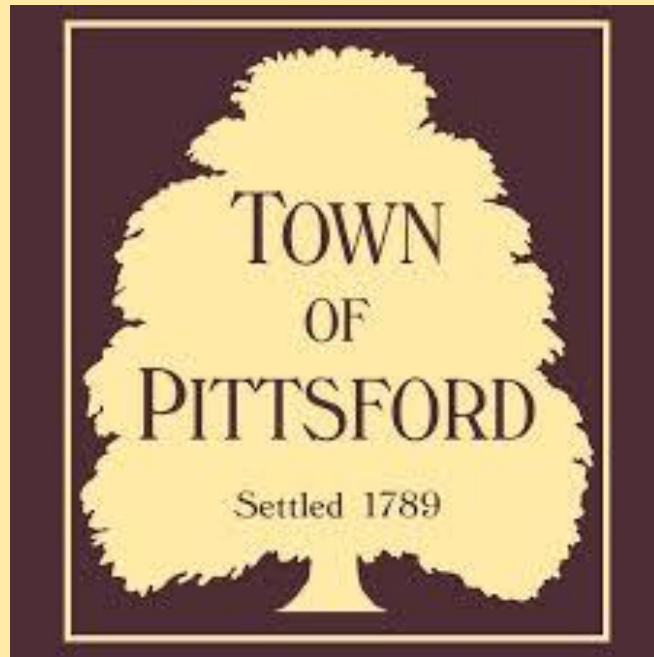
REAL PROPERTY WITHIN THE AREA OF THE PROPOSED REEVES ROAD SEWER DISTRICT

Tax ID Number	Parcel Address	Parcel Assessment	Date Petition Signed
191.01-1-51	3539 Clover St	\$102,800.00	June 24 th , 2020
191.01-1-52	3550 Clover St	\$1,062,600.00	NOT SIGNED
191.01-1-42	430 Reeves Rd	\$102,800.00	March 9 th , 2020
191.01-1-41	435 Reeves Rd	\$148,900.00	September 23 rd , 2020
191.01-1-43	440 Reeves Rd	\$20,000.00	NOT SIGNED
191.01-1-40	441 Reeves Rd	\$135,600.00	March 10 th , 2020
191.01-1-44	446 Reeves Rd	\$126,200.00	March 12 th , 2020
191.01-1-39	447 Reeves Rd	\$140,900.00	June 22 nd , 2020
191.01-1-45	450 Reeves Rd	\$138,600.00	May 12 th , 2020
191.01-1-38	451 Reeves Rd	\$137,000.00	June 23 rd , 2020
191.01-1-46	454 Reeves Rd	\$123,900.00	August 26 th , 2020
191.01-1-37	455 Reeves Rd	\$134,900.00	March 2 nd , 2020
191.01-1-47	458 Reeves Rd	\$123,900.00	July 21 st , 2020
191.01-1-36	459 Reeves Rd	\$144,100.00	June 22 nd , 2020
191.01-1-48	462 Reeves Rd	\$135,000.00	June 22 nd , 2020
191.01-1-35	463 Reeves Rd	\$118,100.00	September 4 th , 2020
191.01-1-49	466 Reeves Rd	\$123,400.00	NOT SIGNED
191.01-1-34	467 Reeves Rd	\$143,300.00	March 2 nd , 2020
191.01-1-50	470 Reeves Rd	\$111,800.00	August 26 th , 2020
191.01-1-33	471 Reeves Rd	\$132,800.00	March 4 th , 2020
191.01-1-32	475 Reeves Rd	\$138,200.00	March 13 th , 2020
191.01-1-31	479 Reeves Rd	\$143,000.00	June 23 rd , 2020
191.01-1-30	483 Reeves Rd	\$150,000.00	March 12 th , 2020
191.01-1-29	487 Reeves Rd	\$131,900.00	March 31 st , 2020
191.01-1-28	491 Reeves Rd	\$133,500.00	NOT SIGNED
191.01-1-27	495 Reeves Rd	\$134,400.00	March 16 th , 2020
191.01-1-26	499 Reeves Rd	\$136,300.00	March 12 th , 2020
191.01-1-25	503 Reeves Rd	\$138,700.00	March 5 th , 2020
191.01-1-24	507 Reeves Rd	\$100,300.00	September 23 rd , 2020
191.01-1-23	511 Reeves Rd	\$136,000.00	NOT SIGNED
191.01-1-20	513 Reeves Rd	\$359,100.00	June 23 rd , 2020
191.01-1-22	515 Reeves Rd	\$152,500.00	July 1 st , 2020
191.01-1-21	519 Reeves Rd	\$149,000.00	March 16 th , 2020

Total Assessed Value in District: \$5,409,500.00

Total Assessed Value of Petitioning Parcel Owners: \$3,934,000.00

Percentage Ownership of Petitioners: 72.72%

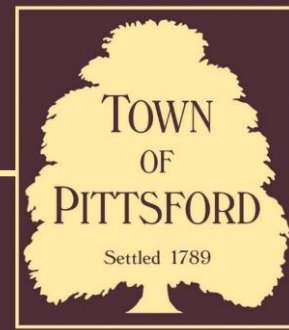


2021 Pittsford Town Budget

Bill Smith | Pittsford Town Supervisor

2021 Pittsford Town Budget

Presented by Bill Smith, Pittsford Town Supervisor



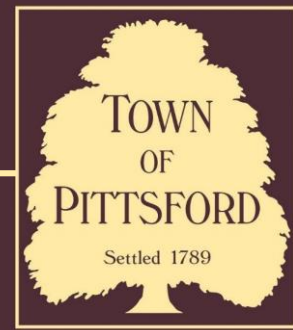
Proposed 2021 Budget in Two Numbers:

100

36

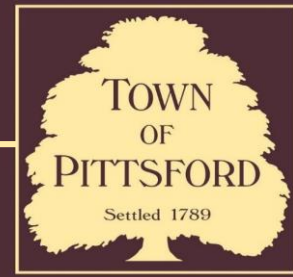
2021 Pittsford Town Budget

Presented by Bill Smith, Pittsford Town Supervisor



**100% - The Level of Town Services
Preserved, Carried Forward and
Improved.**

2021 Pittsford Town Budget



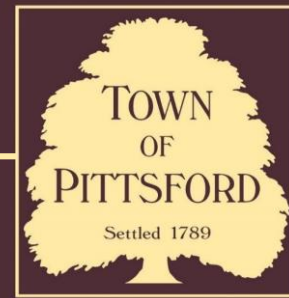
Presented by Bill Smith, Pittsford Town Supervisor

A 2020 Snap Shot

Services Maintained & Continued Despite COVID19 Revenue Loss & Expenses:

- Maintained Residential Road Repaving Program
- Leaf Collection
- Brush Collection
- East Ave Sidewalk
- Erie Canal Nature Preserve
- Handicapped Accessible Kayak Launch
- New Town Historians Office
- Improvements to our Pittsford Community Library
- Increased funding for Pittsford Volunteer Ambulance
- Increased funding for Pittsford Youth Services
- Support for Elderberry Express
- Food Truck Wednesdays & Drive-in Movie Nights
- Grab-n-Go Lunches for Seniors
- Our continuing environmental initiatives that save taxpayers money while protecting our natural resources (Two EV Charging Stations, Solarized Lodges, Two Bike Fix-It Station, Toxin-Free Challenge, LED Light Swap)

2021 Pittsford Town Budget



Presented by Bill Smith, Pittsford Town Supervisor

Proposed Budget Provides for 100% of Services with No Compromise in Quality in Spite of Serious Revenue Decreases and Increased Costs due to the COVID-19 Pandemic.

Loss of Revenue due to COVID-19:

Sales Tax ↓ -13% (- \$223,211)

CHIPS ↓ -20% (- \$48,374)

(Consolidated Local & Street Highway Improvement Program)

AIM ↓ -20% (- \$21,616)

(Aid & Incentives for Municipalities)

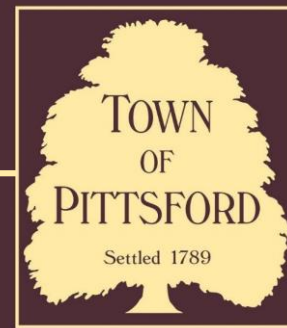
Interest Revenue ↓ -31% (- \$69,000)

Recreation Fees ↓ -173% (- \$240,249)

Library Fees ↓ -66% (- \$29,993)

Total Revenue Loss Due to COVID-19 = \$632,443

2021 Pittsford Town Budget



Presented by Bill Smith, Pittsford Town Supervisor

Proposed Budget Provides for 100% of Services with No Compromise in Quality in Spite of Serious Revenue Decreases and Increased Costs.

Increased Costs of 2020

COVID-19 Protective Measures – \$75,000

Plexi-Glass, laptops, Zoom Licensing, Work Pods, Technology Protective Upgrades, Sanitizer Stands/Dispensers, Thermometers, Soap, Gloves, Paper Products, Signage, Masks, etc.

New John Deere Loader – \$130,000 (to avoid disruption in road repair, leaf & brush pick-up)

Non-Routine Fleet Vehicle Maintenance – \$40,000 (new transmission, engine repairs to brush truck, new clutch)

Total Revenue Lost in 2020: \$632,443

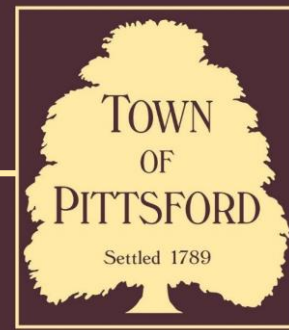
Additional Expenses in 2020: \$245,000 +

Spending Freeze:

In April, Supervisor-directed Freeze on Spending for Items not of Imminent Necessity.

2021 Pittsford Town Budget

Presented by Bill Smith, Pittsford Town Supervisor



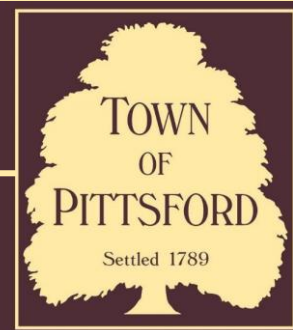
The Minimum Wage Effect

Minimum wage increases are a good thing for our employees, and we need to have a clear understanding of how they affect our budget.

From 2016 to 2021 minimum wage has increased by \$3.50/hour or 39%. If minimum wage had increased by 2% each year, minimum wage for 2021 would have increased by \$0.96/hr. or 11%. Our payroll expense is \$170,621 higher than it would be as a result of the NYS minimum wage increases. This number does not include the cascading effect the minimum wage increases have throughout our pay scales. Our entire personnel cost structure has shifted upward as a result.

2021 Pittsford Town Budget

Presented by Bill Smith, Pittsford Town Supervisor

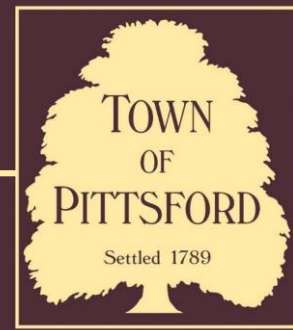


Unknowns

- CARES Funding?
- Sales Tax?
- Mortgage Tax?
- Interest Revenue?

2021 Pittsford Town Budget

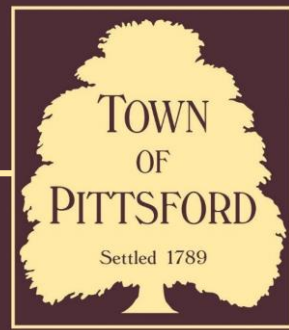
Presented by Bill Smith, Pittsford Town Supervisor



- 1. Residents want Services to continue at same level and quality**
- 2. Are willing to pay a modest amount more to get them**

2021 Pittsford Town Budget

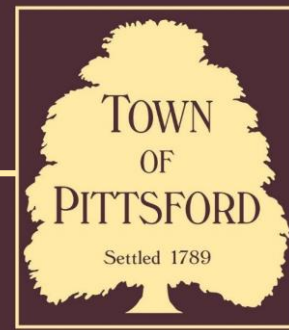
Presented by Bill Smith, Pittsford Town Supervisor



36

2021 Pittsford Town Budget

Presented by Bill Smith, Pittsford Town Supervisor

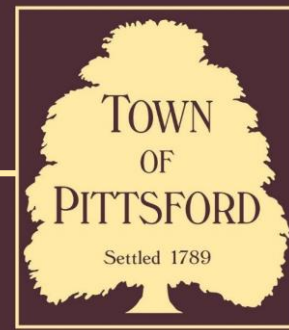


Proposed 2021 budget would fund ALL of our services at continued levels of quality with an additional payment in Town tax of

\$36

An additional \$36 for the home of average value (\$295,900) for the entire year of 2021

2021 Pittsford Town Budget

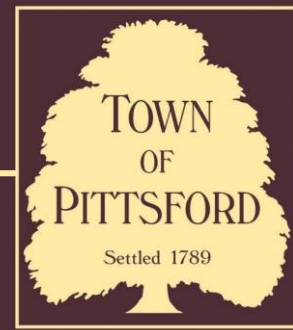


Presented by Bill Smith, Pittsford Town Supervisor

2021 Funding Highlights:

- Maintains the 2019 increase of \$272,000 to road repair budget and adds an additional \$100,000. **Totaling \$372,000** in increased funding for road repair since 2018
- **\$100,000** to fund upcoming projects from the Active Transportation Plan
- **\$22,000** for Pedestrian Safety and measures to reduce speeding
- **\$11,000** for a Crossing Guard at Allen's Creek School
- **200%** increase in funding for MLK events
- **\$20,000** in Library furniture improvements
- **Town Website upgrades** to be more mobile friendly and handicapped accessible
- **\$13,500** for new trail maintenance machinery
- Funding for Pittsford Youth Services exceeds PYS request. Total increase in funding for PYS since 2017 – **65%**
- **More funding** for Pittsford Volunteer Ambulance
- Funds the **4.5%** increase in medical expenses
- **2%** Cost of Living Increase for all Town Staff
- **0%** salary increase for Elected Officials

2021 Pittsford Town Budget



Presented by Bill Smith, Pittsford Town Supervisor

Employees:

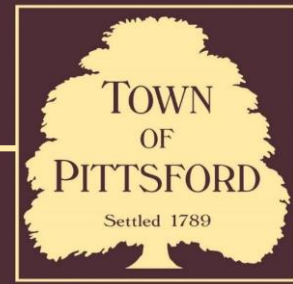
2021 Proposed Budget:

- 2% Cost of Living Increase
- Pay increase for all members of cleaning staff
- No pay increase for Elected Officials
- NYS Minimum Wage Increase

2020:

- No permanent layoffs
- Established *Pandemic Time Bank* over and above State & Federal Provisions

2021 Pittsford Town Budget



Presented by Bill Smith, Pittsford Town Supervisor

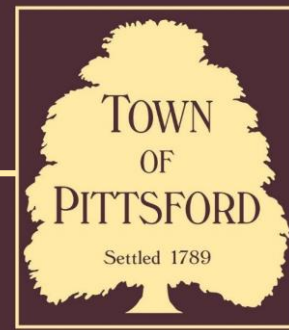
Minimizing Impact on Taxpayers:

- Wise financial planning demands having adequate financial reserves.
- Like a family's savings and rainy day fund, Pittsford for years has maintained adequate financial reserves within the State Controller's guidelines.
- COVID-19 pandemic is our rainy day
- **2021 budget uses up to one-third of allocable fund balance to minimize impact to taxpayers, without cutting services**
- Proper use of fund balance:
 - **Uncertainty:** Prudent fiscal planning recognizes the financial uncertainty as a result of COVID-19. We hope for the best but prepare for the worst. Therefore, we **need to be prepared** for another shutdown and its impact.
 - without jeopardizing **AAA credit** rating that saves taxpayers money

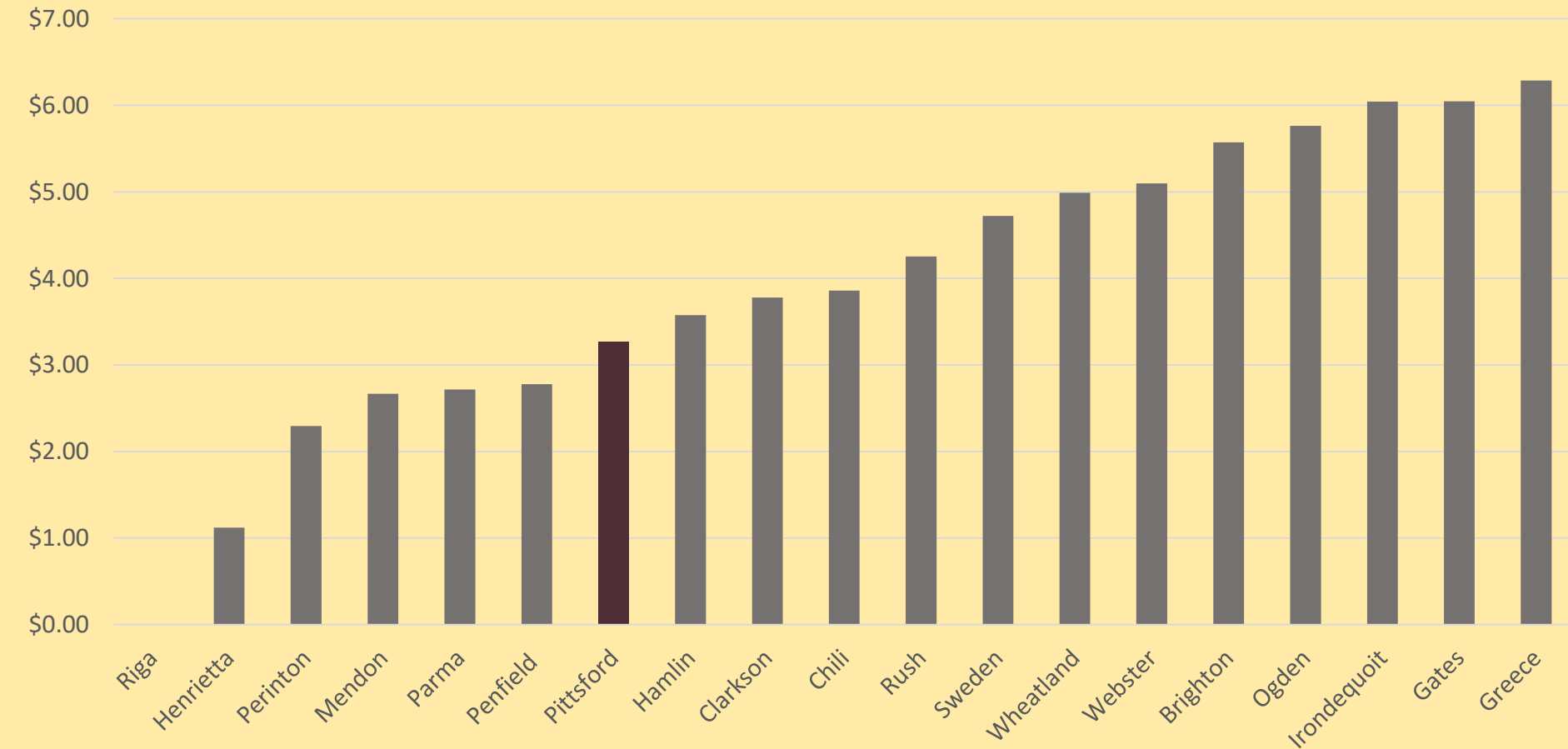
Altogether, we brought down what would have been a 13% increase in Town tax to below 4% - which amounts to \$36 for the whole year for the average household.

2021 Pittsford Town Budget

Presented by Bill Smith, Pittsford Town Supervisor

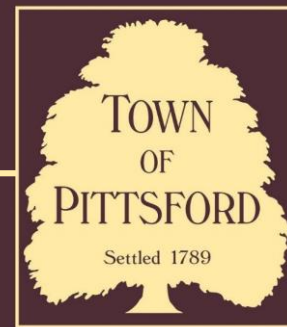


Town Tax Rate Comparison



2020 Pittsford Town Budget

Presented by Bill Smith, Pittsford Town Supervisor



Tax Rates Lower Than Pittsford

Pittsford: \$3.27

Parma - \$2.71

- No Leaf pick-up
- Brush pick-up 2x per year

Penfield - \$2.78

- No leaf pick-up
- No brush pick-up

Mendon - \$2.67

- No Leaf pick-up
- Brush pick-up 2x per year
- No recreation department

Perinton - \$2.29

- \$1.8m revenue from landfill
- School Library District
- Leaf pick-up every 4-6 weeks

Henrietta - \$1.40

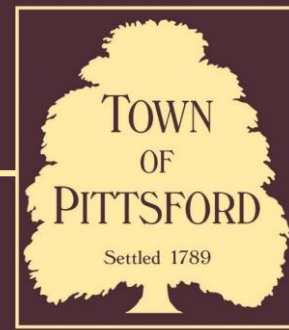
- Large commercial tax base
- No brush pick-up
- No leaf pick-up

Riga - \$0.00

- \$2m revenue from landfill
- No Leaf pick-up
- Brush pick-up 2x per year

2021 Pittsford Town Budget

Presented by Bill Smith, Pittsford Town Supervisor



Town Taxes: *Still* less than 9¢ of every \$1 paid in Property Taxes

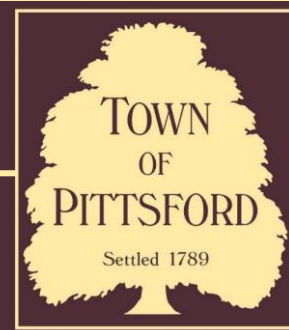


**Other Taxing Jurisdictions
91¢**

**Town
9¢**

2021 Pittsford Town Budget

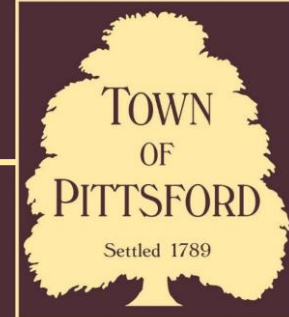
Presented by Bill Smith, Pittsford Town Supervisor



Continual Improvement:

**Supporting
Youth/Senior Services, Pittsford Community
Library, Pittsford Recreation,
Aggressive Road Repaving Program, Funds for
the ATP & Weekly Town Services**

2021 Pittsford Town Budget



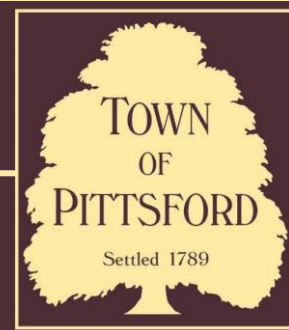
Presented by Bill Smith, Pittsford Town Supervisor

Highway Department: Maintains Increased Funding

- Maintains the 2019 increase of \$272,000 to road repair budget and adds an additional \$100,000. Totaling \$372,000 in increased funding for road repair since 2018.
- \$100,000 to fund upcoming projects from the Active Transportation Plan
- Pave more roads
- Additional traffic safety devices
- Sidewalk Improvements
- Trail Improvements
- Drainage Improvements



2021 Pittsford Town Budget



Presented by Bill Smith, Pittsford Town Supervisor

Increases Funding for Pittsford Youth Services and Senior Services

Pittsford Youth Services: Proposed 2021 Budget ensures continued access to clinical social work and mental health services for Pittsford Youth

- 2021 PYS funding *exceeds* PYS 2021 budget request
- A **65% increase** in Town funding for Pittsford Youth Services since 2017

Senior Services: Proposed 2021 Budget honors Town's commitment to quality of life for seniors

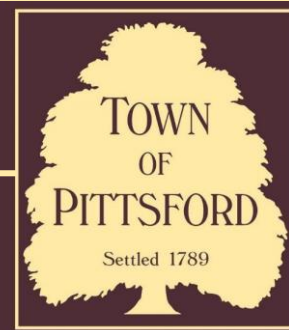
Funds will support:

- Tuesday Lunch Program
- Nutrition Program
- More Recreational Activities
- Elderberry Express
- Continued Senior Wellness Check-ins
- Grab-n-Go Lunch Program



2021 Pittsford Town Budget

Presented by Bill Smith, Pittsford Town Supervisor



Library and Recreation Programs

Pittsford Community Library:

- \$20,000 for furniture upgrades
- Expanded Digital Resources

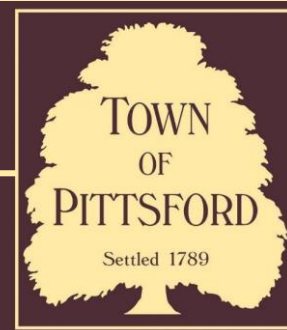
Pittsford Recreation:

- Additional Friday Summer Concerts
- Expanded partnership with Impact Earth for the Farmer's Market
- Summer Specialty Camps
- Adult Softball League – Partnership with Perinton and Penfield Recreation
- Guided Tours of Town Trails
- Teen bus trips (skiing) and outings



2021 Pittsford Town Budget

Presented by Bill Smith, Pittsford Town Supervisor

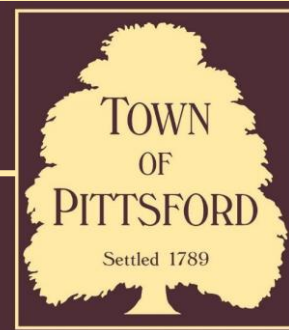


Summary

My 2021 Budget maintains ALL Town services. Includes \$100,000 more for road repair. Includes \$100,000 to fund upcoming projects from the ATP. Includes \$22,000 for Pedestrian Safety and speed reduction measures. \$11,000 for a Crossing Guard at Allen's Creek School. Includes a 200% increase in funding for MLK events. Includes funding for new Library furniture. Maintains all the programming and community events our residents have come to expect. Exceeds the funding request for Pittsford Youth Services. Funds the 4.5% increase in medical expenses and provides a 2% Cost of Living Increase for all non-elected Town Employees, who have risen to the COVID-19 challenge.

This and other priorities accomplished at the total cost of \$36 to the average household for the year 2021.

2021 Pittsford Town Budget



Presented by Bill Smith, Pittsford Town Supervisor

Tax Cap

Unprecedented Times = Unprecedented Measures

State Law- requires additional vote of Town Board to approve a property tax levy more than the lower of either two percent; or the rate of inflation. This years Tax Cap rate is 1.56%

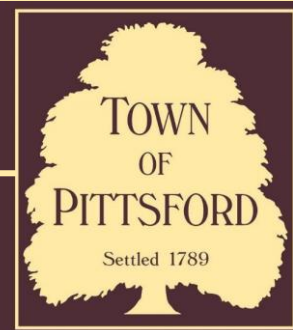
Special Districts count as part of the tax levy number. We have added three new refuse districts for this budget (\$66,000). We have also seen a large increase for the Pittsford Volunteer Ambulance District (\$82,000). Special District levy amounts have increased by \$154,000. This means a large part of the overage is due to Special Districts and only a small part relates to operating budget.

What must count against the Tax Cap in Pittsford?

- Northside Fire Protection
- Pittsford Volunteer Ambulance
- Sewer Districts
- Refuse Districts
- Lighting Districts
- Park Districts
- Bond Payments

2021 Pittsford Town Budget

Presented by Bill Smith, Pittsford Town Supervisor



The Process

- 10/20- Supervisor presents 2021 proposed Budget
- 10/20- Town Board Sets Public Hearing
- 10/30- Budget filed by this date with the Town Clerk. On the day filed, budget will be posted on the Town website and hard copies will be made available.
- 11/4- Public Hearing on the 2021 Budget

MEMORANDUM

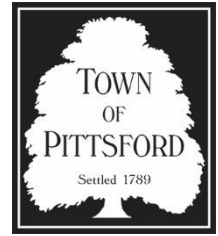
To: Town Board Members

From: Robert B. Koegel

Date: October 27, 2020

Regarding: Local Law #6 of 2020 (Tax Cap Override)

For Meeting On: November 4, 2020



Ladies and Gentlemen:

The Town Board has previously received proposed Local Law #6 of 2020, which would authorize a budget for 2021 in excess of the Tax Levy Limit of 1.56%, as determined by State law. A Public Hearing on the proposed Local Law is scheduled for November 4, 2020.

A draft Adoption Resolution is attached, together with the proposed Local Law.

In the event that the Board determines that action should be taken on the proposed Local Law, I suggest the following Resolution motion:

I move the adoption of Local Law #6 of 2020, authorizing a budget for 2021 in excess of the Tax Levy Limit, as set forth in the proposed written Adoption Resolution.

At a Regular Meeting of the Town Board of the Town of Pittsford, New York, held at the Pittsford Community Library, 24 State Street, Pittsford, New York, on the 4th day of November, 2020.

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

ABSENT: None

In the Matter

of

THE ADOPTION OF PROPOSED LOCAL LAW NO. 6 OF 2020:
REAL PROPERTY TAX LEVY FOR 2021 IN EXCESS OF
TAX LEVY LIMIT

Adoption Resolution

WHEREAS, true and correct copies of proposed Local Law No. 6 of 2020: Real Property Tax Levy for 2020 in excess of Tax Levy Limit, were placed upon the desks of all members of the Town Board of the Town Board, New York, more than seven (7) calendar days, exclusive of Sunday, prior to the 4th day of November, 2020; and

WHEREAS, there was duly published in a newspaper previously designated as an official newspaper for publication of public notices, and posted upon the bulletin board maintained by the Town Clerk pursuant to §40(6) of the Town Law, a notice of public hearing to the effect that the Town Board would hold a public hearing on the 4th day of November, 2020, at 6:00 P.M., Local Time, on said Local Law No. 6 of 2020; and

WHEREAS, the said public hearing was duly opened on the 4th day of November, 2020, at 6:00 P.M., Local Time, and all persons present were given an opportunity to be heard, whether speaking in favor of or against the adoption of said Local Law No. 6 of 2020; and

WHEREAS, subsequent to the closing of said public hearing, and after all persons interested had been heard, the Town Board considered the adoption of said Local Law No. 6 of

2020; and

WHEREAS, it was the decision of the Town Board that said Local Law No. 6 of 2020 should be adopted.

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

RESOLVED, that Local Law No. 6 of 2020: Real Property Tax Levy for 2021 in excess of Tax Levy Limit, be adopted by the Town Board of the Town of Pittsford, New York, to read as annexed hereto; and it was further

RESOLVED, that within twenty (20) days subsequent to the 4th day of November, 2020, there shall be filed with the Secretary of State one certified copy of said Local Law No. 6 of 2020.

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

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

The Resolution was thereupon declared duly adopted.

DATED: November 4, 2020

Linda M. Dillon, Town Clerk

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

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

Linda M. Dillon, Town Clerk

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

**LOCAL LAW NO. 6 OF 2020:
THE ADOPTION OF PROPOSED LOCAL LAW NO. 6 OF 2020:
REAL PROPERTY TAX LEVY FOR 2021 IN EXCESS OF
TAX LEVY LIMIT**

Sec. 1 Title

This Local Law shall be known as Local Law No. 6 of 2020: Real Property Tax Levy for 2021 in excess of Tax Levy Limit.

Sec. 2 Legislative Intent

It is the intent of this Local Law to allow the Town of Pittsford to adopt a budget for the fiscal year commencing January 1, 2021 and ending December 31, 2021 that requires a real property tax levy in excess of the "Tax Levy Limit" as defined by New York General Municipal Law §3-c.

Sec. 3 Authority

This Local Law is adopted pursuant to subdivision 5 of New York General Municipal Law §3-c, which expressly authorizes a local government's governing body to override the property tax cap for the coming fiscal year by the adoption of a Local Law approved by a vote of sixty percent (60%) of said governing body.

Sec. 4 Tax Levy Limit Override

The Town Board of the Town of Pittsford, County of Monroe, is hereby authorized to adopt a budget for the fiscal year commencing January 1, 2021 and ending December 31, 2021 that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

Sec. 5 Severability

If any clause, sentence, phrase, paragraph or any part of this Local Law shall for any reason be adjudicated finally by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Local law, but shall be confined in its operation and effect to the clause, sentence, phrase, paragraph or part thereof, directly involved in the controversy or action in which such judgment shall have been rendered. It is hereby declared to be the legislative intent that the remainder of this Local Law would have been adopted had any such provision been excluded.

Sec. 6 Operative and Effective Dates

This Local Law shall be operative immediately upon its enactment and take effect immediately upon filing with the Secretary of State.

MEMORANDUM

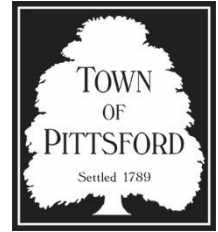
To: Town Board

From: Brian Luke, Finance Director

Date: October 28, 2020

Regarding: Adoption of Town Budget for 2021

For Meeting On: November 4, 2020



The 2021 Proposed Budget has been distributed to all Town Board members, posted on the Town's website, and filed with the Town Clerk. The Supervisor made a presentation on the proposed budget at the October 20, 2020 Board meeting.

The following resolution would be in order:

RESOLVED, that the 2021 Preliminary Budget, Sewer Rents, Special Districts, and Debt Service budgets, in the form presented to the Town Board and filed with the Town Clerk, be and hereby are approved as the 2021 Adopted Budget.

MEMORANDUM

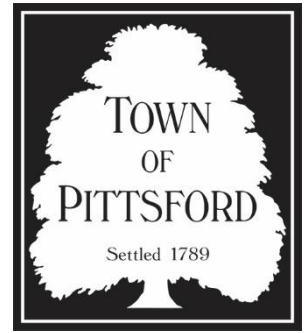
To: Town Board

CC:

From: Linda M. Dillon, Town Clerk

Date: October 27, 2020

Regarding: Draft Minutes of the October 6, 2020 Town Board Meeting



Town Board:

Attached are the draft Minutes of the October 6, 2020 Town Board Meeting, as reviewed and edited according to the recorded video-taping of that meeting.

If I may appropriately address the two (2) specific edits that were suggested by Councilmember Koshykar as follows:

- 1) Page 2, paragraph 1, Sentence 2: To remove this sentence, as requested, would substantially alter that paragraph and its meaning. However, I reviewed the video and adjusted the sentence to be closer to exactly what was said.
- 2) Page 2, paragraph 1, Sentence 3 and 4: I put a period after "who must live within the Town". Sentence 4: I adjusted the last sentence based on the actual video recording.
- 3) Page 3: 2nd Full paragraph: I reviewed the video recording and do not believe this paragraph should be altered. The titles mentioned were most definitely and specifically stated. I believe this to be an important part of the discussion regarding Local Law No. 5.

As I mentioned previously this year, I will be stream-lining (or shortening) the minutes during the discussion times and public comments. However, I would not shorten parts of the meeting that may occur among Town Board members when discussing legislation, such as a Local Law. In those cases, I will attempt to capture the essence of the discussion and the significant portions of the discussion that may be relevant to the outcome of the legislation.

Minutes of the Town Board for October 6, 2020

**DRAFT
TOWN OF PITTSFORD
TOWN BOARD
OCTOBER 6, 2020**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, October 6, 2020 at 6:00 P.M. local time at the Pittsford Community Library Fisher Meeting Room.

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

ABSENT: None.

ALSO PRESENT: Staff Members: Spencer Bernard, Chief of Staff; Cheryl Fleming, Personnel Director; Jessie Hollenbeck, Recreation Director; Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert B. Koegel, Town Attorney; Linda M. Dillon, Town Clerk, Suzanne Reddick, Assistant to Supervisor, and Shelley O'Brien, Communications Director.

ATTENDANCE: There were five (5) members of the public in attendance, and three (3) additional staff member(s).

Supervisor Smith called the Town Board meeting to order at 6:00 P.M., inviting Councilmember Beckford to lead in the Pledge to the Flag. The Town Clerk noted all Town Board members present. Supervisor Smith indicated that the ASL interpreter became unable to attend this evening, but that the meeting is being recorded and will be available to view within 24-48 hours hereafter with closed-captioning.

PUBLIC HEARING – LOCAL LAW NO. 5 OF 2020 – AMENDING CHAPTER 39 OF TOWN CODE

PUBLIC COMMENTS

The following members of the public offered comments to the Board regarding the proposed Local Law No. 5: Mary Moore, Annalise Johnson Smith, Lee Fox, Kendra Evans, Garry Geer, Terry Steg, George Charpied, Linda Miller, Michael Slade, Joan Lanier, Barbara Baer and Ann Slocomb.

Deputy Supervisor Munzinger moved the proposed Local Law as drafted and Supervisor Smith seconded the motion, placing the Local Law on the floor for discussion. Thereafter, Board members discussed the legislation as follows:

Deputy Supervisor Munzinger indicated that she felt the 15 mile radius was arbitrary and would support a law where the residency requirement is more regional.

Councilmember Townsend concurred with Deputy Supervisor Munzinger, and thereafter proposed the following two Amendments to the Local Law as follows:

- 1) That Section 39-2 be amended to include the Director of Parks and Recreation. Councilmember Townsend felt that it is important to have this position live in the Town for purposes of possible emergencies requiring use of the Community Center as an emergency shelter.
- 2) That Section 39-3 be amended to state that all other employees must maintain residency within Monroe County or one of the adjoining counties of Wayne, Ontario, Livingston, Genesee or Orleans.

Minutes of the Town Board for October 6, 2020

Councilmember Koshykar said that she did not want to harm or threaten any Town employees on the basis of their current residency. She then stated that she would like the Board to review all managers who have a role in making policy decisions and discuss this publicly to determine if they should be added to the list of officers who must reside within the Town. Councilmember Townsend asked Councilmember Koshykar if she had a specific amendment in mind for adding to the list of Town officials who must live within the Town. Councilmember Koshykar noted that she had made a long list of employee positions, that she considers to be department heads or management level positions within the Town, and she would like to go through them to discuss which ones should be added to the list.

Further discussion ensued and Councilmember Beckford then proposed the following amendments:

- 3) That Section 39-2 be amended to include the Assessor. Councilmember Beckford felt that this is a position that should be held by someone who lives in Pittsford, as they have a stake in the assessments as well as knowledge of the community. Supervisor Smith expressed the view that this was unnecessary because State law charges the Assessor with specific duties that must be discharged without regard to any self-interest an Assessor may have as a resident of the Town. Therefore, he did not feel as committed to this addition.
- 4) That sentence one in Section 39-2 be amended to read as follows: Each of the following appointed Town officers must be residents of the Town at the time of his or her appointment, or within 180 days thereafter, and remain residents of the Town throughout his or her term of office.

The following action was taken on the amendments as listed above:

AMENDMENT NO. 1 – LOCAL LAW NO. 5 OF 2020:

A motion to approve proposed Amendment No. 1 – Section 39-2, to add the position of Director of Parks and Recreation to the list was made by Councilmember Townsend, seconded by Councilmember Beckford, and voted on as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: None.

The following Amendment to Local Law No. 5 of 2020 was approved as follows:

RESOLVED, that Section 39-2 be amended to include the Director of Parks and Recreation.

AMENDMENT NO. 2 – LOCAL LAW NO. 5 OF 2020:

A motion to approve proposed Amendment No. 2 – Section 39-3, that all other employees must maintain residency with Monroe County or one of the adjoining counties of Wayne, Ontario, Livingston, Genesee or Orleans, was made by Councilmember Townsend, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: None.

The following Amendment to Local Law No. 5 of 2020 was approved as follows:

RESOLVED, that Section 39-3 state that all other employees must maintain residency with Monroe County or one of the adjoining counties of Wayne, Ontario, Livingston, Genesee or Orleans.

AMENDMENT NO. 3 – LOCAL LAW NO. 5 OF 2020:

A motion to approve proposed Amendment No. 3 – Section 39-2 to add the position of Assessor to the list was made by Councilmember Beckford, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, and Townsend. Nays: Smith.

The following Amendment to Local Law No. 5 of 2020 was approved as follows:

RESOLVED, that Section 39-2 be amended to include the Assessor.

AMENDMENT NO. 4 – LOCAL LAW NO. 5 OF 2020:

A motion to approve proposed Amendment No. 4 – Section 39-2 to read as follows: *“Each of the following appointed Town officers must be residents of the Town at the time of his or her appointment, or within 180 days thereafter, and remain residents of the Town throughout his or her term of office”* was

Minutes of the Town Board for October 6, 2020

offered by Councilmember Beckford, seconded by Supervisor Smith, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: None.

The following Amendment to Local Law No.5 of 2020 was approved as follows:

RESOLVED, that Section 39-2, sentence one will read as follows: Each of the following appointed Town officers must be residents of the Town at the time of his or her appointment, or within 180 days thereafter, and remain residents of the Town throughout his or her term of office.

Discussion on the main motion, the Local Law as now amended, followed. Councilmember Koshykar again recommended to go through a list of Town employees who should be made to live in the Town. She stated that one-third of the Town's employees do not comply with existing residency requirements. Councilmember Townsend responded that only a handful of current employees do not comply. Councilmember Koshykar then moved to table adoption of proposed Local Law Number 5 until the Board could review each title and position on her list, to determine if that position is policy-making and therefore should be required to live within the boundaries of the Town, citing specifically the Chief of Staff. Subsequently she referred to the Animal Control Officer, the Code Enforcement Officer, the Town Engineer, and the Human Resources Director to be considered for mandatory residency within the Town. Councilmember Townsend noted that the Town Board is the governing body that makes policy decisions, not the staff. Supervisor Smith stated that this law could be amended in future, if the Board ever determined that additional employed positions should require residency within the Town. The Supervisor disapproved of the idea of delaying a vote on Local Law number 5. He noted that it has been fully three (3) weeks since all Board members received the proposed legislation and voted to set the public hearing. This was the opportunity for Board members to review it thoroughly and to offer any amendments that they felt appropriate, at or before the hearing, as some members have. He continued, that bringing up a review of all or many or even some employed positions with the Town is not on point with this proposed legislation, or with its purpose, which is to expand the pool of applicants from which the Town can hire, to have access to the best people for the position, not to contract it, and that in any event being brought up at the last minute should not delay a vote on a measure beneficial to the Town and its residents.

Councilmember Beckford said he would support the review of positions proposed by Councilmember Koshykar and moved to table the legislation, seconded by Councilmember Koshykar. The vote on this motion was taken thereafter, as follows: Ayes: Beckford and Koshykar. Nays: Munzinger, Townsend and Smith.

The proposed motion to table the legislation failed.

Having a motion on the floor, made by Deputy Supervisor Munzinger to pass the legislation as amended, and seconded by Supervisor Smith, a vote was then taken as follows: Ayes: Munzinger, Townsend and Smith. Nays: Koshykar and Beckford.

The Resolution was thereby carried as follows:

WHEREAS, true and correct copies of proposed Local Law No. 5 of 2020: Amending Chapter 39 of the Town Of Pittsford Municipal Code Entitled "Residency Requirements," were placed upon the desks of all members of the Town Board of the Town Board, New York, more than seven (7) calendar days, exclusive of Sunday, prior to the 6th day of October, 2020; and

WHEREAS, there was duly published in a newspaper previously designated as an official newspaper for publication of public notices, and posted upon the bulletin board maintained by the Town Clerk pursuant to § 40(6) of the Town Law, a notice of public hearing to the effect that the Town Board would hold a public hearing on the 6th day of October, 2020, at 6:00 P.M., Local Time, on said Local Law No. 5 of 2020; and

WHEREAS, the said public hearing was duly held on the 6th day of October, 2020, at 6:00 P.M., Local Time, and all persons present were given an opportunity to be heard, whether speaking in favor of or against the adoption of said Local Law No. 5 of 2020; and

Minutes of the Town Board for October 6, 2020

WHEREAS, subsequent to the closing of said public hearing, and after all persons interested had been heard, the Town Board considered the adoption of said Local Law No. 5 of 2020; and

WHEREAS, it was the decision of the Town Board that said Local Law No. 5 of 2020 should be adopted.

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

RESOLVED, that Local Law No. 5 of 2020: Amending Chapter 39 of the Town of Pittsford Municipal Code Entitled "Residency Requirements," be adopted, as amended, by the Town Board of the Town of Pittsford, New York, to read as annexed hereto; and it was further

RESOLVED, that within twenty (20) days subsequent to the 6th day of October, 2020, there shall be filed with the Secretary of State one certified copy of said Local Law No. 5 of 2020.

Proposed Local Law No. 5 of 2020, as amended and approved:

**BE IT ENACTED BY THE
TOWN BOARD OF THE
TOWN OF PITTSFORD
NEW YORK**

AS FOLLOWS:

**LOCAL LAW NO. 5 OF 2020:
THE ADOPTION OF PROPOSED LOCAL LAW
NO. 5 OF 2020: AMENDING CHAPTER 39
OF THE TOWN OF PITTSFORD MUNICIPAL CODE
ENTITLED "RESIDENCY REQUIREMENTS."**

Sec. 1 Title

This Local Law shall be known as "Local Law No. 5 of 2020: Amending Chapter 39 of the Town of Pittsford Municipal Code Entitled "Residency Requirements."

Sec. 2 Amendment to Existing Law

The Pittsford Town Code, Chapter 39, shall be amended to read as follows:

§ 39-1. Purpose.

The purpose of this local law is to supersede some of the provisions of New York State Town Law § 23, entitled "Eligibility of town officers," and Public Officers Law § 3, entitled "Qualifications for holding office." Said provisions require, with certain exceptions not here relevant, that every appointed town officer at the time of his or her appointment and throughout his or her term be a resident of said town. The Town Board finds that such residence requirement is, in most instances, unnecessary and hinders the Town goals of hiring the most competent people from diverse backgrounds.

§ 39-2. Appointed officers.

Minutes of the Town Board for October 6, 2020

Each of the following appointed Town officers must be residents of the Town at the time of his or her appointment, or within 180 days thereafter, and must remain residents of the Town throughout his or her term of office:

- A. Town Clerk.
- B. Assessor.
- C. Director of Parks and Recreation.
- D. Commissioner of Public Works.
- E. Highway Superintendent.

§ 39-3. Other appointed officers and employees.

All other appointed Town officers and employees need not be residents of the Town at the time of their appointment nor throughout their term of office, but they shall be required to maintain their primary residence within the County of Monroe or the adjoining counties of Wayne, Ontario, Livingston, Genesee, and Orleans within the State of New York.

§ 39-4. Failure to comply.

The failure of an appointed officer or employee to comply with the residency requirements of this chapter may, in the Town Board's discretion, result in disqualification from office and employment and a vacancy in the office and position so affected.

Sec. 3 Severability

If any clause, sentence, phrase, paragraph or any part of this Local Law shall for any reason be adjudicated finally by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Local law, but shall be confined in its operation and effect to the clause, sentence, phrase, paragraph or part thereof, directly involved in the controversy or action in which such judgment shall have been rendered. It is hereby declared to be the legislative intent that the remainder of this Local Law would have been adopted had any such provision been excluded.

Sec. 4 Effective Date

This Local Law shall take effect immediately upon its adoption and filing with the Secretary of State.

MINUTES OF THE SEPTEMBER 15, 2020 MEETING APPROVED AS AMENDED

The Board consented to amendments suggested by Councilmember Beckford. Thereafter, a Resolution to approve Minutes of the September 15, 2020 meetings as amended was offered by Supervisor Smith, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that the Meeting Minutes of the September 15, 2020 are approved as amended.

LEGAL MATTERS

PUBLIC COMMENTS

Annalise Johnson Smith offered comments. No other public comments were offered regarding Legal Matters.

PUBLIC HEARING SET FOR SEWER EXTENSION SWBC NO. 51 (REEVES ROAD SEWER DISTRICT EXTENSION)

A proposal to set a Public Hearing for the Sewer Extension SWBC No. 51 was briefly explained to the Board by Attorney Koegel, as noted in the Memorandum to the Board.

Upon inquiry by Councilmember Koshykar, Commissioner Schenkel explained the cost and connection to the sewer, following this extension, should it be completed.

Thereafter, Deputy Supervisor Munzinger moved to set the public hearing for Sewer Extension SWBC No. 51, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

In the Matter of Extension SWBC No. 51 (Reeves Road Sewer District)

To the PITTSFORD SEWER DISTRICT

Tax Account Nos.	Addresses
191.01-1-42	430 Reeves Rd
191.01-1-41	435 Reeves Rd
191.01-1-43	440 Reeves Rd
191.01-1-40	441 Reeves Rd
191.01-1-44	446 Reeves Rd
191.01-1-39	447 Reeves Rd
191.01-1-45	450 Reeves Rd
191.01-1-38	451 Reeves Rd
191.01-1-46	454 Reeves Rd
191.01-1-37	455 Reeves Rd
191.01-1-47	458 Reeves Rd
191.01-1-36	459 Reeves Rd
191.01-1-48	462 Reeves Rd
191.01-1-35	463 Reeves Rd
191.01-1-49	466 Reeves Rd
191.01-1-34	467 Reeves Rd
191.01-1-50	470 Reeves Rd
191.01-1-33	471 Reeves Rd
191.01-1-32	475 Reeves Rd
191.01-1-31	479 Reeves Rd
191.01-1-30	483 Reeves Rd
191.01-1-29	487 Reeves Rd
191.01-1-28	491 Reeves Rd
191.01-1-27	495 Reeves Rd
191.01-1-26	499 Reeves Rd
191.01-1-25	503 Reeves Rd
191.01-1-24	507 Reeves Rd
191.01-1-23	511 Reeves Rd
191.01-1-20	513 Reeves Rd
191.01-1-22	515 Reeves Rd
191.01-1-21	519 Reeves Rd
191.01-1-51	3539 Clover Street
191.01-1-52	3550 Clover Street

Minutes of the Town Board for October 6, 2020

WHEREAS, a Petition, signed by property owners of the proposed "Extension SWBC No. 51 (Reeves Road Sewer District)" to the Pittsford Sewer District, has been presented to the Town Board of Pittsford, Monroe County, New York, the said proposed Extension being located, in general terms, on the real property located on Reeves Road and Clover Street, south of the NYS Thruway, Pittsford, New York, all as is more particularly set forth in the Petition; and

WHEREAS, the aforesaid Petition represents greater than 50% of the assessed value of properties in the proposed district extension as affirmed in the Town Assessor's Certificate; and

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

WHEREAS, the anticipated Sewer Entrance, Connection and other County Fees to be paid by the owner of each unit within the Extension are included in the Petition as "Schedule C".

NOW, ON MOTION duly made and seconded, it is

RESOLVED AND ORDERED, that a public hearing be held before the Town Board of the Town of Pittsford, at the Pittsford Community Library, 24 State Street, Town of Pittsford, New York, on the 4th day of November, 2020 at 6:00 o'clock P.M., Local Time, to consider the said Petition and to hear all persons interested therein, and for such other and further action on the part of the Town Board with relation to the said Petition as may be required by law or proper in the premises; and it is further

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

CONVEYANCE OF LAND TO STATE AT MITCHELL ROAD/PALMYRA ROAD APPROVED

Supervisor Smith described that the Town had agreed to convey to the State approximately 750 square feet of land it owns at the intersection of Mitchell Road and Palmyra Road, as part of the State's project to install the traffic light now situated there. Councilmember Koshykar asked about holding up this approval until the State Department of Transportation agrees to a number of requests the Town has made for road improvements, pedestrian safety and the like. Supervisor Smith noted that although the Town could do this, it had given its agreement to the conveyance in issue and that holding this up until the State agrees to other requests would not be acting in good faith and would damage our relationship with the State DOT, whose good will it is in our interest to retain.

A motion was then made by Supervisor Smith, seconded by Deputy Supervisor Munzinger, to approve the conveyance of land to the State at Mitchell Road/Palmyra Road. The vote was taken as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

WHEREAS, in order to add a turning lane and traffic signal on NYS Route 31 to accommodate traffic at the intersection of NYS Route 31 and Mitchell Road, the State of New York has requested that the Town of Pittsford enter into the attached Agreement of Adjustment and Release of Owner and Intent to Donate to effectuate the donation of a certain portion of land currently owned by the Town of Pittsford depicted in the map also attached to this resolution and

WHEREAS, the Town of Pittsford, wishes to make this donation; and

WHEREAS, the land to be donated is,
All that tract or parcel of land situate in the Town of Pittsford, County of Monroe, State of New York, being described to as follows:

Minutes of the Town Board for October 6, 2020

Beginning at a point, being the intersection of the easterly right-of-way line of NYS Route 31 (S.H. 766) and the intersection of Mitchell Road.

Bearing SW a distance of 40+/- feet to a point; thence,

Bearing N 11°36'46" E a distance of 45+/- feet to a point; thence,

Bearing Easterly along the right-of-way 40+/- feet to the intersection of the easterly right of way line of NYS Route 31 and Mitchell Road to the Place and Point of Beginning.

The land to be donated, as described above, contains approximately 0.017 acre of land. All as shown on a map prepared by S. L. Davis, entitled "New York State Department of Transportation Acquisition Map," Map No. 285.

NOW, ON MOTION duly made and seconded, it is

RESOLVED, the Town of Pittsford hereby ratifies the Agreement thereby donating that portion of land described in the above description; and be it further

RESOLVED, that the Supervisor, is hereby authorized and directed to execute any and all documents necessary to effectuate the donation of said land to the New York State Department of Transportation.

TOWN COURT APPLICATION FOR STATE GRANT APPROVED

Supervisor Smith indicated that the Town Court has an opportunity to apply for a Justice Court Assistance Program grant from the State Office of Court Administration, for COVID-19 expenses and for court improvements, including a new sound system for the main courtroom. The application needs to be approved by the Board. Thereafter, Deputy Supervisor Munzinger offered a motion to approve the application, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Pittsford Town Board approves the Pittsford Town Court to apply for up To \$30,000 in the 2020-21 grant cycle for re-imbusement of COVID-19 expenses for the court offices and court rooms and installation of a new sound system for the main courtroom.

NOTICE OF CONDEMNATION AT 620 ALLENS CREEK ROAD

Supervisor Smith noted that no action is necessary on this item, but, that notification to the Board of this Condemnation is required. Therefore, the Town Board is acknowledging the notification regarding the condemnation of a detached garage at 620 Allens Creek Road, following a fire that severely damaged the structure. Councilmember Townsend added that she wanted to take this opportunity to acknowledge and thank the Town's Fire Marshal, Kelly Cline, who responded that night and has met a number of times with the residents. Councilmember Townsend indicated that she, herself, witnessed Fire Marshal Cline's interaction with the residents that night and her neighbors conveyed to her how helpful Kelly was to them and how much they appreciated her help. Councilmember Townsend noted, having witnessed Fire Marshal Cline speaking with her neighbors, at her own home the evening of the incident, she was most impressed with her professionalism and understanding of knowledge with respect to "trauma-informed responses" that she offered, as well as the reassurances she gave to her neighbors that their family was safe. This will be conveyed to Fire Marshal Cline.

FINANCIAL MATTERS PUBLIC COMMENT

No public comments were offered regarding Financial Matters.

Minutes of the Town Board for October 6, 2020

BUDGET PLANNING DISCUSSION

Supervisor Smith spoke about where we stand with Budget planning for 2021. He indicated that we will be continuing to place emphasis on maintaining the same level of services for our residents, despite the impacts that the Town has and will experience due to the significant decrease in sales tax revenues and other revenues. We are still waiting to learn the Town's sales tax revenues for the third quarter sales tax revenues. The State has reduced its aid to school districts by 20%. There remains uncertainty of the State's aid to municipalities, known as AIM funding, for the year 2021. The last phase of the State's mandated minimum wage increase takes effect on January 1; again it is a key driver of additional expense to the Town, not only because of its direct effects but because of the cascading effects throughout our wage scales. Supervisor Smith had a conversation with the Director of Pittsford Youth Services, as Councilmember Townsend had suggested, to learn of particular demands on PYS, and on demand for its services, due to the pandemic. The Supervisor intends to meet Pittsford Youth Services request and to exceed that by additional funding in his proposed Supervisor's Budget. Additionally, the Town will need to meet with the Pittsford Ambulance, as they are requesting over 100% increase in the last two (2) years. The Town will need to look at their business model.

Councilmember Beckford recalled that some residents had expressed interest in forming a group devoted to diversity issues, and that it could give advice to the Town Board. He asked about funding for advisory boards. Supervisor Smith noted that such entities, including the Town's volunteer boards, are not funded other than the expense of paying for the time of the secretaries of the volunteer boards for keeping minutes of those meetings.

Councilmember Townsend suggested that funding a School Crossing Guard on East Avenue at Allens Creek Elementary School is highly advisable. It may require an Intermunicipal Agreement with Brighton since the school is in Brighton. Many schoolchildren from Pittsford walk to the school. Brighton had maintained a crossing guard there but relocated the guard. In addition, there has been a noticeable and significant increase in the number of children walking to the school, rather than riding the bus, because of the pandemic.

Councilmember Koshykar asked about funding required for projects in the Active Transportation Plan. Supervisor Smith noted that funding for such projects is included in different parts of the budget, in particular in the Department of Public Works budget. He will identify ATP-related funding in the budget to be proposed.

Attorney Koegel indicated that the Village and the Town are working toward holding the necessary joint meeting for the Active Transportation Plan and have tentatively arrived at a date of December 2, which is the regularly scheduled Town Board meeting, to be held in the Pittsford Community Library Fisher Meeting Room. Once the date is secured, formal public notice will be made, following the Town Board setting the public hearing for that date.

BUDGET TRANSFERS APPROVED

Finance Director Brian Luke answered Board members' questions about the proposed Budget Transfers. Thereafter, a Resolution to approved the budget transfers as proposed by the Finance Director was offered by Deputy Supervisor Munzinger, seconded by Supervisor Smith, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following budget transfers are approved as follows:

That \$8,250.00 be transferred from 1.1990.4000.1.1 (Contingency – Whole Town) to 1.2620.4104.9.1 (Custodial Supplies/Cleaning – Whole Town).

That \$3,500.00 be transferred from 1.1990.4000.1.1 (Contingency – Whole Town) to 1.2620.4117.9.1 (Paper Goods/Cleaning – Whole Town).

That \$20,000.00 be transferred from 4.5142.4108.2.4 (Diesel Fuel – Highway Whole Town) to 4.5130.4113.53.4 (Tires – Highway Whole Town).

That \$4,100.00 be transferred from 2.1990.4000.1.1 (Contingency – Part Town) to 2.8010.4007.18.1 (Historic Preservation – Part Town).

OPERATIONAL MATTERS

PUBLIC COMMENT

Ron Johnson and Ann Slocomb offered comments.

COMMUNITY SOLAR DISCUSSION

Supervisor Smith introduced a Resolution to formalize approval of Joule Assets and Roctricity LLC to administrator the Community Solar program the Board discussed at its previous meeting. Councilmember Townsend made a motion to approve; seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Joule Assets, Inc. and Roctricity LLC be and hereby are designated as administrators for a community distributed generation (“CDG” or “Community Solar”) program, and the Town Supervisor be and hereby is authorized to take such actions necessary or desirable to give effect to this resolution and to proceed with the Community Solar program.

BANNERS FOR MILE POST/STONETOWN HISTORIC DISTRICT

Supervisor Smith introduced a Resolution for the Pole Banners for the Mile Post/Stonetown Historic District as previously discussed, recommended its approval, and moved to approve it. This was seconded by Councilmember Townsend and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board authorizes and approves the purchase of 18 pole-mounted banners for the identification and promotion of the Town’s Mile Post/Stonetown Historic District, for an amount not to exceed \$4,100.00.

PERSONNEL MATTERS

PUBLIC COMMENTS

No public comments were offered regarding Personnel Matters.

HIRING RECOMMENDATIONS APPROVED

The Board considered the resolution submitted by the Personnel Director. Deputy Supervisor Munzinger offered a motion to approve, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

RESOLVED, that the Town Board approves the new hire for the following employee:

Name	Position	Reason for Change	Salary	Effective Date
Meghan Brooks	Rec Asst III	Additional P/T Seasonal title	\$13.50	07/20/2020

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENTS

Minutes of the Town Board for October 6, 2020

Mary Moore, Sadie Szrama and Doug Phillips offered comments.

STAFF REPORT

Parks Department General Foreman, Jess Neal, explained how pesticide use by the Town and its contractors has decreased dramatically in the past few years, noting that the Town and its contractors collectively have reduced the use of Roundup to 26 ounces per year, for the entire 3,000 acres that the Town maintains. In addition, she corrected a statement by Mary Moore that the Town applies pesticides to, or near, playgrounds, saying this statement is incorrect and misleading, because the Town uses no pesticides on or near playgrounds. Ms. Neal emphasized the great responsibility that her department has and their strong commitment to safe practices and applications; she discussed extensive training of her and her staff in non-chemical means of grounds maintenance, of using chemical means only as a last resort, mentioning specifically their training regarding protecting groundwater and pollinators, such as bees, in any use of pesticides. She asked for respect for that training and for respect for her own and her department's competence. She noted that the Parks Department staff takes their responsibilities seriously and takes great care in any applications that are made.

As there was no further business, the Supervisor adjourned the meeting at 8:25 P.M.

Respectfully submitted,

Linda M. Dillon
Town Clerk

MEMORANDUM

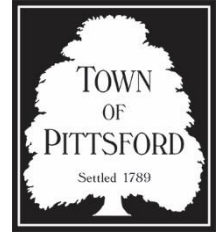
To: Pittsford Town Board

From: Brian Luke

Date: October 27, 2020

Regarding: Surplus Inventory

For Meeting On: November 4, 2020



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

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

<u>Asset #</u>	<u>Year</u>	<u>Description</u>	<u>Department</u>	<u>Cost</u>	<u>Disposition</u>
15455	2005	Slat back chair	Library	\$284.00	Junked
15464	2005	Slat back chair	Library	\$284.00	Junked
15853	1990	Wooden shelving	Library	\$600.00	Junked
15350	2005	Slat back chair	Library	\$275.00	Junked
15383	2005	Slat back chair	Library	\$275.00	Junked
15384	2005	Slat back chair	Library	\$275.00	Junked
15385	2005	Slat back chair	Library	\$275.00	Junked
15394	2005	Slat back chair	Library	\$275.00	Junked
15430	2005	Slat back chair	Library	\$289.00	Junked
15432	2005	Slat back chair	Library	\$289.00	Junked
15436	2005	Slat back chair	Library	\$289.00	Junked
15441	2005	Slat back chair	Library	\$289.00	Junked
15442	2005	Slat back chair	Library	\$289.00	Junked

TOTAL: \$3,988.00

11/4/20

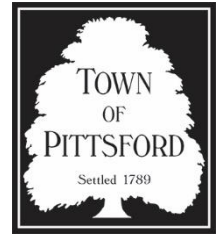
Budget Transfers

Be it resolved that the following budget transfers are approved:

That \$15,000.00 be transferred from 4.1989.2003.2.4 (Hwy WT – Equipment Replacement) to 4.5130.4106.53.4 (Hwy WT – Machinery Parts).

That \$14,880.00 be transferred from 1.1990.4000.1.1 (Contingency – Whole Town) to 1.1680.4404.3.1 (IT Consultants/Network – Whole Town).

MEMORANDUM



To: Pittsford Town Board

From: Joy Brown, I.T. Director; Shelley O'Brien, Communication Director

Date: October 23, 2020

Regarding: Budgeted updates/improvements to Town Website

For Meeting On: November 4, 2020

Catalog & Commerce Solutions, LLC d/b/a Discover eGOV originally designed and developed the Town's website. Since that initial implementation, they have provided stellar website management and support services. The website has previously won a "Best of the Web Award" from the Rochester Business Journal and had a complete site redesign in 2013 that provided a brand new navigation structure as well as many new and updated tools.

A necessary website upgrade is long overdue and has been budgeted for 2020 in order to make it more modern and user-friendly for the public. We wish to utilize these monies to have Discover eGOV implement updates and improvements as outlined below and detailed on the attached proposal in the amount of \$14,880:

- Redesigned user interface
- Content Management System upgrade
- Sub-site redesign
- Updates to meet ADA best practice compliance rules
- Enhanced mobile device experience
- Updated File Depot
- Updated Calendar Tool

These improvements and updates will allow for improved ease of access to information for the public, a more modern and visually pleasing look to the home page and, most importantly, improved accessibility and much better mobile device functionality.

Along with these major improvements, we also requested that our yearly management and hosting services agreement be updated. This 5-year contract covers all aspects of website support and hosting. Year 1 continues with our current yearly cost of \$6,000 and increases by \$200 each year throughout the term of the contract. Most yearly maintenance contracts can increase by more than 5% per year. Discover eGOV has provided the Town with excellent service for many years with no increase in yearly support. The incremental change is most certainly warranted, especially considering the updates that will be implemented this year.

RESOLVED, that the Town Board authorize the Supervisor to sign a contract with Catalog & Commerce Solutions, LLC d/b/a Discover eGOV for the purposes of completing website improvements and updates for a cost not to exceed \$14,880.00.

RESOLVED, that the Town Board authorize the Supervisor to sign a 5-year contract with Catalog & Commerce Solutions, LLC d/b/a Discover eGOV for the purposes of ongoing website management and hosting services.

Discover eGOV

CONTRACT OF WORK FOR

Town of Pittsford – Website Upgrade

1. INTRODUCTION:

The Town of Pittsford New York (“The TOWN”), a municipality with offices located at 11 South Main Street, Pittsford, New York 14534 is initiating a project for Computer Consulting – Application Development. The TOWN is seeking a contractor: Catalog & Commerce Solutions, LLC (“CONTRACTOR”) d/b/a Discover eGOV, a foreign limited liability company organized and existing under the laws of the State of Pennsylvania having a principal place of business at 263 East Street, Pittsford, New York 14534 to provide services.

2. PROJECT DEFINITION

The TOWN seeks an upgrade and update of the existing TOWN website currently under management by the CONTRACTOR. The website upgrade includes an update to the Content Management System (CMS) to the latest version (Drupal-V8) that will result in a series of enhancements the TOWN will realize across the website platform, the sub-sites and custom tools that were built specifically for the TOWN. The sub-sites and custom tools were built specifically for the TOWN and need to be upgraded to work properly. The TOWN also seeks compliance with the ADA requirements and the CONTRACTOR will use ‘best practices’ to follow current compliance rules with clear understanding that ADA requirements constantly change and there is no single definition to the level of compliance. The CONTRACTOR will use best practices towards ADA standards (as defined today) within the Content Management Systems and thru design guidelines.

3. SUBMISSION REQUIREMENTS:

The CONTRACTOR will follow the following process steps.

3.1 PROJECT SUMMARY:

The TOWN requirements include: ADA compliance, enhanced mobile experience, sub-sites functioning like the rest of the website. Challenges exist in that the solution requires some significant website upgrades and updates to meet the latest ADA requirements and will always be a ‘work in process’ to meet the changing needs. The project has multiple levels needing upgrade:

- **Redesign User Interface:**
 - ADA recommendation regarding use of color.
 - ADA recommendations regarding navigation.
 - Address functionality and handling graphic overlays.

- **Content Management System (Upgrade to latest version – V8):**
 - Address ADA tagging on each image, document and graphic.
 - Design/Navigation updates to address ADA recommendations.
 - Migrate existing content – dated Calendar Year 2019-20.
 - Mobile Device capability – Drupal Version 8 Upgrades.

- **Sub-sites (Existing):**
 - Re-program in the latest Content Management System (V8).
 - Address ADA requirements – tagging.
 - Mobile Device capability – consistent with website.

- **File Depot:** Update the File Depot consist with ADA requirements:
 - Redesign/Update system processing.
 - ADA tagging for files.
 - Recommend migrating content dated Calendar Year 2019-20.
 - Take other files offline.

- **Calendar Tool:** The CMS has different requirements for calendar:
 - To meet ADA-requirements may need to consider options.
 - Migrate existing content.
 - Mobile Device browsing programming.

- **Work-flow Recommendations:**
 - Recommend TOWN processes to address proper tagging (Alt-tag).
 - Tag: Images, Graphics and File Attachments.

3.2 SCOPE OF WORK:

Process Steps for Development: The website goals include a complete upgrade for the website, includes: User-interface Design, Content Management System (processing engine), Upgrade sub-sites, Upgrade File Depot, Update Calendar tool, transfer existing content and update for ADA compliance.

Discover eGOV will be responsible for:

- Design and program the New User-interface – Responsive design.
- Utilize ‘Best Practices’ for design and navigation for ADA compliance.
- Update CMS (Drupal Version 8) – dated Calendar Year 2019-20.
- Transfer existing content and add ADA-tagging, where applicable.

- Transfer: Images, Graphics and Files with ADA-tagging.
- Program Sub-sites to meet ADA requirements and Mobile-friendly.
- Program File Depot: re-load 2 years history and ADA-tagging.
- Legacy files (2018 and earlier) available in an internal database.
- Update Calendar application and content – dated Calendar Year 2019-20.
- Mobile sub-site upgrades.
- Training for ongoing ADA compliance for new content.
- Programming for Accessibility Widget: “Userway” or “accessiBe”
- Develop Library Web Pages per documentation provided.

Town of Pittsford is responsible for:

- Provide content updates for 2021 events.
- Submit any requests for design changes – in advance of project start.
- Review and recommend access to older files and records.
- Summarize recommendations for subsites, mobile viewer.
- Designate person responsible for ADA-compliance for Town postings.
- Town Software Tools – town will provide links.
- Intranet (will be quoted separate).
- Contracting/Payment of Accessibility Vendor: “Userway” or “accessiBe”
- Establishing process for fulfilling older page access request and ADA.
- Adding (or Contracting) for processing Legacy files for ADA compliance.

The website resides on Discover eGOV managed servers at the 1&1 facility in Philadelphia, PA. The servers and data reside at the primary facility in Philadelphia, PA and backed-up to a secondary center in Lenexa, Kansas.

3.3 TIMELINE:

CONTRACTOR must provide a project timeline that will allow the project to be completed successfully within the TOWN’S designated time period.

Delivery Date:

Upon execution of this contract the Website development will take up to 120-days. The project is scheduled to start November 9, 2020 (tentative) and triggered by the date that the contract is signed by both parties.

Phase 1: Completion of Analysis and Design. Target Date: November 15, 2020 (+7-days from start date).

- Designate TOWN Team and Project Lead.
- Outline Website Improvements and Objectives.
- Develop New User-Interface – Home Page – Approval.
- Develop New Mobile User-Interface – Approval.
- Outline changes required for ADA-compliance.
- Approve New Home Page design and related Navigation and Functionality.

Phase 2: Completion of all Deliverables in Phase 2: Testing criteria and test period sign-off. Target Date: December 22 (+45-days from start date).

- Develop Website protosite.
- Leased Hardware and System installation.
- Integrate existing Content into New Website CMS.
- ADA-tagging of website Content – Calendar 2019-20.
- Convert Sub-sites and update to New CMS.
- Mobile Website Browser and Functionality Testing.
- Testing criteria and test period sign-off.

Phase 3: Completion of all Deliverables in Phase 3: Target Date: March 9, 2021 (120-days from start date).

- System Training Sessions – pre-launch.
- Define ADA Reports – deliver Quarterly for Town review.
- Go Live.

Proposed Compensation:

System Development: \$14,880.00

- User Interface
- Code Website
- Content Management System Upgrade (Drupal Version 8) – 2019-20.
- Update – Accessibility Standards
- Sub-site Redesign
- File Depot Update – Calendar Year 2019-20.
- Calendar Update – Calendar Year 2019-20.
- Secure Website (HTTPS).

Terms of Sale - Payment Intervals:

- Payment 1 – 25% at Phase 1 Deliverables: \$3,720.00.
- Payment 2 – 25% at Proto-Site (~45-days from start): \$3,720.00.
- Payment 3 – 35% at Content/System Delivery (~75-days): \$5,210.00
- Payment 4 – 15% at Go-Live (120-days 3/9/21): \$2,230.00

3.4 PROOF OF INSURANCE:

The CONTRACTOR must provide at contract signing copies of required insurance endorsements listing the Town of Pittsford, N.Y. as “Additional Insured” and must procure and maintain, at its own expense, required policies of insurance during the term of this Contract. All policies shall insure the TOWN for all claims arising out of this Contract. All policies of insurance shall be issued by companies in good financial standing duly and fully qualified and licensed to do business in New York State or otherwise acceptable to the TOWN. The policies of insurance required are standard Worker's Compensation and Disability Benefits Insurance and standard comprehensive General Liability Insurance of at least \$1,000,000 per occurrence covering claims made within 1 year of the term of this contract.

3.5 DISCLAIMER – ADA REQUIREMENTS:

ADA Compliance requires discipline from the Server Setup, Tool Integration, Use of Color, Navigation Tools, Content Management System and Graphic/Image Integration. The Contractor uses Base Practices for ADA Compliance as defined today and understands that the rules do change. Our solution offers a better overall experience across browsers, provides digestible information for Google and other search engine results, helps the site reach a wider audience and reduces likelihood of ADA litigation.

**Discover eGOV and Town of Pittsford Contract
Statement of Work Services**

Both of us agree that the complete agreement between us consists of this Contract signed by both parties.

Agreed To: **Town of Pittsford, New York**

By: _____
Authorized Signature

Name: _____
Type or Print Name

Date: _____

Customer: Town of Pittsford
11 South Main Street,
Pittsford, New York 14534

Project Name: Town of Pittsford – Website Upgrade

Start Date: November 9, 2020.

Agreed To: **Discover eGOV**

By: _____
Authorized Signature

Name: Michael Kelly, Project Executive

Date: _____

Contractor: Catalog & Commerce Solutions, LLC d/b/a Discover eGOV
263 East Street
Pittsford, New York 14534

Phone: (585) 350.9884
Email: mkelly@discoveregov.com

Employer I.D. # 82-0547977

Discover eGOV

CONTRACT OF WORK FOR

Town of Pittsford

Website Management and Hosting Services

1. PURPOSE:

The Town of Pittsford New York ("The TOWN"), a municipality with offices located at 11 South Main Street, Pittsford, New York 14534 is initiating a project for a Website Upgrade. The TOWN is seeking a contractor: Catalog & Commerce Solutions, LLC ("CONTRACTOR") d/b/a Discover eGOV, a foreign limited liability company organized and existing under the laws of the State of Pennsylvania having a principal place of business at 263 East Street, Pittsford, New York 14534 to provide Website Management and Hosting Services per TOWN defined specifications and set forth below.

2. PROJECT DEFINITION

The TOWN seeks a qualified website development company to manage the TOWN's Government Website ongoing. The TOWN is establishing an ongoing management and hosting package with the CONTRACTOR.

Discover eGOV, a company specializing in e-Government Solutions, is providing the TOWN leadership and expertise in the design, implementation and management of an award-winning, customer-centric portal that will function to grow the user-base to "Go Online vs. Inline" for acquiring information, services or forms from TOWN departments.

The Website Management and Hosting Services Contract has a couple of key components:

- Company-Managed Help Desk Support 24/7/365.
- Unlimited Bandwidth.
- Servers, Communication Hardware, Software Licensing.
- Security and Software Upgrades.
- Training – We Train and Re-Train.
- No Seat License, No Software Version Update Fees.
- Website Graphic Refresh: Updated Home Page Design, Graphic Update and new Website Theme carried thru the website using existing content.

3. SUBMISSION REQUIREMENTS:

CONTRACTOR must follow the format described herein:

3.1 PROJECT SUMMARY:

The TOWN has specific requirements for fulfilling the Website Upgrade Project and subsequently the ongoing Management. Our team has extensive experience in this type of project and understands the challenges of such a project with department staff of varying computer literacy and understanding the Constituent needs.

The TOWN is seeking a Single (vendor) Consultant to provide services:

- Website Management.
- Manage Bandwidth.
- Problem Solving – Help Desk.
- Security.
- System Backup – Data Protection.
- Training

This contract clearly stipulates the following:

- This contract is for ongoing support and management of the company-developed website.
- The term of this contract is 5 years.
- No aspect of this contract has a term life cycle – including software versions, seats (users) and related components.
- There is no need to reinvest or re-purchase any components used in both the development and ongoing management of the website.

The underlying source code and technology used to serve information remains Intellectual Property of the Contractor. The Contractor is obligated to provide the TOWN with all TOWN data and assets used within the website upon termination of the contract.

3.2 SCOPE OF WORK:

Data Center Management - 1&1 Internet, Inc.

Primary – Philadelphia Region – Chesterbrook, PA 19087

Secondary – Lenexa Region – Lenexa, KS 66215

1&1 is one of the world's leading Web hosting providers. 1&1 currently offers a wide range of Web hosting products, including email solutions and high-end servers in 10 different countries including Germany, Spain, Great Britain and the United States.

Known for its comprehensive and affordable Internet products, 1&1's unique business model positions it as a one-stop Internet shop. From domain registration to Web hosting, site creation, technical support and cutting edge technology, 1&1 offers users every available resource to easily and affordably create and maintain an optimal Web presence.

1&1 introduced its distinctive approach to the US in September of 2003. Since the January 2004 launch of its complete product line in the US, 1&1 has become one of the country's top five Web hosts. In September 2008, 1&1 opened a 55,000 square foot data center in Lenexa, Kansas.

Since it was founded 26 years ago, 1&1 has successfully established its product range in many different international markets. More than 70,000 servers run in 1&1's seven state-of-the-art data centers, which are located in Europe and the USA. Thanks to multiple redundant connections between data centers, 1&1 can guarantee nearly 100% uptime.

Hosting

Hardware/Software/Connectivity/Hosting Overview:

Server Hardware - Depending on the application, traffic etc., we use servers with anywhere from 16 - 32 cores, 64GB or Memory and 3TB of RAID 6 Storage.

- OC-148 Backbone.
- Dedicated Servers and latest in system technology.
- RedHat Enterprise Linux Server (current version).
- MySQL Enterprise Edition Server (current version).
- Drupal 7 Content Management System (current version).
- Daily Data Backups with offsite storage.
- Onsite monitoring 24/7/365 to ensure business continuity.
- Offsite monitoring 24/7/365 to ensure entire website is available to users.
- Unlimited bandwidth.
- Redundant power supplies and network infrastructure to assure Internet traffic is never interrupted.
- A disaster plan defined – second location with mirroring of data to assure availability in case of data center failure.
- Security of servers and data 24/7/365 with multiple layered proven and documented security plan defined.

Operating System - CentOS 6

Administrative Tools provide the following:

- Site Statistics – snapshot and user-defined selection based on specific criteria. The package needs to provide a full array of web metrics.
- Content Manager – to upload and maintain content within the website.
- Image and document libraries established and stored securely.

The website will reside on dedicated servers in an approved Tier-3 Web-Hosting Facility that delivers a secure, fault-tolerant environment for the Internet network and servers.

Bandwidth

Our pipe size is 100MB with a total allocated bandwidth of 8TB/monthly. Currently we will utilize about 10.5% of this or 840GB. We monitor bandwidth daily.

Disaster Recovery and DDoS Mitigation

The Discover eGOV Technology team utilizes monitoring software that measures performance and availability at the individual server level with thresholds set to automatically send warnings of performance outside the limits. In addition, there are processing steps in place to monitor specific background tasks and perform specific maintenance functions. Performance in terms of speed, bandwidth usage and system performance are managed via the datacenter dashboard with routines daily.

Discover eGOV runs the most current operating system in the CENTOS environment. (Version 5.4), patched daily for all updates. The system is protected by a PCI compliant firewall and make adjustments to the Firewall as necessary to give access to appropriate parties. Servers are scanned daily for malicious software/worms, this is necessary because of the ability for a wide range of users to put files onto the system that may be infected.

The system is accessible and maintainable from many different angles: console access which allows us to access the system as though we were standing next to it in a data center with no need to come over the traditional network connection, access through the Admin panel at 1and1, allows access and rebooting of a server when no other access is possible by physically powering down and restarting the server remotely. Technicians onsite 24 hours a day to deal with issues that arise - such as hardware failure.

The monitoring and corrective action capabilities of the system is that we constantly scan for points of failure with the ability to automatically take corrective action. As an example, if we scan the system and see that a feed cannot be transmitted because our FTP Server is not accessible, the monitoring software can now automatically log on to the system and attempt to restart the FTP Service. It will keep notifying us until it has successfully taken the corrective action or we have intervened.

Our systems are running in a dual environment, similar to mirroring, where we create multiple records of data (a copy) for use in case of failure at the system level and constant backups on portions of the system on the fly. We perform a complete system backup in batch and across a server cluster and store on-site as well as off-site.

Our disaster recovery plan incorporates utilizing multiple Tier-3 facilities in the northeast portion of the United States and Midwest which provides peace of mind and an ability to function with no limitation of geographic issues, like a storm or power outage.

Security and Upgrades

Web Security falls into two distinct categories:

Equipment/Hardware: Utilization of a Tier-3 Web Hosting Facility provides for the protected environment needed to ensure equipment is safe. In addition to hardware protection a Tier-3 facility provides for overflow bandwidth, redundant power supplies and network infrastructure to ensure zero downtime.

Software: Measures are taken to protect the integrity of data and prevent cyber vandalism which presents a real threat to the development of stable confidence in e-commerce. Important to this is vandalism and malicious attacks are on the increase and forms of attacks are constantly changing.

The Discover eGOV Security Plan involves a 4-Tier Approach to data and information security:

Tier 1 – Tier 1 involves the use of an external hardware firewall provided by Cisco Systems. There is an independent hardware firewall assigned to each physical server so that the traffic flow can be configured based on the particular access requirements of that independent server.

Tier 2 – Tier 2 involves the use of traffic monitoring software on each individual server in order detect anomalies in traffic patterns and bandwidth usage. If an anomaly is detected and determined by the software to be of a suspicious nature, notification is provided to the system administrator for corrective action and further investigation.

Tier 3 – Each server is configured to automatically download and apply security and operating system fixes and patches daily. This is not optional and in some cases requires application changes based on the new operating system software. Application upgrades are done as needed to maintain this requirement. If the underlying operating system reaches it's end of life cycle, the application software functionality is upgraded to match the corresponding operating system required.

Tier 4– PCI Scanning is performed daily at the application level by a PCI ASV (Approved Scanning Vendor). This performs a thorough evaluation of all applications present on a server to assure that they conform to the Purchasing Card Industry requirements for data security. Each day, we are provided with a "Vulnerability Report" that categorizes vulnerabilities according to level of risk. The scan report must not contain vulnerabilities that indicate features or configurations that are a PCI DSS violation. High-level vulnerabilities are designated as level 3, 4, or 5 and must be corrected immediately.

Service Levels

Discover eGOV provides hosted Internet Services – the service package is all-inclusive – there are no hidden charges and/or invoicing without prior written approval so there are no surprises. These services are available from the

signing of the Website Upgrade Contract and ongoing through this Website Management and Hosting Services Contract.

1. Server, Communication Hardware – included.
2. Bandwidth – included.
3. Software Licensing – none.
4. Training – included, no additional charges i.e. transportation.
5. Onsite Visits – included, no additional charges i.e. transportation.
6. Help Desk Support – included.
7. 24/7/365 Support – included, no additional charges for hour of day.
8. Technical Support – included.

There is one-level of customer service in our company – *Strive for Superior*.

Post-implementation Support: Included in this contract without limits.

Help Desk: Monitored 24/7/365 – there are no limits to number of tickets or number of users. We encourage a key designate at the department level for website issues. For example – 30 department equals 30 designates plus however many throughout TOWN Management and the support team.

Phone Support – We encourage clients to process requests thru our Help Desk System, but we do provide Phone Support. In a case where the TOWN requires a phone call, we will limit the hours we spend based on our schedules, exclusively at our reasonable discretion.

Plans – Levels of Service: We do not use a tiered structure, one level for all.

Response Times:

- Website Performance Issue “Break/Fix” – Immediate.
- “Routine” Help Desk – Next Business Day Assessment.
- Urgent Requests Billable as Change Orders.

Change Orders – Definition:

TOWN Change Orders are defined as items not covered above as part of normal business. The TOWN is responsible for the routine website management and the CONTRACTOR responsible to assist where problems arise. Billable Items include:

- New pages, graphics or adlets requiring design assistance.
- New subsites for events.
- Complete page development for departments or events.
- Programming changes.

These are handled on a case-by-case basis.

3.2.1 PRICING

- Year 1 – 1/1/21 thru 12/31/21 - \$6,000.00
- Year 2 – 1/1/22 thru 12/31/22 - \$6,200.00
- Year 3 – 1/1/23 thru 12/31/23 - \$6,400.00
- Year 4 – 1/1/24 thru 12/31/24 - \$6,600.00
- Year 5 – 1/1/24 thru 12/31/25 - \$6,800.00

CONTRACTOR Service payments are due QUARTERLY in 4 equal payments at the start of the Service Period.

Change Order and Urgent Requests Hourly Rates:

- Programming: \$135.00/hour.
- Creative Services: \$75.00/hour.

The Change Order request will be defined by the TOWN and the CONTRACTOR will provide a ('not to exceed') cost estimate in advance of work starting and requiring formal TOWN written acceptance. Terms of Sale: Net 15 Days.

3.4 PROOF OF INSURANCE:

The CONTRACTOR must provide copies of required insurance endorsements listing the Town of Pittsford as "Additional Insured" and must procure and maintain, at its own expense, required policies of insurance during the term of this Contract. All policies shall insure the TOWN for all claims arising out of this Contract. All policies of insurance shall be issued by companies in good financial standing duly and fully qualified and licensed to do business in New York State or otherwise acceptable to the TOWN.

The policies of insurance required are standard Worker's Compensation and Disability Benefits Insurance; malpractice insurance and general liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage; and automobile liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Original endorsements evidencing such coverage and indicating that such coverage will not be cancelled or amended in any way without thirty (30) days prior written notice to the TOWN, shall be delivered to the TOWN before final execution of this CONTRACT and original renewal endorsements conforming to the requirements of this section shall be delivered to the TOWN at least sixty (60) days prior to the expiration of such policy or policies of insurance.

3.5 TERMS AND CONDITIONS

Discover eGOV Invoicing and Payment Terms

The following terms apply for the project.

1. Billing for Management is done Quarterly in 4 equal payments at the start of the Service Period.
2. Payment is due per Section 3.2.1 herein.

Contract Renewal

1. Either party may terminate the Contract at the end of each calendar year of Contract term by providing the other party with 60-days written notice, prior to the end of any calendar year while the Contract is in effect.
2. In the event of early termination of this Contract by either party, the TOWN remains responsible for payment of services thru the period of time services are rendered.

Ownership and Content Responsibility

1. The TOWN owns the Customer Content – website graphic designs, page content, module content and archived information.
2. The TOWN assumes full responsibility for website content maintenance, quality, integrity, legality, reliability, appropriateness and intellectual property ownership or right to use of all Customer Content.

Intellectual Property

1. CONTRACTOR uses ‘Open Source’ tools:
 - a. Content Management System: Drupal.
 - b. Content Translation: Google Translate.
 - c. Analytics: Google Analytics.
 - d. Map API Services: Google Maps API.
2. CONTRACTOR retains rights to back-end system configuration – including: server configuration, database systems and load optimization.

License

Discover eGOV uses “Open Source” products for the processing and development of the website.

- CONTRACTOR provides product version updates at No-Charge.
- CONTRACTOR does not limit seats or users.
- CONTRACTOR provides security updates at No-Charge.

There are no product client upgrades required for software versions.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year first written below.

DATE: _____

Town of Pittsford

Title

Print Name

Catalog and Commerce Solutions, LLC (“CONTRACTOR”)

DATE: _____

Authorized Signature of Contractor

Managing Partner

Title

Michael Kelly

Print Name

82-0547977

Employer I.D. #

MEMORANDUM

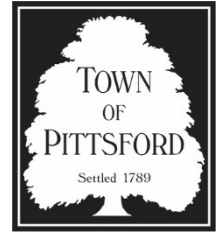
To: William A. Smith and Town Board

From: Jessie Hollenbeck, Recreation Director

Date: October 23, 2020

Regarding: Winter 2021 Recreation Programs

For Meeting On: November 4, 2020



The attached list of programs constitutes the list of winter 2021 recreation programs we anticipate offering.

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

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

I move that the Town Board approve the Recreation Department's 2021 winter programs and authorize the Town Supervisor to sign instructor contracts as required.

Town of Pittsford – Recreation Department

New Proposed Programs for Winter 2021

Active Art !

Mary Slaughter

Beat the winter blues with art projects that not only turn out masterpieces but are fun to do every easy step of the way! In this video series that you can access as much as you like, you will be jumping, pounding, dipping and dabbing art materials to create great colors and textures! Art is a great start for little engineers, scientists, designers and all creative thinkers! A list of any necessary materials will be given upon registration. Projects are not difficult in nature and are meant to engage children ages 2-7. SIX different projects to follow along with. Session also includes the teacher's personalized video for your special artist and a slideshow, "Gallery of Masterpieces" that displays the growing body of accomplishments of the Active Art class! One registration covers the whole household!

Project Wild

Recreation Staff

Owl Pellets, Orienteering, and the Outdoors, OH MY! This program is based off of interactive activities from the "Project Wild" K-12 Curriculum – an interdisciplinary conservation and environmental education program emphasizing wildlife. We will participate in various hands-on activities to develop awareness, knowledge, skills, and responsible behavior concerning wildlife and the environment. Each week will consist of hand-picked activities from the "Project Wild" K-12 Curriculum!

Out of this World Etiquette..."In a Galaxy Far, Far Away"

Etiquette Chics

Come join us and learn mealtime manners, with Star Wars themed cupcakes and galaxy punch (& a little star wars etiquette thrown in there.) Feel free to come dressed as your favorite character, if you wish, and get ready to explore, soar and discover etiquette & manners.

Making a Good First Impression

Etiquette Chics

During this class, tweens/young teens learn essential life skills needed to succeed in school and beyond. Participants will have interactive lessons and activities, including making a good first impression, how to have a conversations without words such as "um, and "like," showing appreciation, mobile device dos and don'ts, making phone calls, dining skills and more. (A simple dessert will be served to allow us to go over important dining etiquette.)

Semi-Private Lesson Gymnastics

Mary Slaughter

This class offers gymnastics lessons for your private pod of friends. Whether signing up with friends or individually you can take heart that this private class is limited to FIVE or less children at a time. Students will be taught by Coach Mary, safety-certified by USA Gymnastics. Skills will be introduced at each child's developmental level. Gymnastics is great for whole body strength, balance and coordination, offering cross-over fundamentals for many sports! These rare times have created a wonderfully rare class opportunity! All equipment is cleaned before and after use.

High School Basketball of Pittsford

Michael Carney

Basketball of Pittsford is a weekly activity designed for the busy teenager. Each week a different skill will be taught and developed.

My Favorite Games

Michael Carney

Do you have a young teenager cooped-up in the house all week that needs to burn some energy on the weekend? We've got just the activity to provide kids some social interaction in a safe environment while engaging in some physical activity.

Leader or Boss?

Joanne Cercone

Learn to more effectively inspire and encourage those working for you, while creating a more positive, nurturing, and tremendously productive work environment. Become a highly effective leader who produces a more outstanding, loyal, dedicated, and efficient group of employees; ultimately a more successful business all the way around. Questions? Joanne is a motivational public speaker, pediatric nurse, professional model/on air talent, fashion consultant, published writer, and show event producer/director.

Building a Better YOU!

Joanne Cercone

Recognizing our strengths and weaknesses and acquiring useful tools to help transform us in to a more peaceful, successful, productive, and happier individual. Learn better how to more effectively and consistently maintain "our joy; in the midst of life's "storms". Become more aware of how to choose to live in victory, as opposed to feeling like a "victim". Questions? Joanne is a motivational public speaker, pediatric nurse, professional model/on air talent, fashion consultant, published writer, and show event producer/director.

Aging Gracefully

Melissa Kleehammer

Aging gracefully will guide you through different topics that affect us as we move through our natural aging process. The topics we will explore are: osteoporosis, forward head posture, spinal range-of-motion, and balance. Class will consist of a lecture and yoga asana practice related to the weekly topic. From this series, you will receive four lectures/videos, four yoga asana practices, a handout for each lecture, nuggets of wisdom from 'The Blue Zones of Happiness,' group accountability for extra commitment to practice, and a bonus practice for attending live, incorporating all lecture topics.

Emotional Release for Inner Peace

Jesse Wicher

Inner peace is impossible to maintain while we still hold on to the very feelings and beliefs that keep us from being peaceful to begin with. Trapped negative emotions like fear, anger, and sorrow can disrupt the flow of vital energy in our bodies, which can actually sabotage our inner peace. In this single evening course, you will learn simple yet effective techniques for getting in touch with, understanding, accepting, and releasing the emotions that keep us from ourselves. Nobody wants to suffer. Come learn to rest in the peaceful state of loving acceptance that is our true nature.

Town of Pittsford – Recreation Department

Proposed Programs for Winter 2021

Program	Instructor
<u>Preschool</u>	
Child Watch	Recreation Staff
Preschool Adventures: Celebrate Winter	Sherry Murray
Preschool Adventures: Going on a Bear Hunt	Sherry Murray
Preschool Adventures (4 weeks)	Sherry Murray
Preschool Adventures: Let's Make Music	Sherry Murray
Preschool Adventures: My Five Sense	Sherry Murray
Preschool Adventures: Valentine's Day	Sherry Murray
Mad Science of WNY: Pre-K Space Exploration	Mad Science Instructor
S.T.E.A.M. Powered Play	Progressive Early Learning
Art and Sensory Play	Progressive Early Learning
Sensory and Science	Progressive Early Learning
Active Art!	Mary Slaughter
Wiggles, Giggles, and Jiggles	Lisa Magliato
Lil Athletes	Lisa Magliato
Soccer Shots for Youth	Soccer Shots Staff
Little Ninja Class	James Creighton & Pete Reminicky
Baby Blades Ice Skating	Pamela Warren
Irish Dance for Little Leprechauns	Amy Coppola
<u>Youth & Teen</u>	
The After School Program	Recreation Staff
February Fun Camp- STEAM Week!	Recreation Staff
Fun Camp Day- Animal Adventures!	Recreation Staff
Project Wild!	Recreation Staff
Mealtime Manners Reinvented!	Etiquette Chics
Out of this World Etiquette...	Etiquette Chics
Making a Good First Impression	Etiquette Chics

Mad Science of WNY: NASA Academy	Mad Science Instructor
Mad Science of WNY: Red Hot Robotics!	Mad Science Instructor
American Girl Doll Adventures	Sherry Murray
Cupcake Creations	Anette Messer
Musical Theatre Workshop	Edward Rocha
Winter Break Theatre Camp	Edward Rocha
Spring Break Theatre Camp	Edward Rocha
Private Voice Lessons	Edward Rocha
Private Piano Lessons	Beth Werner
American Red Cross – Babysitter’s Training	Domenic Danesi
Safety First for Children	Domenic Danesi
TEEN Journey	Joanne Cercone
SAT Prep Course	Kelli Loucks & Paige LaBarr
First Aid for Kids	EPIC Trainings
Pittsford Ballet Pre-Ballet	Karen Hanson
Pittsford Ballet School	Karen Hanson
Dance Camp	Katie Elizabeth
Irish Dance: The Reel Sport	Amy Coppola
Pump up with PIIT: Cross Training Conditioning	Amy Coppola
Semi-Private Lesson Gymnastics	Mary Slaughter
Olympic Sports and Running	Mary Slaughter
FIT Kids: Fencers in Training	Rochester Fencing Club Staff
Indoor Junior Tennis	Jeff Wagstaff
Indoor Tennis Instruction for Juniors	Jason Speirs
Soccer Shots for Youth	Soccer Shots Staff
Edge11 Elementary Soccer Academy	Edge11 Soccer Staff
Jump, Spin and Spiral	Annie Mateya
Rochester Jr. Amerks- Intro to Skating & Hockey	Jr. Amerks Staff
Martial Arts for Youth	James Creighton
A Horse’s Friend: Horsemanship	A Horse’s Friend
High School Basketball of Pittsford	Michael Carney
My Favorite Games	Michael Carney

Adult Programs

Guided Hikes on Pittsford Trails	Recreation Staff
Decorated Valentine Cookies	Peggi Heissenberger
Fabulous Furnishings	Peggi Heissenberger
Making Soap the Easy Way	Beth Byrne
Basic Cold Process Soap	Beth Byrne
Bath Salts	Beth Byrne
Bath Fizzies	Beth Byrne
Soy Candle Making Basics	Beth Byrne
Birthday Cards Stamp a Stack	Pat Miller
Simple and Pretty Card Class	Pat Miller
Spring Surprise Card Class	Pat Miller
Bridge: Play of the Hand Continued	Mary Lyke
Bridge: Beginning Bridge: Let's play	Mary Lyke
Bridge for the Advancing Player	Mary Lyke
Bridge: Bridge Defense Part 2	Mary Lyke
Pittsford Ballet School	Karen Hanson
Belly Dance	Deborah Robinson
American Red Cross CPR/AED	EPIC Trainings
American Red Cross First Aid	EPIC Trainings
College 101: Planning & Paying	Paul Celuch
Learn A New Language: Spanish	Lourdes de la Colina-Scofield
Dress for YOU	Joanne Cercone
Leader or Boss?	Joanne Cercone
Building a Better YOU!	Joanne Cercone
Becoming a Notary Public	Kristin Cavallaro
How to Protect Yourself from Your Computer	Marc-Anthony Arena
Pre-Licensing 5 Hour Course	Jon DeIVecchio
Defensive Driving	Cindy St. George
Martial Arts for Adults	James Creighton
Women's Self-Defense Class	James Creighton
Martial Arts for Women	Tracy Maggio & Barb Malley

Debbie McVean Aerobics

Pilates

Yoga

Yoga Therapy

Aging Gracefully

Dance Fitness

Emotional Release for Inner Peace

Practicing Meditation & Mindfulness

Qigong for Health & Healing

Introduction to Pickleball

Adult Ice Skating: Learn to Skate

Debbie McVean

Eva Pazral

Eva Pazral

Kaitlyn Vittozzi

Melissa Kleehammer

Katie Elizabeth

Jesse Wicher

Usha Shah

Usha Shah

Larry Shearer

Pamela Warren