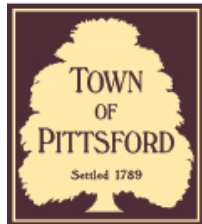


SUPERVISOR
William A. Smith, Jr.



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

TOWN BOARD AGENDA

Tuesday, July 6, 2021 – 6:00 pm

Town Hall – 11 S. Main Street, Pittsford – Lower Level

Page 1 of 2

Call to Order

Pledge of Allegiance

Minutes

Approval of Minutes of Meeting of June 15, 2021

Financial Matters

Public Comment

Bonadio & Co. - Coronavirus Relief Funds Consulting Services

Surplus

Transfers

Recreational Matters

Public Comment

Summer Concert Series – Additional Band Contracts

Operational Matters

Public Comment

Board Discussion – Use of Community Solar Sustainability Fund

Personnel Matters

Public Comment

Appointment of Town Clerk

Hiring Resolution

Other Business

Public Comment

Adjournment

Instructions for attending and offering comments on attached page 2

PUBLIC MEETINGS OF THE TOWN BOARD at TOWN HALL NOW RESUME

Attending in Person

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

Comments:

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

Viewing from Home

1. Live

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

<https://videoplayer.telvue.com/player/FcqTLOOYMCGU6WlccUApyUL3twz4dm9V/stream/819?fullscreen=false&showtabssearch=true&autostart=true>

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

Comments:

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

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

and, in addition,

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

2. On-Demand Video

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

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

Minutes of the Town Board for June 15, 2021

**DRAFT
TOWN OF PITTSFORD
TOWN BOARD
JUNE 15, 2021**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, June 15, 2021 at 6:00 P.M. local time in the Lower Level Meeting Room of Town Hall, 11 South Main Street, in person.

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

ABSENT: None.

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

ATTENDANCE: There were no members of the public in attendance.

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

SUPERVISOR'S ANNOUNCEMENTS

1. Supervisor Smith congratulated all Pittsford high school seniors on their graduation and encouraged them to participate in the Town's many activities and events planned for this summer.
2. Supervisor Smith noted the Governor's message that the State has reached a 70% vaccination rate and therefore substantially all Covid restrictions are lifted. The Supervisor congratulated Pittsford residents for having one of the highest vaccination rates in the State -- 86.3% for everyone over the age of 12.

MINUTES OF THE MAY 18 TOWN BOARD MEETING APPROVED

Councilmember Koshykar noted objection to a provision in the minutes. Deputy Supervisor Munzinger offered a motion to approve the Minutes of the Town Board Meeting of May 18, 2021 of the Town Board, seconded by Councilmember Townsend and voted on by members as follows: Ayes: Munzinger, Townsend and Smith. Nays: Beckford and Koshykar.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the May 18, 2021 Town Board meeting are approved as written.

Minutes of the Town Board for June 15, 2021

MINUTES OF THE JUNE 1 TOWN BOARD MEETING APPROVED AS AMENDED

Town Clerk Dillon noted a typographical error in the draft minutes. Thereafter, a Resolution to approve the Minutes of the Town Board Meeting of June 1, 2021 as amended to correct the typo was offered by Deputy Supervisor Munzinger, 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 Minutes of the June 1, 2021 Town Board meeting are approved as amended.

RULES OF PROCEDURE FOR COMMENTS REVIEWED

Supervisor Smith reviewed the procedural rules for offering comments to the Board and how they can be submitted to the Board during the meeting.

LEGAL MATTERS

PUBLIC COMMENTS

No comments were offered regarding Legal Matters.

PUBLIC HEARING SET FOR 3-6 POLE LIGHTING DISTRICT, EXTENSION #6 CHATHAM WOODS SUBDIVISION SECTIONS A, C, D, E AND F

Supervisor Smith reviewed the background of the proposal by the Chatham Woods Homeowners Association and by Chatham Woods residents for a lighting district, to provide lights at entrances to the subdivision. Commissioner Schenkel answered questions to the Board regarding the proposal.

Thereafter, a motion was offered by Councilmember Townsend to set a Public Hearing for the proposed 3-6 Pole Lighting District, Extension #6 Chatham Woods Subdivision Sections A, C, D, E and F. The motion was seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

WHEREAS, Petitions, signed by the required percentage of owners of taxable real property situated in the proposed "3-6 Pole Lighting District, Extension No. 6 Chatham Woods Subdivision Sections A,C,D,E and F," have been presented to the Town Board of Pittsford, Monroe County, New York, for the proposed creation of the aforesaid Lighting District to be located in the Chatham Woods Section A,C,D,E, and F Subdivision, the said proposed District being located in general terms on the streets of Bishops Court, Brewster Lane, Caversham Woods, Chelsea Park, Devonwood Lane, Featherstone Court, Glenmore Circle, Hadley Court and Old Kings Lane, situated between Calkins Road and Stone Road, comprising of 264 parcels, all as is more particularly set forth in the Petitions and map as described herein; and

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

WHEREAS, the anticipated Lighting District Fees to be paid annually by the owner of each home within the District, is in the amount of \$12.68;

Minutes of the Town Board for June 15, 2021

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 Town of Pittsford Town Hall, on the 20th day of July, 2021 at 6:00 o'clock P.M., Local Time, to consider the said Petitions 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 Petitions 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.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were offered regarding Financial Matters.

JUNE VOUCHERS APPROVED

Following discussion and amendment of the proposed vouchers, a Resolution to approve the proposed vouchers for June was offered by Councilmember Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the June 2021 vouchers No. 151430 through 151792, in the amount of \$634,924.65 are approved for payment.

BUDGET AMENDMENT APPROVED

A Resolution to approve the proposed Budget Amendment was offered by Supervisor Smith, 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 1.7270.4000.11.21 (WT-Concert Events) be increased by \$500.00. The source of the funds is a grant in the amount of \$500.00 from the Erie Canalway Heritage Fund. The funds will be used for the Town's Summer Concert Series.

ADDITIONAL FINANCIAL DISUSSION

Councilmember Townsend posed a few questions about the expense report and asked about revenues from Recreation Department programs. Finance Director Brian Luke responded that the trend gives us confidence for recreation revenues for this year, as well as sales tax revenues. He noted that sales tax to the town for the first quarter were up \$15,533 compared to the first quarter in 2020. The Finance

Minutes of the Town Board for June 15, 2021

Director also answered questions about funds expected to come from ARPA (the American Rescue Plan Act). Councilmember Townsend referred Board members to guidance on the website of the NYS Association of Towns, about what ARPA funds may be used for, by way of preparing for conversations with the Town auditors about using the funds when they are granted.

PERSONNEL MATTERS

PUBLIC COMMENTS

No comments were offered regarding Personnel Matters.

HIRING RESOLUTION APPROVED

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

The Resolution was declared carried as follows:

RESOLVED, that the following personnel be and hereby are approved for the date of hire as recommended:

Name	Dept	Position	Rate	Date of Hire
Rachel Wittels	Rec	Rec Asst 3 – PT	\$16.11	06/21/2021
Morgan Pink	Rec	Rec Asst 3 – PT	\$14.15	06/21/2021
Matthew Taylor	Rec	Rec Asst 2 – PT	\$13.20	06/21/2021
Molly Heinzelman	Rec	Rec Asst 1 – PT	\$12.50	06/21/2021

And, be it further

RESOLVED, that the following personnel be approved for the status and/or salary change as indicated below:

Name	Position	Reason for Change	Salary	Effective Date
Thomas Rinaldo	Swr Specialist	Promotion	\$20.89/hr	06/21/2021
Chris Downey	Rec – Asst 3	Additional Rate	\$14.40/hr	06/21/2021
Meghan Layer	Rec – Asst 2	Additional Rate	\$13.20/hr	06/21/2021

OTHER BUSINESS

Councilmember Townsend indicated that New York State has announced grant opportunities for municipalities, with up to \$2 million in aggregate available for conservation efforts to protect farm and agricultural lands; that this may be an opportunity for the Town to add to its preserved open space.

Councilmember Townsend also announced that June is Elder Abuse Awareness Month and noted that we are very fortunate in this area to have Lifespan, which exists to assist with many challenges for seniors, including Elder Abuse.

Minutes of the Town Board for June 15, 2021

Councilmember Koshykar requested an update on work that has been done by the Grant consultant – asking for information on grants applied for and plans for additional grant applications. She asked about the status of the recent Community Choice Aggregation (CCA) bid. Supervisor Smith updated the Board, noting that the most recent round of bids were unsuccessful in meeting Pittsford’s requirements, with the lowest bid for electricity from renewable sources exceeding the current utility rate by about \$.01 per kilowatt hour, about 25% higher than the current rate. Councilmember Koshykar asked about using Zoom for Town Board meetings in addition to the Town’s live streaming of the in-person meetings. Councilmember Koshykar asked about the review of the Town’s Ethics Code. Councilmember Townsend noted that a re-draft is underway and the Board Committee will review it as a next step.

PUBLIC COMMENTS

Comments were offered by Jeff Luellen and Annalise Johnson-Smith.

EXECUTIVE SESSION FOR APPOINTMENTS TO EQUITY ADVISORY COMMITTEE

For the purpose of considering appointments to the Equity Advisory Committee, Supervisor Smith moved to go into Executive Session. The motion was seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

RESOLVED, that the Town Board enter into Executive Session, adjourning to the 1st Floor Conference Room, to consider appointments to the Equity Advisory Committee.

EXECUTIVE SESSION CONCLUDED AT 7:30 P.M.

APPOINTMENTS TO EQUITY ADVISORY COMMITTEE

Councilmember Townsend offered a motion to appoint the community members for the Equity Advisory Committee as follows: Nita Singh, Rubiena Duarte, John Delate and Radhika Ramesh. Supervisor Smith seconded the motion, and the Board voted as follows: **Ayes:** Munzinger, Townsend and Smith. **Nays:** Beckford and Koshykar.

The Resolution was declared carried as follows:

RESOLVED, that the following community members be and hereby are appointed to the Town’s Equity Advisory Committee: Nita Singh, Rubiena Duarte, John Delate and Radhika Ramesh.

Supervisor Smith then moved to appoint the staff members to the Equity Advisory Committee as follows: Spencer Bernard, Chief of Staff; Cheryl Fleming, Personnel Director; and Shelley O’Brien, Communications Director. The motion 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:

Minutes of the Town Board for June 15, 2021

RESOLVED, that the following staff members be and hereby are appointed to the Town's Equity Advisory Committee: Spencer Bernard, Chief of Staff; Cheryl Fleming, Personnel Director; and Shelley O'Brien, Communications Director.

Councilmember Townsend then moved to appoint Councilmember Beckford and Deputy Supervisor Munzinger, as the Town Board representatives for the Equity Advisory Committee. Supervisor Smith seconded, with the vote as follows: **Ayes:** Beckford, Koshykar, Munzinger, Townsend and Smith. **Nays:** none.

The Resolution was declared carried as follows:

RESOLVED, that Councilmember Beckford and Deputy Supervisor Munzinger be and hereby are appointed to the Equity Advisory Committee.

With no further business, the meeting adjourned at 7:34 p.m.

Respectfully submitted,

Linda M. Dillon, RMC
Town Clerk

MEMORANDUM

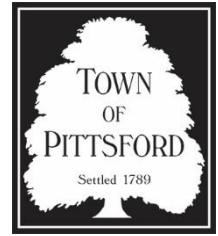
To: Pittsford Town Board

From: Brian Luke, Director of Finance

Date: June 30, 2021

Regarding: Coronavirus Relief Funds Consulting Services

For Meeting On: July 6, 2021



Coronavirus Relief Funds as part of the Federal government's American Rescue Plan Act (ARPA) will be received by the Town in the coming months. To prepare for the receipt of these funds, identify eligible projects, and navigate the numerous regulations associated with the funds, I am requesting that Bonadio & Co., LLP be used as consultants. Bonadio & Co., LLP is currently the Town's independent auditor which gives them a strong working knowledge of the Town's financial situation. Consulting services are eligible expenses under ARPA and would therefore be fully covered by Coronavirus Relief Funds. Attached is a proposal for these consulting services. I ask that the Town Board authorize the Supervisor to sign this agreement.

Be it resolved, that the Supervisor is authorized to sign an agreement with Bonadio & Co., LLP for Coronavirus Relief Funds consulting services.

May 27, 2021

William Smith, Supervisor
Town of Pittsford
11 South Main Street
Pittsford, New York 14534

RE: Professional Consulting Services

We appreciate the opportunity to provide professional consulting services to the Town of Pittsford, New York (the Town) related to the American Rescue Plan Act (ARPA). This engagement letter confirms our understanding of your retention of Bonadio & Co., LLP (“Bonadio”) to assist you with respect to the funds received from the Federal government.

Scope of Services

Our procedures may include, but are not limited to the following:

- Assisting the Town with a grant management program – including grant programs for businesses/individuals and subsequent periodic monitoring
- Assistance with single audit compliance related to these funds
- Monitoring and reporting of the ARPA funds.
- Assisting with compliance with ARPA regulations including assistance with determining allowable expenditures
- Expenditure planning for the duration of grant period including assessing short-term needs and future projects to meet the required expenditure deadline of December 31, 2024.
- Meetings with Town representatives and/or Board to discuss actions
- Other services as desired by the Town as the final regulations have not yet been issued, and additional assistance may be requested

Summary of Roles and Responsibilities

The services under this engagement letter will be performed in accordance with the Statement on Standards for Consulting Services (“SSCS”) issued by the American Institute of Certified Public Accountants (“AICPA”). Consulting services differ fundamentally from attestation services. In an attest service, the practitioner expresses a conclusion about the reliability of a written assertion that is the responsibility of another party, the asserter. In a consulting service, the practitioner develops the findings, conclusions, and recommendations presented, based solely by the ARPA between the practitioner and the client.

171 Sully’s Trail
Pittsford, New York 14534
p (585) 381-1000
f (585) 381-3131

www.bonadio.com

Accordingly, our services will not constitute an audit, compilation, review, or attestation service of the Center's financial statements or the Concessionaire's financial records, or any part thereof, as described in the pronouncements on professional standards of the AICPA or the Public Company Accounting Oversight Board ("PCAOB"). Additionally, we will not otherwise verify the data you submit for accuracy or completeness. Rather, we will rely on the accuracy and completeness of the documents and information you provide to us.

We will provide expertise and recommendations based on our observations during the work requested by you to assist in this project. It will be management's responsibility to provide substantive involvement as part of the project team, determine the level of work desired, and determine how to proceed relevant to any recommendations or advice provided. You are responsible for making all management decisions and for performing management functions and overseeing and monitoring the services we provide by designating an individual, preferably within senior management, who possesses suitable skill, knowledge or experience and will assure that you have obtained all needed information from appropriate sources to make appropriate business decisions. Further, although we will have discussions of various business matters, it is understood that we may not have been provided all appropriate information to make informed recommendations related to those discussions. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Warranties and Liabilities

Our services will be performed in a professional and workmanlike manner. All services will be rendered by and/or under the supervision of Bonadio personnel. Bonadio makes no representation or warranty regarding either the services to be provided or any deliverables. In no event, unless it has been finally determined that Bonadio was grossly negligent or acted willfully or fraudulently, shall Bonadio be liable to you or any third party, whether a claim be in tort, contract or otherwise for any amount in excess of the total professional fees (excluding expenses) paid by you to us under this ARPA for the particular service to which such claim relates. In no event shall Bonadio be liable for any special, consequential, indirect, exemplary, punitive, lost profits or similar damages, even if we have been apprised of the possibility thereof.

You agree to indemnify and hold harmless Bonadio, its employees, partners and third party consultants and subcontractors from any and all third party claims, liabilities, costs, and expenses, including reasonable attorneys' fees, arising from or relating to the services or deliverables under this letter, except to the extent finally determined to have resulted from the gross negligence, willful misconduct or fraudulent behavior of Bonadio & Co., LLP relating to such services or deliverables. Your indemnity obligation contained in this paragraph shall survive termination or expiration of this letter (including but not limited to all reasonable costs and expenses related to answering subpoenas, attending depositions, being named in third-party claims, related attorneys' fees, etc.).

In the event of a conflict or inconsistency between the terms of this letter and any other written ARPA between us relative to the services to be performed (including any deliverables), the terms of this letter shall be deemed controlling in all material respects.

Deliverables

All information and materials of any form or description collected by us in the course of our engagement shall constitute our work files and will at all times, during and after completion of our engagement, remain in our exclusive possession. We shall have unlimited discretion to retain, discard, or dispose of our work files but will at all times maintain all information and materials provided by the Town in strictest confidence.

Fees

We will charge an initial retainer of \$5,000. Hours incurred will be billed at a rate of \$340 per hour and will be deducted from the retainer. Once the retainer has been utilized, additional time will be billed monthly on an hourly basis.

Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us, along with the retainer.

Very truly yours,

BONADIO & CO., LLP



Randall Shepard, CPA
Partner

ACKNOWLEDGMENT

This letter correctly sets forth the understanding of the Town with the above stated terms and conditions.

Name: _____

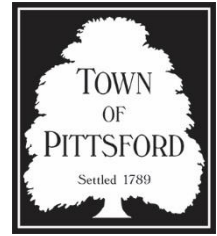
Signature: _____

Title: _____

Date: _____

MEMORANDUM

To: Pittsford Town Board
From: Brian Luke, Director of Finance
Date: June 30, 2021
Regarding: Surplus Inventory
For Meeting On: July 6, 2021



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

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

Asset #	Year	Description	Department	Cost	Disposition
15492	2005	CHAIR	Library	173.00	Junked
15507	2005	CHAIR	Library	173.00	Junked
15508	2005	CHAIR	Library	173.00	Junked
15514	2005	CHAIR	Library	147.00	Junked
15517	2005	CHAIR	Library	173.00	Junked
15545	2005	CHAIR	Library	173.00	Junked
15547	2005	CHAIR	Library	173.00	Junked
20312	2020	CUTOFF SAW 14"	Highway	922.89	Junked
17920	2011	WING PLOW	Highway	3,500.00	Auction
17919	2011	PLOW	Highway	6,000.00	Auction
17305	2011	INTERNATIONAL 10 WHEEL DUMP	Highway	103,270.00	Auction
17305A	2011	DUMP BODY	Highway	72,732.00	Auction

7/6/21

Budget Transfers

Be it resolved that the following are approved:

That \$5,000 be transferred from 1.7550.4019.11.1 (WT – Memorial Day Parade) to 1.7270.4000.11.21 (WT – Concert Series) to add bands for the Summer Concert Series.

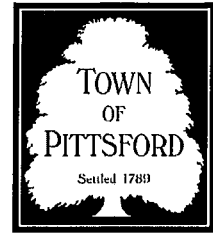
That \$5,000 be transferred from 1.1990.4000.1.1 (WT – Contingency) to 1.1320.4403.1.1 (WT – Auditors) to cover ARPA consulting fees.

That \$13,500 be transferred from 1.1990.4000.1.1 (WT – Contingency) to 1.1410.1000.1.1 (WT – Town Clerk Salaries) and \$1,500 be transferred from 1.1990.4000.1.1 (WT – Contingency) to 1.1330.1000.1.1 (WT – Tax Collection Salaries) to cover Town Clerk retirement and transition.

That \$1,800 be transferred from 1.9950.9000.1.1 (WT – Transfer to Capital) to 1.2620.2007.10.1 (Bldg. Capital Improvements – Town Hall) to purchase replacement heat pump.

That \$17,862 be transferred from 1.9950.9000.1.1 (WT – Transfer to Capital) to 1.2620.2007.10.19 (Bldg. Capital Improvements – Kings Bend Park) to purchase picnic tables.

MEMORANDUM



To: William A. Smith and Town Board

From: Jessie R. Hollenbeck, Recreation Director

Date: July 1, 2021

Regarding: 2021 Community Events - Additional Band Contracts

For Meeting On: July 6, 2021

Ladies and Gentlemen:

The Town of Pittsford contracts musical entertainment for our summer concert series. We propose adding four summer concerts to the 2021 lineup and wish to contract with the bands listed below. Attached is a sample contract.

Please see the schedule below for the additional 2021 Summer Concerts:

Summer Concert Series

Fridays, 6:30pm-8:00pm

Date	Band Name	Cost
07/16/21	Judah Sealy	\$700
07/30/21	Bill Tiberio Jazz Band	\$700
08/13/21	The Swooners- "The Billy Joel Experience"	\$1,000
08/27/21	Miller & the other Sinners	\$1,200

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 authorizes the Town Supervisor to sign contracts with the aforementioned bands, which is within the Recreation Department's community events expense budget.

Summer Concert Bands Agreement

The Swooners

Entertainment Terms of Operation: Vendor agrees to participate in the Summer Concert Series sponsored by the Town of Pittsford during the following date and times:

8/13/2021 from 6:30-8:00pm

Vendor shall provide musical entertainment for the concert. Vendor may begin set up of any equipment at 4:00 pm. on the date of the concert located at the William A. Carpenter Park at Port of Pittsford, 22 North Main Street, Pittsford, NY, 14534.

Fee: The Town shall pay to the vendor **\$1,000** for the concert. Such fee shall be paid on the day of the concert.

Equipment: Vendor shall furnish and install, at his/her own expense, any equipment for the concert, other than the stage. When setting up their equipment, Vendor shall consider the safety of all concert patrons.

Vendor shall remove all equipment and other property from the assigned performance area immediately following their performance time, or upon the official closing of the concert and such removal shall be completed no later than *10:00pm on the date of the concert*. Failure to do so will result in the Town removing any remaining property of the Vendor, with the Vendor responsible for all costs of the removal.

Liability: The Vendor shall protect, defend, indemnify and hold harmless the Town from any and all claims, costs, damages, liabilities and expenses (including reasonable attorneys' fees) of any nature whatsoever for injury, death to persons or property damage arising out of or in any way related to the Vendor's presence at the concert.

The protection of Vendor's property is the responsibility of the Vendor. Vendor is solely responsible for the loss of, or damage to, its property left at the concert site.

Agreement and Termination: The Town and Vendor mutually agree that the operation of Vendor's business on site during the concert shall be governed by the terms of the Agreement and that such Agreement, including any attachments or amendments to said Agreement constitute the entire Agreement between the parties hereto with respect to the subject matter hereof and may not be changed or modified except by instrument or writing and signed by both parties with such Agreement being defined as an amendment to the Agreement.

The Town may, at its absolute and sole discretion, terminate the Agreement between the Town and Vendor at any time upon a breach by vendor of any of the terms, provisions, and conditions set forth in said Agreement, including any attachments or amendments to said Agreement. In addition, this agreement may be terminated by the Town for any reason prior to the day of the event or on the day of the event as a result of inclement weather or natural disaster, with no obligation whatsoever to the Vendor. If the event is cancelled on the day of the event for any other reason than inclement weather or natural disaster, Vendor shall be paid. In the event the concert is cancelled on the day of the event due to inclement weather or natural disaster, there will be no reimbursement; provided, however that the concert is cancelled after 3pm, the Vendor will be paid. The determination of inclement weather shall be made solely by the Town.

Upon termination of Agreement, the Town may, at its sole discretion, permit another group to perform for the designated concert.

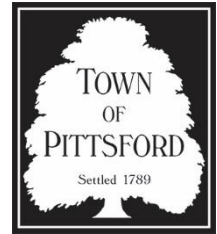
Vendor Signature _____ Date _____
Mark Bader
The Swooners

Town of Pittsford _____ Date _____
William A. Smith, Town Supervisor

PLEASE RETURN THIS SIGNED AGREEMENT BY JULY 30, 2021 IN THE ENCLOSED ENVELOPE TO:

Town of Pittsford
Department of Recreation
35 Lincoln Ave
Pittsford NY 14534
585-248-6280

MEMORANDUM



To: Town Board

From: Bill Smith

Date: July 2, 2021

Regarding: Appointment of Town Clerk

For Meeting On: July 6, 2021

Town Clerk Linda Dillon will retire at the end of August.

In anticipation of her retirement the Town's HR Office posted the opening for the position of Town Clerk on June 2. The application period remained open through June 21. The position was posted with Shift Diff, Rochester Works, Department of Family Assistance, Public Libraries and of course on the Town's own web site.

The Town received three applications, only one of which was complete. Our HR Office sent a follow-up email to the two who did not complete their application, asking them to complete it. Neither completed the application or replied.

The person who submitted a complete application is Renee McQuillen, Assistant to our Commissioner of Public Works. After being interviewed twice, and knowing the excellent quality of her work, it's clear that Renee is abundantly well-qualified to be our next Town Clerk.

Renee has distinguished herself through her work in the Public Works Department alone. She has gone well beyond that, successfully taking on organization of all of the neighborhood Refuse District initiatives. This has involved significant interaction with residents, who consistently have gone out of their way to praise Renee for her helpfulness and knowledge. This kind of interaction with the public represents a central component of the Town Clerk's role. Her demonstrated organizational skills will serve her and the residents of our Town well as a department head. Her work ethic is exemplary.

It will be sad to say goodbye to Linda Dillon, but we're fortunate to have a successor as well-qualified and capable as Renee McQuillen to carry on seamlessly at the standard of excellence to which our residents are accustomed.

I propose appointing Renee McQuillen as Town Clerk, through the following resolution:

RESOLVED, that Renee McQuillen be and hereby is appointed to the office of Town Clerk and Receiver of Taxes for the Town of Pittsford, effective August 1, 2021.

MEMORANDUM



To: Pittsford Town Board

From: Cheryl Fleming, Personnel Director

Date: June 24, 2021

Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: July 6, 2021

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

Name	Dept	Position	Rate	Date of Hire
Molly Heinzelman	Rec	Rec Asst 1 – Seasonal	\$12.50	06/24/2021
Chandler Reynolds	Rec	Rec Asst 1 – Seasonal	\$12.50	06/24/2021
Emily Quattrociocchi	Rec	Rec Asst 1 – Seasonal	\$12.50	06/24/2021
Julianna Lyons	Rec	Rec Asst 1 – Seasonal	\$12.50	07/07/2021
Rose Anselm	Rec	Rec Asst 1 – Seasonal	\$12.50	07/09/2021
William Bolia	Hwy	Laborer – Seasonal	\$13.00	07/09/2021
Jill Way	Rec	Rec Asst 3 – RPT	\$14.15	07/12/2021

All the proper reviews and background checks have been completed for these candidate(s) and have received appropriate sign off by the Town Board representative.

Name	Dept	Position	Rate	Date of Hire
Molly Heinzelman	Rec	Rec Asst 1 – Seasonal	\$12.50	06/24/2021
Chandler Reynolds	Rec	Rec Asst 1 – Seasonal	\$12.50	06/24/2021
Emily Quattrociocchi	Rec	Rec Asst 1 – Seasonal	\$12.50	06/24/2021
Julianna Lyons	Rec	Rec Asst 1 – Seasonal	\$12.50	07/07/2021
Rose Anselm	Rec	Rec Asst 1 – Seasonal	\$12.50	07/09/2021
William Bolia	Hwy	Laborer – Seasonal	\$13.00	07/09/2021
Jill Way	Rec	Rec Asst 3 – RPT	\$14.15	07/12/2021

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

Name	Position	Reason for Change	Rate	Effective Date
Owen Dillman	MEO 3	Promotion	\$20.89/hr	07/05/2021
Renee McQuillen	Town Clerk	Replacement - Retirement	\$42.86/hr	08/01/2021

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

Name	Position	Reason for Change	Rate	Effective Date
Owen Dillman	MEO 3	Promotion	\$20.89/hr	07/05/2021
Renee McQuillen	Town Clerk	Replacement - Retirement	\$42.86/hr	08/01/2021

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