

# VILLAGE OF PITTSFORD

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## Village of Pittsford Board of Trustees Regular Meeting October 28, 2025, 6:00 PM

**\*Tentative Agenda\***

### **Board Member - Conflict of Interest Disclosure & Open Meeting Compliance Certification**

#### **Pledge of Allegiance**

#### **Public Comment**

#### **Meeting Items**

1. Setting a Public Hearing on Special Permit Application – 6 South Main St. for Spa Body Contouring
2. Online Emergency Meeting Attendance
3. Schoen Place Boat Docking- Plummer
4. Update on Bed Tax – Plummer
5. Geare Fund
6. Records Management Program

#### **Public Hearings – Scheduled to begin no earlier than 6:30 PM**

- Public Hearing – Local Law on Lighted Village Signage—Cove

#### **Administrative Matters**

- Treasurer's / Village Clerk Report
- Trustee Liaison Reports

#### **Minutes**

#### **Member Items**

*The next Scheduled Meeting is November 13, 2025, and is Subject to Change Without Notice\**

# Village Board Meeting

## Meeting Items

Setting a Public Hearing for Special Permit Application

Application Received for 6 South Main Street for Spa Body Contouring

SEQRA Designation required: Yes or No


**APPLICATION TO THE BOARD OF TRUSTEES**  
**SPECIAL PERMIT**  
**VILLAGE OF PITTSFORD**  
**21 NORTH MAIN STREET PITTSFORD, N.Y. 14534**

Date: 10/17/2025

Fee: \$250.00

Property Address: 6 South Main Street, Pittsford, NY 14534

Tax Account Number: \_\_\_\_\_ Zoning District: Pittsford, NY

Owner's Address: NewComb Prop: 21 Shoen Pl, Pittsford, NY 14534 Telephone: 

Applicant: Skin Tight Body Contouring, LLC Telephone: 

Applicant's Address: 3936 Charing Cross, Canandaigua, NY 14424

Applicant is:  Owner  Lessee/Tenant  Agent  Other  
If Other, Explain: \_\_\_\_\_

1. Provide a description of the activity that is planned for this location:  
\_\_\_\_\_  
Spa Body Contouring  
\_\_\_\_\_

2. Describe how the proposed activity will affect existing parking:  
\_\_\_\_\_  
It will not affect anything. It's only one spot for myself and one customer at a time.  
\_\_\_\_\_

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3. Describe how trash/refuse will be handled for the proposed activity:

I generate no trash.

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4. Proposed Hours of Operation: Monday to Fridays: 9 to 5pm.

**Owner's Statement:** I am the owner of the above property and I have read and approve this application. If the applicant is other than the owner, I authorize the applicant to proceed as agent.

Applicant's Name-Printed: Michael Newcomb

Signature:  Date: 10/17/2025

**Applicant's Statement:** I hereby certify that the information submitted is, to the best of my knowledge, true and correct.

Signature: *Madim Andel* Date: 10/17/2025

NOTE: If any additional information is required by the Board, during the meeting, it is the responsibility of the applicant to provide such information, prior to the deadline of the subsequent meeting, or it will not be heard.

SEQUENCE:

1. This application will place you on the next available Board of Trustees meeting agenda.
  2. The application will be forwarded to the Planning Board and that Board will provide formal recommendations back to the Board of Trustees.
  3. The applicant will be notified by the Village Clerk as to the date that the application will be placed on the Board of Trustees meeting agenda for final disposition. The date is dependent upon providing the required notification for a Public Hearing.
  4. The \$250.00 fee will be required with the filing of this application.
  5. The applicant is encouraged to attach any additional information (drawings, layouts, seating plans, etc.) that will supplement this application.
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## Village Board Meeting

### Meeting Items

#### Online Emergency Meeting Attendance

Description: Review and potential adoption of procedures or policies allowing board members to attend meetings remotely during emergencies.

SEQRA Designation required: Yes or No

**Village of Pittsford**  
**Local Law No. \_\_\_\_\_ of 2025**

**A Local Law Adding Article II to Chapter 9**  
**of the Code of the Village of Pittsford**

**WHEREAS**, the Board of Trustees of the Village of Pittsford has decided to enact a local law for the purpose of allowing Board Member attendance by videoconferencing; and

**NOW, therefore be it resolved**, that the Board of Trustees of the Village of Pittsford hereby adds Article II to Chapter 9 of the Code of the Village of Pittsford as follows:

Article II

Board Member Attendance by Videoconference

**§ 9-7. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

EXTRAORDINARY CIRCUMSTANCES – Disability, illness, caregiving responsibilities, or any other significant and unexpected factor or event that precludes the member’s physical attendance at such meeting.

**§ 9-8. Videoconferencing Authorized.**

The Village of Pittsford Board of Trustees authorizes its members, the members of the Village of Pittsford Historic Preservation Board, the members of the Village of Pittsford Zoning Board of Appeals, and the members of the Village of Pittsford Planning Board who experience an extraordinary circumstance, as defined in § 9-7 above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference:

- A. So long as a quorum of the members attend in person at one or more locations open to the public;
- B. As long as the members can be seen, heard and identified while the open portion of the meeting is being conducted; and
- C. As otherwise permitted under § 103-a of the Public Officers Law (Open Meeting Law).

**§ 9-9. Effective Date.**

This local law shall take effect immediately upon its adoption by the Board of Trustees of the Village of Pittsford and the filing thereof with the New York Secretary of State.

## **Village of Pittsford Videoconferencing Policy and Procedure**

The following shall apply to the Board of Trustees, the Planning and Zoning Board the Historic Preservation Board, of the Village of Pittsford relative to public meetings thereof, all consistent with NY Open Meetings Law and the Village of Pittsford Videoconferencing Local Law:

1. **Physical Presence of Members Unless Extraordinary Circumstances.** In order to participate as a member of one of the above stated public bodies during a public meeting, such member shall be physically present at the public meeting unless such member is unable to be physically present at any meeting location due to extraordinary circumstances including: disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes a member's physical attendance at such meeting, in which case the member may participate via videoconferencing as set forth herein. Physical absence and written request to participate via videoconference, with an explanation of the extraordinary circumstances, shall be noticed to the Village Clerk and all remaining Board members.
2. **Physical Location Quorum for Videoconferencing.** A public body may, in its discretion, use videoconferencing to conduct its meetings, provided that a minimum number of members are present to fulfill the public body's quorum requirement in the same physical location or locations where the public can physically attend, and all other requirements set forth herein have been met.
3. **Members Viewable and Audible.** Except during an executive session, the public body shall ensure that the members of the public body can be heard, seen and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon, whether such member(s) are physically present or participating via videoconferencing.
4. **Public Participation in Videoconference.** If videoconferencing is used to conduct a meeting, the public body shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized, including that the videoconferencing authorizes the same (except in the case of executive sessions).
5. **Notice.** If videoconferencing is used to conduct a meeting, the public notice for such meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.
6. **Minutes.** Minutes of any meetings which involves videoconferencing shall include which, if any, members participated remotely and shall be made available to the public pursuant to NY Open Meetings Law.
7. **Recordings and Transcription.** Each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the Village's website within five (5) business days following the meeting and shall remain so available for a minimum of five (5) years thereafter. Such recordings shall be transcribed upon request.
8. **State of Emergency.** Provisions of this Policy may be waived or altered during a State of Emergency, all in accordance with NY Open Meetings Law.
9. **Policy on Website.** This Policy shall be posted on the Village of Pittsford website.

## Village Board Meeting

### Meeting Items

#### Schoen Place Boat Docking – Plummer

Description: Discussion on plans or proposals for boat docking facilities at Schoen Place.

SEQRA Designation required: Yes or No

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## Boat Docking at Port of Pittsford, Carpenter Park

Welcome to the Port of Pittsford and Carpenter Park – we hope you enjoy your stay! **Once you dock, please register by filling in the [boat docking online registration form](#) below.**

**Boaters are allowed to dock at the Town's Port of Pittsford in Carpenter Park for up to 72 hours at a time and up to two 72-hour docking stays in any 30-day period.** Exceptions may be granted with prior written consent from the Pittsford Town Commissioner of Public Works. As there is no charge for docking, dock space is available on a first come, first served basis. Those docking at the park are responsible for the security of their boat.

Should you have any questions or concerns during regular business hours (Monday-Friday, 8:00am - 4:00pm), please contact our Pittsford Town Parks Department at (585) 248-6497 or [jneal@townofpittsford.org](mailto:jneal@townofpittsford.org) – our staff team will be happy to assist you. After business hours and during weekends or holidays, calls can be made to (585) 248-6212.

The park closes at dusk; it is open at night to boaters only. Please be aware that an in-ground sprinkler system is present and occasionally activates during the overnight hours.

**To keep our park safe and looking good, and to ensure it is an enjoyable visit for you and others, please:**

- No open fires or alcohol
- Place trash in provided receptacles
- No stakes in the ground
- Do not tie up to the docking ladders

The nearest **restrooms** are in the Pittsford Community Library (24 State Street); use the stairway next to the pavilion and cross the parking lot to get to the entrance. You can also walk up the path to North Main Street, turn left and follow the sidewalk to the parking lot entrance (on your left). The Library building is open 5:30am – 8:00pm each day.

### **Amenities:**

Docking spaces offer electric hookups and potable water.

The Village of Pittsford maintains a sewage pump station just west of the N. Main Street Bridge on the north side of the canal.

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## Boat Docking Registration Form

### **BOATER'S NAME**

### **BOATER'S CELL PHONE NUMBER**

### **BOAT NAME**

### **BOAT STATE REGISTRATION NUMBER**

# VILLAGE OF FAIRPORT *on the Erie Canal*

## VILLAGE DOCKING POLICIES & FEES

The following rules and fees apply to overnight docking in the Village of Fairport:

### Rules:

- Register with dockmaster and advance pay posted fee for planned length of stay. If no dockmaster is on duty at the time of your arrival, please complete the registration form and insert payment envelope in the lockbox at the dockmasters' station.
- Provide dockmaster with telephone number in case of emergency.
- Stays may be limited to up to 14 days on the SOUTH side of the canal, depending upon availability of space.
- Boats may not be locked to any dock area.
- Long-term boaters electing to stay 15 days or longer must dock on the NORTH side of the canal or WEST of the Main Street Liftbridge, depending upon availability of space.
- Boats may be moved at the dockmasters' discretion.
- The Village of Fairport is not responsible for the security of any boats or personal possessions.
- Please be considerate of others by minimizing late-night noise, disposing of trash in nearby receptacles, and respecting others' property.
- Fairport dockmasters are present to assist boaters by providing information, directions, canal maps and other assistance as may be requested.

- Dockmasters are on duty daily; *generally*, from 1 p.m. to 6 p.m. and 7 p.m. to 9 p.m. Hours may vary on weekdays.
- By docking in Fairport, you agree to adhere to the rules set forth herein. Rules will be enforced by the dockmasters and/or the Fairport Police Department

### **Fairport Overnight Docking Fees\***

**16' or less - \$11**

**17' to 30' - \$15**

**31' to 40' - \$19**

**Over 40' - \$23**

***\*Fees include use of the sanitary pump out station, WI-FI, private restrooms and showers, water, and electric service. Rates, policies and procedures are subject to change at the discretion of the Village of Fairport.***

## Village Board Meeting

### Meeting Items

#### Bed Tax Update – Plummer

Description: The Village of Pittsford is considering a hotel occupancy tax. The proposed tax would apply to traditional lodging establishments and is part of a broader effort to strengthen the Village's financial sustainability and community services.

SEQRA Designation required: Yes or No

Municipality	Type	County	Region	Max Rate	Numeric Rate
Rye Brook	Village	Westchester	Mid-Hudson	3%	3
Catskill	Village	Greene	Hudson Valley	4%	4
Harrison	Village	Westchester	Mid-Hudson	3%	3
Mamaroneck	Village	Westchester	Mid-Hudson	3%	3
Port Chester	Village	Westchester	Mid-Hudson	3%	3
Tuckahoe	Village	Westchester	Mid-Hudson	3%	3
Weedsport	Village	Cayuga	Finger Lakes	5%	5
Sleepy Hollow	Village	Westchester	Mid-Hudson	3%	3
Cold Spring	Village	Putnam	Mid-Hudson	3%	3
Woodbury	Town/Village	Orange	Mid-Hudson	3%	3
Ellicottville	Village	Cattaraugus	Western NY	5%	5
Lake Placid	Village	Essex	Adirondacks	4%	4
Skaneateles	Village/Town	Onondaga	Finger Lakes	Up to 5%	5
Lake George	Village	Warren	Adirondacks	County tax applies; proposed additional 1% village tax	1
Coxsackie	Village	Greene	Hudson Valley	4%	4
Nyack	Village	Rockland	Mid-Hudson	3%	3
Baldwinsville	Village	Onondaga	Finger Lakes	Up to 5%	5
Chester	Village	Orange	Mid-Hudson	Up to 5%	5
Croton-on-Hudson	Village	Westchester	Mid-Hudson	Up to 3%	3
Fishkill	Village	Dutchess	Mid-Hudson	Up to 2.5%	2.5

Average = 3.52%

## Hotel Tax Projections

Establishment	Average Occupany	Average Cost of Stay	Estimated Income	Proposed Tax Percentages		
				2%	3%	4%
	50%			2%	3%	4%
		\$248-\$253				
Delmonte	99	\$ 250.00	\$ 4,516,875.00	\$ 90,337.50	\$ 135,506.25	\$ 180,675.00
		\$175-\$245				
Canal Lamp Inn	4	\$ 210.00	\$ 153,300.00	\$ 3,066.00	\$ 4,599.00	\$ 6,132.00
		Various Rates				
				\$ 93,403.50	\$ 140,105.25	\$ 186,807.00

## Village Board Meeting

### Meeting Items

#### Geare Fund

Description: The Geare Fund in the Village of Pittsford is a designated financial resource established initially to support charitable purposes, specifically to assist the poor within the community.

SEQRA Designation required: Yes or No

## Village Board Meeting

### Meeting Items

#### Records Management Program

Description: Discussion on the development or enhancement of a records management program to ensure compliance and efficiency.

SEQRA Designation required: Yes or No



## Village of Pittsford Records Management Policy

*Adopted pursuant to New York State Arts and Cultural Affairs Law §57.25 and the New York State Archives Local Government Retention and Disposition Schedule (LGS-1).*

### 1. Concept of Records Management Policy

The Village of Pittsford is committed to maintaining an efficient, transparent, and legally compliant records management program that safeguards the integrity, accessibility, and authenticity of all Village records. This policy establishes the framework for creating, managing, and preserving records in accordance with New York State law and recognizes best practices.

Records management encompasses the systematic creation, organization, maintenance, use, and legal disposition of records. Pursuant to **Article 57-A of the New York State Arts and Cultural Affairs Law**, Village officials are required to preserve records as public property, protecting the rights and interests of taxpayers, while also reducing operational costs and improving efficiency.

The Village embraces a **Born-Digital** approach, ensuring that records are first created and stored/maintained in secure electronic formats whenever possible. By implementing centralized records management practices and modern technology, the Village seeks to promote accountability, streamline operations, and provide timely access to information for both staff and the public.

The Village's records management program provides the following benefits:

- **Ongoing Administrative Function** – Establishes records management as a continuous operational responsibility rather than a periodic task.
- **Legal Clarity and Accountability** – Provides a clear legal framework and defines responsibilities for program oversight.
- **Employee Awareness** – Reinforces to all employees the importance and legal basis of the records program.
- **Public Trust** – Demonstrates to taxpayers the Village's commitment to maintaining accessible, reliable, and usable records.

## 2. Purpose and Authority

This policy establishes a comprehensive framework for managing all records created or maintained by the Village of Pittsford and defines the authority of the Village Clerk, serving as the Records Management Officer (RMO), to ensure compliance with New York State law and State Archives standards.

It reflects best practices established by the New York State Archives while supporting the Village's transition to a centralized, born-digital records management program designed to promote efficiency, transparency, and the preservation of official Village records in a secure, centralized repository.

## 3. Scope

This policy applies to all records, regardless of format, that are produced or received in the course of Village business. It establishes a consistent approach to the creation, classification, maintenance, storage, digitization, use, and lawful disposition of records throughout their lifecycle, in accordance with New York State Archives standards and the **Retention and Disposition Schedule for New York Local Government Records (LGS-1)**.

The policy covers both paper and electronic records and applies to all Village officials, employees, boards, and consultants. All records management activities are centralized under the authority of the Village Clerk (RMO) and the Archivist/Records Clerk to ensure compliance, efficiency, and accountability across all departments and functions.

## 4. Legal Authority

This policy is adopted by resolution of the Village Board of Trustees, granting administrative authority to the Village Clerk, as Records Management Officer, to implement and enforce its provisions.

## 5. Policy Objectives

- Ensure the creation of accurate, complete, and usable records while avoiding redundancy.
- Transition to digital-first ("born digital") recordkeeping practices where applicable, across all Village operations.
- Ensure legal compliance.
- Maintain accessibility, authenticity, and integrity of records regardless of format.

- Save taxpayer resources by efficiently managing information resources.
- Support transparency and compliance with the Freedom of Information Law (FOIL) to promote public trust.
- Implement efficient digital systems for the secure storage, retrieval, and long-term preservation of both current and historical records.
- Optimize the use of limited physical and digital storage space by strategically digitizing, organizing, and promptly disposing of content.
- Continuously evaluate the records management program and its operating environment to identify and implement needed improvements.

## 6. Roles and Responsibilities

**Village Clerk (RMO):** Oversees the records management program, repository administration, approvals for disposition, fulfills FOIL requests.

**Archivist/Records Clerk:** Manages metadata, scans legacy records, maintains repository organization for both paper and digital records, assists with FOIL requests, conducts internal research, facilitates records retrieval, and carries out disposition.

**IT Provider:** Ensures security, data integrity, backup, and technical maintenance of the repository.

**All Staff:** Expected to strive for a "**born digital**" approach, creating and maintaining records in digital format rather than paper whenever practicable, to support the Village's transition to a fully electronic records management environment. Village staff are responsible for creating and managing records in accordance with approved naming conventions, retention schedules, and file formats. All must promptly forward any official records, paper or digital, to the Village Clerk's office and may not destroy, dispose or delete records independently to ensure that the official copy of a record is created and retained in its original form.

## 7. Records Creation

### All Records

- All official records created by the Village staff, consultants, or the public in the course of Village business are to be transferred to the Village Clerk for proper filing.
- Records are classified into series by function, not by department (e.g., *permits, Board of Trustees' minutes, invoices*, etc.).
- Only the final version, constituting official business, is stored as the *Official Record Copy*.

## **Digital Records**

- All official records shall be created and stored digitally whenever possible to support the Village's digital-first approach. Acceptable formats for the long-term storage of digital records include PDF, PDF/A, and TIFF, and must be backed up regularly.
- Electronic forms and signatures must comply with the **ESRA guidelines established by the NYS Office of Information and Electronic Services** to ensure authenticity and legal validity.
- The Village will scan any paper records and store them in the centralized repository to reduce degradation of paper records through repeated handling and to aid in ease of access. Official paper records that have been scanned can only be downgraded to a "record copy" as opposed to "official copy" if one-to-one certification has been completed in accordance with the State Archives guidelines.
- Drafts must be clearly labeled and maintained separately; only final versions that document official business shall be stored as official records.
- Digitized records must be complete, legible, and legally admissible.
- All digital records must include appropriate **metadata**—such as title, date, creator, department, and record series—to ensure accurate identification, retrieval, and application of the correct retention schedule. Metadata supports the long-term integrity, traceability, and management of official Village records within the electronic records management system.

## **Records Created by Contractors for the Village**

All records produced by any consultant or other contractor (architect, lawyer, engineer, etc.) for Village business are Village of Pittsford property. The contractors may, however, retain copies of these materials for their own records. All pertinent contracts will include these stipulations.

## **Creation of Forms and Board Minutes**

The Village Clerk, as RMO, oversees the development of all Village forms to ensure each form is necessary to collect standardized information, does not duplicate existing forms, and follows Village design standards. A master file of all current, approved forms is maintained, and board approval may be required for certain official forms.

When designing forms, consideration is given to the information needed, its intended use, and the end user. Forms should include clear instructions and adequate space for responses, and must prominently display:

- ✓ Name of the Village and the official Village logo
- ✓ Department responsible for the form
- ✓ Mailing address, telephone number, website address and general email address

Personnel names should not appear on forms to avoid frequent updates.

Electronic forms, available via email or the Village website, should allow online completion, sequential tabbing through fields, and submission electronically. Consideration should be given to ADA compliance and the use of e-signatures.

The Village Clerk will periodically review all forms to assess usage, effectiveness, and the need for updates due to changes in Village operations. When a form is retired or superseded, all blank copies must be destroyed.

The Village Clerk also ensures that all hearings and public meetings are recorded in audio or video format. Minutes are created electronically and added to the Village's full text searchable records system, ensuring proper retention and public access.

*\*See Appendix D– Village of Pittsford Document Requirements for Outside Submissions for detailed guidance.*

## 8. File Management and Naming Conventions

A standardized folder and file naming structure ensures consistency and ease of retrieval. Folder organization is based on property, project, or subject. File names should adhere to the *What-Who-When-Version* principle and must include the date (YYYYMMDD).

Example: MinutesBOT20250423Final.pdf

### **Standards:**

1. Avoid spaces or special characters; use CamelCase or underscores (.)
2. Use consistent date formats (YYYYMMDD)
3. Archive obsolete versions in an “Archive” subfolder

*\*See Appendix A – Village of Pittsford Naming Conventions for detailed guidance.*

## 9. Electronic Records Management System

The Village's Electronic Records Management System (ERMS), serves as the official system of record for all digital documents. The system supports metadata tagging, version control, audit logs, and secure access controls, ensuring compliance with **NYS LGS-1** retention and retrieval requirements.

By centralizing records in a searchable, cloud-based repository, the ERMS improves operational efficiency and accessibility, reducing manual handling, enabling faster retrieval, and enabling authorized users to access records remotely. These capabilities promote transparency, accountability, and the Village's transition to a digital-first records environment, while safeguarding the integrity and authenticity of official records.

All official Village records must be stored within the ERMS or the designated shared network drive (N: Drive). Documents should **not** be saved to individual workstation desktops or local hard drives, as such locations are not backed up and fall outside approved records management controls. The Village's **OneDrive** environment may be used only for temporary work-in-progress documents or for secure collaboration prior to final record filing. Once finalized, documents must be transferred to the N: Drive or ERMS for retention and management in accordance with the Village's records policy.

## 10. Email and Communication Records

Email and electronic communications documenting Village business are official records and should be captured in an approved archiving system.

Employees and officials must:

- Respect privacy, copyright, and data protection laws.
- Protect Village data from unauthorized access or use as required by state and federal laws and regulations.
- Use passwords responsibly and maintain the integrity of systems.

### Prohibited Uses

- Personal email addresses and personal social media pages may not be used for conducting official Village business. All official communications must use Village-issued email accounts and approved communication platforms.
- All communications and related records must be centrally located and retained in Village systems, as they may be subject to disclosure under the Freedom of Information Law (FOIL).

## 11. Website

All content published on the Village's official website represents official Village information and must comply with applicable New York State laws and policies regarding municipal transparency, web accessibility, and public record availability in accordance with the **NYS Office of Information Technology Services'** established standards. The Village Clerk's

office is responsible for all website updates and maintenance, ensuring legal compliance and consistency.

## 12. Retention and Disposition

### Adoption of Appropriate Retention Schedule

The Village adheres to the New York State Archives LGS-1 Retention Schedule to ensure consistent and lawful management of all records and follows the minimum retention periods outlined in the schedule. The Village Clerk, acting as the Records Management Office, will contact the State archives if a record is not covered by the LGS-1.

### Disposition Process and Documentation

Each record's metadata must identify the record series title, retention period, and responsible office to support accurate classification and disposition. The Archivist/Records Clerk prepares a Disposition Authorization Log for review and approval by the Village Clerk (RMO) prior to any destruction. No records shall be destroyed while they are subject to litigation, audit, investigation, or pending Freedom of Information Law (FOIL) requests.

Records that have met their approved retention period shall be destroyed annually or as needed, following verification and authorization. Paper records shall be destroyed by shredding, and electronic records shall be permanently deleted through digital wiping or overwriting to prevent recovery. All destruction activities must be documented and retained in a Disposition Authorization Log as part of the Village's official records management documentation.

### Canceled Obligations

The disposition of Canceled Obligations (including bonds and notes) is covered by **Section 63.10 of the Local Finance Law and Part 55 of 2NYCRR**. If questions arise, the Village Clerk will contact the State Archives and/or the Office of the New York State Comptroller.

### Exceptions to General Retention and Disposition Rules

In some cases, standard retention rules may not apply. The Village should consider the following exceptions:

- In the event of legal proceedings, FOIL requests, or audits, the corresponding records must be retained until the event concludes, or the Date of Deposition is reached, whichever is longer.
- If the Village Clerk decided to retain records for longer than the mandatory period.
- If records are damaged by a disaster, the Village Clerk (RMO) will seek permission from the State Archives to dispose of the records if their retention period has not already been met.

- Donation of records to another repository. All donations must be documented with a "Deed of Gift" form signed by the Village Clerk (RMO).

### 13. Scanning and Legacy Records

All imaging shall conform to the **New York State Archives' Government Records Services Imaging Guidelines** to ensure compliance and digital preservation integrity.

Historical paper records are scanned in accordance with New York State Archives' imaging standards to ensure high-quality digital preservation and accessibility. Permanent historical originals shall be physically preserved in perpetuity under secure, archival conditions. These originals are not to be handled or accessed unless necessary and only with authorization from the Village Clerk (RMO). The digital copies serve as the primary access versions to protect the integrity and longevity of the original materials.

All records shall be scanned at a minimum resolution of 300 DPI and in color to ensure a high-quality, authentic digital reproduction that accurately represents the original record.

### 14. Preservation, Data Integrity, Security, and Backup

All historical, permanent, and active records—both physical and digital—shall be maintained in a secure and stable environment to ensure long-term preservation and integrity.

#### **Preservation of Physical Records**

Physical records shall be stored in designated filing cabinets or archival boxes stored on shelving units meeting the guidelines laid out in **State Archives Publication #65, Recommendations for Shelving for Inactive Records Storage** and correctly labeled and organized.

All records must be housed in a secure, dry, and fire-resistant environment protected from light, moisture, pests, and environmental hazards. The Village will strive to ensure that all storage conditions are relatively consistent, with moderate temperatures and humidity throughout the year. Regular monitoring for signs of dampness or mold should occur.

All master microfilms are stored off-site in a secure facility.

#### **Preservation of Digital Records**

Digital records shall be maintained within the Village's Electronic Records Management System (ERMS), which employs secure authentication, encryption, and role-based access controls to protect against unauthorized access or alteration. Records should be saved in PDF or PDF/A format.

### **Security for Physical Records**

Access to archival storage areas shall be locked and restricted to authorized personnel under the supervision of the Village Clerk (RMO).

Active paper records that require extra security, including confidential documents, will be stored in locked filing cabinets.

### **Security for Digital Records**

Passwords will be required to access the LAN and all other digital systems. To prevent unauthorized access, additional passwords/permissions may be needed for specific electronic applications and files. Department heads will identify access rights.

The digital system requires daily incremental backups and weekly full backups, with copies stored securely off-site to ensure continuity of operations. Regular integrity checks and periodic audits shall be conducted to confirm backup reliability and data authenticity, and to detect corruption. The Villages IT vendor is responsible for providing virus detection software, keeping the software up to date, and installation of other security measures.

Village employees should conduct Village business remotely using a Village-managed device or their Village-managed OneDrive account.

Any suspected or confirmed security breaches must be reported immediately to the Village Clerk (Records Management Officer) for investigation and remediation. In the event of a confirmed or suspected security breach, the Village is required under **Section 208 of the State Technology Law** to disclose to New York State residents and three specific state agencies when records containing personal private information were released without authorization.

*\*See Appendix E– Village of Pittsford Cybersecurity Guidelines for detailed guidance.*

## **15. Disaster Recovery and Continuity**

The Village maintains a disaster preparedness and recovery plan to protect both physical and digital records in the event of fire, flooding, system failure, or other emergencies. This plan outlines procedures for damage assessment, recovery prioritization, and restoration of essential records and systems.

For physical records, emergency supplies and protective materials shall be available to stabilize damaged documents and prevent further deterioration.

For digital records, the Electronic Records Management System (ERMS) supports rapid restoration through daily incremental and weekly full backups, with redundant copies stored off-site.

*\*See Appendix F – Village of Pittsford Disaster Preparedness and Recovery Plan for detailed guidance.*

## 16. Access and FOIL Compliance

The Village Clerk serves as the designated Records Access Officer under **New York State Public Officers Law §89** and is responsible for managing all Freedom of Information Law (FOIL) requests. A Village of Pittsford Subject Matter List (*Appendix C*) is maintained, identifying the categories of records held by the Village, as required by Law. This list will be reviewed and updated annually and posted on the Village website to promote transparency and public access, in accordance with the New York State Committee on Open Government guidelines.

The Village Clerk's Office retrieves, reviews, and prepares records for disclosure in accordance with statutory requirements. Whenever possible, digitized records will be provided to promote accessibility and efficiency.

The Electronic Records Management System (ERMS) supports timely FOIL responses by enabling rapid search and retrieval of requested records.

Access to records that are under legal review, litigation hold, or contain confidential information may be restricted as required by law, and any necessary redactions will be made prior to release to ensure compliance with NYS Public Officers Law and protection of sensitive information.

*\*See Appendix B- Village of Pittsford FOIL Request Workflow for detailed guidance.*

## 17. Training and Compliance

All Village employees, officials, and contractors who create, manage, or access Village records are required to follow this Records Management Policy and all related procedures.

Annual training on records creation, records management, use of digital repositories, FOIL, and information security will be conducted.

## 18. Policy Review and Updates

This policy shall be reviewed and updated as needed to reflect changes in law, technology, or Village operations. The Village Clerk, serving as the Records Management Officer, is responsible for initiating reviews and proposing updates, which must be approved by the Village Board of Trustees.

The Village Clerk's Office will conduct an annual audit of the records inventory, verify compliance with the **NYS LGS-1** retention schedule, and document any procedural changes.

Regular audits and inspections will confirm the effectiveness of backup systems, storage environments, and repository management. The disaster recovery plan will be reviewed and updated as necessary to maintain preparedness.

A comprehensive review of this policy will occur at least every three years, or sooner if required, to ensure the Village's records management program remains current, secure, and effective.

## 19. Appendices

- Appendix A - Village of Pittsford Naming Conventions
- Appendix B - Village of Pittsford FOIL Request Workflow
- Appendix C - Village of Pittsford Subject Matter List
- Appendix D - Village of Pittsford Document Requirements for Outside Submissions
- Appendix E - Village of Pittsford Cybersecurity Guidelines
- Appendix F - Village of Pittsford Disaster Preparedness and Recovery Plan

The appendices are still being constructed and will be provided to the board for review when completed.

Adopted by resolution of the Board of Trustees of the Village of Pittsford on \_\_\_\_\_ 2025.

## Village Board Meeting

### Meeting Items

#### Public Hearing – 6:30 PM

#### Local Law on Lighted Village Signage – Cove

Description: A scheduled public hearing to consider a proposed local law regulating lighted signs within the village.

**Village of Pittsford**  
**Local Law No. \_\_\_\_\_ of 2025**

**A Local Law Modifying Chapter 168**  
**of the Code of the Village of Pittsford**

Chapter 168 of the Code of the Village of Pittsford shall be modified as follows:

Amend Section **168-3** so that it now reads:

**§ 168-3. Definitions.**

**ILLUMINATED SIGN**

Any sign **which is illuminated by an exterior light only.** ~~by electricity, gas or other artificial light, including a reflective or phosphorescent light or fiber-optic illumination.~~

Amend Section **168-5.B.** so that it now reads:

**§ 168-5. General Regulations.**

**B. Illuminated signs shall be as defined hereinabove and shall comply with all other requirements of the Code of the Village of Pittsford.** Any illuminated sign ~~or lighting device~~ shall employ only lights emitting a light of constant intensity. ~~No sign shall be internally lighted.~~ **No other illumination shall be permitted including, but not limited to, that which is interior to the sign or containing and no sign shall be illuminated by or contain flashing, intermittent, rotating, moving light or lights or gas-filled tubes.** In no event shall ~~an illuminated sign or lighting device~~ **the light for an illuminated sign** be placed or directed so as to permit the beams and illumination therefrom to be directed or beamed upon a public street, highway, sidewalk or adjacent premises so as to cause glare or reflection that may constitute a traffic hazard or nuisance.

Amend Section **168-5.C.** so that it now reads:

**C. No gas-filled tubes (neon) shall be permitted on any exterior elevation of any building. No other gas-filled tube (neon) signs visible from a public street or waterway shall be permitted.** ~~except as provided in § 168-7F(6)~~

Add Section **168-5.H.** as follows:

**H. One small OPEN/CLOSED sign, measuring no more than 6 inches high by 12 inches long, shall be permitted on the façade in which the main entrance to a business is located in the VGB, VCB, MU-EC and MU-OF zoning districts.**

Add Section **168-5.I.** as follows:

- I. In the MU-EC zone only, instead of, and as a replacement for the OPEN/CLOSED sign permitted by Section 168-5.H. hereinabove, a sign spelling out the word OPEN in which the letters OPEN are internally lighted by single constant color LED lights of a constant intensity, which sign shall measure no more than 10 inches high and 12 inches wide shall be permitted on the façade of a business which façade faces a public street, provided that such façade is at least 150 feet distant from a public street.

The current heading of Section **168-9.** shall be amended as follows:

**§ 168-9. Signs Permitted in ~~any R-4~~ the LOR District.**

**Effective Date:** This local law shall take effect immediately upon its adoption by the Board of Trustees of the Village of Pittsford and the filing thereof with the New York Secretary of State.

VILLAGE OF PITTSFORD

Abstract # 016  
Summary by Fund

10/22/2025  
16:05:40

Code	Fund	Prepays	Unpays	Totals
A	GENERAL FUND	21,741.50	20,850.97	42,592.47
G	SEWER FUND		3,829.05	3,829.05
<b>Total:</b>		<b>21,741.50</b>	<b>24,680.02</b>	<b>46,421.52</b>

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**Total Claims: \$46,421.52**

**Fund Breakdown**

- **General Fund**
  - **Unpays:** \ \$21,741.50
  - **Prepays:** \ \$20,850.97
  - **Total:** \ \$42,592.47
- **Sewer Fund**
  - **Total:** \ \$3,829.05

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**Notable General Fund Expenses**

- **Hungate Construction:** \ \$21,741.50 – Hall porch payment
- **Excellus Health Plan:** \ \$12,155.32 – November health insurance
- **FNBO CNB VISA:** Multiple charges totaling over \ \$3,000 for various expenses including NYCOM, Amazon supplies, Indeed, Adobe, Ring, and Bicentennial events
- **United Rentals:** \ \$1,656.00 – Portable restrooms for events
- **WellNow Urgent Care & Work Ready @ RRH:** \ \$688.00 – Physicals and testing
- **Other Vendors:** Action Telephone, Casella Waste, Charter Communications, Hometowne Energy, NYS Dept of Labor, Toshiba, U Dig NY, Walsh Duffield, Big State Industrial Supply

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**Notable Sewer Fund Expenses**

- **Excellus Health Plan:** \ \$3,428.42 – November health insurance
  - **Rochester Gas & Electric:** \ \$100.00 – Sewer crossing lease
  - **Other Vendors:** Casella Waste, Charter Communications, Hometowne Energy, Toshiba, Frontier Communications
-

# Village Board Meeting

## Department Reports

## Treasurer's / Village Clerk Report

- Bill Pay
- 2026 – Health Care



# Employee Benefit Proposal Summary

## Village of Pittsford Healthcare Plan Comparison - Excellus Renewal & Options - January 1, 2026

	Current Plan	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
Financial Analysis	SimplyBlue+ Silver 19 HDHP <sup>1</sup>	SimplyBlue+ Platinum 2 Copay <sup>1</sup>	SimplyBlue+ Gold 17 Hybrid <sup>1</sup>	SimplyBlue+ Silver 2 HDHP <sup>1</sup>	SimplyBlue+ Silver 20 HDHP <sup>1</sup>	SimplyBlue+ Bronze 4 HDHP <sup>1</sup>	SimplyBlue+ Bronze 7 NON-QUALIFIED HDHP <sup>1</sup>
	Renewal Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026
Single	964.11	1,421.46	1,175.81	956.57	817.45	767.47	685.81
Employee/Spouse	1,928.22	2,842.92	2,351.61	1,913.13	1,634.91	1,534.94	1,371.61
Family w/no Spouse	1,638.99	2,416.49	1,998.87	1,626.17	1,389.67	1,304.70	1,165.87
Family	2,747.72	4,051.16	3,351.05	2,726.21	2,329.74	2,187.29	1,954.55
In-Network Services							
Metal Level	Silver	Platinum	Gold	Silver	Silver	Bronze	Bronze
Annual Deductible/ Annual Out of Pocket Maximum	\$3,600 Single/ \$7,200 Family	n/a	\$1,100 Single/ \$2,200 Family	\$3,250 Single/ \$6,500 Family	\$6,750 Single/ \$13,500 Family	\$8,500 Single/ \$17,000 Family	\$10,600 Single/ \$21,200 Family
Diagnostic Primary Care Visit / Diagnostic Specialist Visit	\$25 Copay; Subject to Deductible / \$50 Copay; Subject to Deductible	\$15 Copay / \$40 Copay	\$40 Copay / \$70 Copay	Covered at 80/20 Coinsurance; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible
Prescription Rx	\$5 Tier 1/ \$45 Tier 2/ \$90 Tier 3; Subject to Deductible. \$0 generics for kids up to age 19; Subject to Deductible. Preventive Drugs Not Subject to Deductible	\$10 Tier 1/ \$35 Tier 2/ \$70 Tier 3. \$0 generics for kids up to age 19	\$10 Tier 1/ \$45 Tier 2/ \$90 Tier 3. \$0 generics for kids up to age 19.	\$10 Tier 1/ \$45 Tier 2/ \$90 Tier 3; Subject to Deductible. \$0 generics for kids up to age 19; Subject to Deductible. Preventive Drugs Not Subject to Deductible	Covered at 100%; Subject to Deductible. \$0 generics for kids up to age 19; Subject to Deductible. Preventative Drugs Not Subject to Deductible	Covered at 100%; Subject to Deductible. \$0 generics for kids up to age 19; Subject to Deductible. Preventative Drugs Not Subject to Deductible	Covered at 100%; Subject to Deductible. \$0 generics for kids up to age 19; Subject to Deductible. Preventative Drugs Not Subject to Deductible
Inpatient Hospital	\$500 Copay; Subject to Deductible	\$500 Copay	Covered at 80/20 Coinsurance; Subject to Deductible	Covered at 80/20 Coinsurance; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible
Outpatient Surgery (Facility Copay)	\$350 Copay; Subject to Deductible	\$300 Copay	Covered at 80/20 Coinsurance; Subject to Deductible	Covered at 80/20 Coinsurance; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible
Emergency Room	\$350 Copay; Subject to Deductible	\$300 Copay	\$300 Copay	Covered at 80/20 Coinsurance; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible
Urgent Care Center	\$50 Copay; Subject to Deductible	\$40 Copay	\$70 Copay	Covered at 80/20 Coinsurance; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible
Diagnostic X-Ray (Office / Facility)	\$50 Copay; Subject to Deductible	\$40 Copay	\$70 Copay	Covered at 80/20 Coinsurance; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible
Diagnostic Lab	\$25 Copay; Subject to Deductible	\$15 Copay	\$40 Copay	Covered at 80/20 Coinsurance; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible
Annual Out-of-Pocket Maximum	\$8,000 Single/ \$16,000 Family	\$5,000 Single/ \$10,000 Family	\$8,250 Single/ \$16,500 Family	\$8,500 Single/ \$17,000 Family	\$6,750 Single/ \$13,500 Family	\$8,500 Single/ \$17,000 Family	\$10,600 Single/ \$21,200 Family
Out of Network Coverage	Out of Network Coverage is available on this plan. Please see SBC for additional details.	Out of Network Coverage is available on this plan. Please see SBC for additional	Out of Network Coverage is available on this plan. Please see SBC for additional	Out of Network Coverage is available on this plan. Please see SBC for additional	Out of Network Coverage is available on this plan. Please see SBC for additional	Out of Network Coverage is available on this plan. Please see SBC for additional	Out of Network Coverage is available on this plan. Please see SBC for additional
Part D Creditability	Creditable	Creditable	Creditable	Creditable	Creditable	Creditable	Creditable
Additional Benefits	Domestic Partner; Family Planning; Pediatric Dental; Vision; Eyewear; ThriveWell Rewards; Telemedicine	Domestic Partner; Family Planning; Pediatric Dental; Vision; Eyewear; ThriveWell Rewards; Telemedicine	Domestic Partner; Family Planning; Pediatric Dental; Vision; Eyewear; ThriveWell Rewards; Telemedicine	Domestic Partner; Family Planning; Pediatric Dental; Vision; Eyewear; ThriveWell Rewards; Telemedicine	Domestic Partner; Family Planning; Pediatric Dental; Vision; Eyewear; ThriveWell Rewards; Telemedicine	Domestic Partner; Family Planning; Pediatric Dental; Vision; Eyewear; ThriveWell Rewards; Telemedicine	Domestic Partner; Family Planning; Pediatric Dental; Vision; Eyewear; ThriveWell Rewards; Telemedicine

<sup>1</sup>Underwriting and Participation Guidelines Apply

<sup>1</sup>Pediatric Dental is a mandatory benefit in NYS unless the group qualifies to waive the benefit under NY CLS INS § regulation(s); Rates shown include Pediatric Dental Prepared:10/03/2025

This carrier is not rated by the A.M. Best Company because it does not meet Best's minimum standard for rating or has chosen not to participate in the A.M. Best rating process.

Accordingly, you should be aware that we are unable to adequately evaluate this insurance company under our carrier financial standard (A.M. Best A- or higher)

An alternate quotation through an A.M. Best-rated carrier may have been provided. Your choice of carrier should be made by weighing the positives and negatives of pricing, service, and carrier financial condition.

We will provide any additional available information you may request to assist you in this decision. Please let us know if you have any questions.

This is not a contract or binding agreement. The above information is provided in summary for ease of comparison only. Refer to your plan booklet for actual details.

In the event there is a discrepancy between the information presented here and the actual plan document, the plan document controls.

All benefits subject to medical necessity. Plan may be subject to Underwriting Guidelines. 2026 Rates



Employee Benefit Proposal Summary

Village of Pittsford Healthcare Plan Comparison - MVP Options - January 1, 2026

	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Option 7	Option 8
Financial Analysis	MVP EPO Platinum 3 <sup>1</sup>	MVP EPO Gold 4 (Embedded) <sup>1</sup>	MVP EPO Gold 6 (Embedded) <sup>1</sup>	MVP EPO Gold 1 (Embedded) <sup>1</sup>	MVP EPO Gold 2 (HDHP - Aggregate/Embedded) <sup>1</sup>	MVP EPO Silver 3 (HDHP - Aggregate/Embedded) <sup>1</sup>	MVP EPO Silver 8 (HDHP - Embedded) <sup>1</sup>	MVP EPO Bronze 6 (HDHP - Embedded) <sup>1</sup>
	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026
Single	1,541.52	1,370.33	1,367.31	1,350.66	1,300.05	1,139.76	1,107.37	1,027.86
Employee/Spouse	3,083.04	2,740.66	2,734.62	2,701.32	2,600.10	2,279.52	2,214.74	2,055.72
Family w/no Spouse	2,620.58	2,329.56	2,324.43	2,296.12	2,210.09	1,937.59	1,882.53	1,747.36
Family	4,393.33	3,905.44	3,896.83	3,849.38	3,705.14	3,248.32	3,156.00	2,929.40
In-Network Services								
Metal Level	Platinum	Gold	Gold	Gold	Gold	Silver	Silver	Bronze
Annual Deductible	n/a	n/a	\$350 Single/ \$700 Family	\$850 Single/ \$1,700 Family	\$1,750 Single/ \$3,500 Family	\$2,700 Single/ \$5,400 Family	\$4,850 Single/ \$9,700 Family	\$7,200 Single/ \$14,400 Family
Diagnostic Primary Care Visit / Diagnostic Specialist Visit	First 3 Visits Covered in Full Then \$30 Copay / \$50 Copay	First 3 Visits Covered in Full Then \$30 Copay / \$60 Copay	First 3 Visits Covered in Full then \$30 Copay / \$50 Copay	First 3 Visits Covered in Full Then \$15 Copay / \$50 Copay; Subject to Deductible	\$10 Copay; Subject to Deductible/ \$20 Copay; Subject to Deductible	\$25 Copay; Subject to Deductible / \$50 Copay; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible
Prescription Rx	\$5 Tier 1/ \$25 Tier 2/ \$40 Tier 3	\$10 Tier 1/ 30% Tier 2/ 50% Tier 3	\$10 Tier 1/ 20% Tier 2/ 30% Tier 3	\$10 Tier 1; \$200 Single/\$400 Family Deductible then \$35 Tier 2; \$200 Single/\$400 Family Deductible then \$70 Tier 3	\$10 Tier 1/ \$30 Tier 2/ \$50 Tier 3; Subject to Deductible. Preventive drugs not Subject to Deductible.	\$15 Tier 1/ \$40 Tier 2/ \$60 Tier 3; Subject to Deductible. Preventive drugs not Subject to Deductible.	\$20 Tier 1/ \$50 Tier 2/ \$75 Tier 3; Subject to Deductible. Preventive drugs not Subject to Deductible.	Covered at 100%; Subject to Deductible. Preventive drugs not Subject to Deductible
Inpatient Hospital	\$250 Copay	\$750 Copay	\$1,000 Copay; Subject to Deductible	\$500 Copay; Subject to Deductible	\$200 Copay; Subject to Deductible	\$500 Copay; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible
Outpatient Surgery (Facility Copay)	\$100 Copay	\$300 Copay	\$300 Copay; Subject to Deductible	\$200 Copay; Subject to Deductible	\$200 Copay; Subject to Deductible	\$250 Copay; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible
Emergency Room	\$150 Copay	\$500 Copay	\$100 Copay	\$300 Copay	\$75 Copay; Subject to Deductible	\$300 Copay; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible
Urgent Care Center	\$50 Copay	\$60 Copay	\$50 Copay	\$50 Copay	\$20 Copay; Subject to Deductible	\$50 Copay; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible
Diagnostic X-Ray (Office / Facility)	\$50 Copay	\$60 Copay	\$50 Copay	\$50 Copay; Subject to Deductible	\$20 Copay; Subject to Deductible	\$50 Copay; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible
Diagnostic Lab	\$50 Copay	\$60 Copay	\$50 Copay	\$50 Copay	\$20 Copay; Subject to Deductible	\$50 Copay; Subject to Deductible	Covered at 100%; Subject to Deductible	Covered at 100%; Subject to Deductible
Annual Out-of-Pocket Maximum	\$2,550 Single/ \$5,100 Family	\$6,750 Single/ \$13,500 Family	\$6,750 Single/ \$13,500 Family	\$7,000 Single/ \$14,000 Family	\$5,000 Single/ \$10,000 Family	\$7,000 Single/ \$14,000 Family	\$7,700 Single/ \$15,400 Family	\$7,200 Single/ \$14,400 Family
Out of Network Coverage	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Part D Creditability	Creditable	Creditable	Creditable	Creditable	Creditable	Creditable	Creditable	Creditable
Additional Benefits	Domestic Partner; Family Planning; Pediatric Dental; WellBeing; Reimbursement;	Domestic Partner; Family Planning; Pediatric Dental; WellBeing; Reimbursement;	Domestic Partner; Family Planning; Pediatric Dental; WellBeing; Reimbursement;	Domestic Partner; Family Planning; Pediatric Dental; WellBeing; Reimbursement;	Domestic Partner; Family Planning; Pediatric Dental; WellBeing; Reimbursement;	Domestic Partner; Family Planning; Pediatric Dental; WellBeing; Reimbursement;	Domestic Partner; Family Planning; Pediatric Dental; WellBeing; Reimbursement;	Domestic Partner; Family Planning; Pediatric Dental; WellBeing; Reimbursement;

<sup>1</sup> Underwriting and Participation Guidelines Apply  
<sup>2</sup> Pediatric Dental is a mandatory benefit in NYS unless the group qualifies to waive the benefit under NY CLS INS § regulation(s). Rates shown include Pediatric Dental  
This carrier is not rated by the A.M. Best Company because it does not meet Best's minimum standard for rating or has chosen not to participate in the A.M. Best rating process.  
Accordingly, you should be aware that we are unable to adequately evaluate this insurance company under our carrier financial standard (A.M. Best A- or higher)  
An alternate quotation through an A.M. Best-rated carrier may have been provided. Your choice of carrier should be made by weighing the positives and negatives of pricing, service, and carrier financial condition.  
We will provide any additional available information you may request to assist you in this decision. Please let us know if you have any questions.  
This is not a contract or binding agreement. The above information is provided in summary for ease of comparison only. Refer to your plan booklet for actual details.  
In the event there is a discrepancy between the information presented here and the actual plan document, the plan document controls.  
All benefits subject to medical necessity. Plan may be subject to Underwriting Guidelines. 2026 Rates



Employee Benefit Proposal Summary

Village of Pittsford Healthcare Plan Comparison - UHC Options - January 1, 2026

	Option	Option	Option	Option	Option	Option	Option
	UHC Platinum Choice+ 15/25/100 POS Copay (EP3F)	UHC Gold Choice+ 40/60/1100/80 POS Hybrid (EP3E)	UHC Gold Choice+ 3500/100 POS HSA (EP4A)	UHC Silver Choice+ 30/60/3250/90 POS HDHP (EP38)	UHC Silver Choice+ 15/50/7000/75 POS Hybrid (EP4G)	UHC Silver Choice+ 40/80/3750/80 POS Hybrid (EP35)	UHC Bronze Choice+ 7750/100 POS HSA (EP29)
	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026	Rates Effective: 1/1/2026-12/31/2026
Single	1,232.97	1,037.74	1,012.77	921.82	885.55	893.12	836.74
Employee/Spouse	2,465.94	2,075.48	2,025.54	1,843.64	1,771.10	1,786.24	1,673.48
Family w/no Spouse	2,096.05	1,764.16	1,721.71	1,567.09	1,505.44	1,518.30	1,422.46
Family	3,513.98	2,957.57	2,886.41	2,627.19	2,523.83	2,545.40	2,384.72
In-Network Services							
Metal Level	Platinum	Gold	Silver	Silver	Silver	Silver	Bronze
Annual Deductible	n/a	\$1,100 Single / \$2,200 Family (emb)	\$3,500 Single / \$7,000 Family (emb)	\$3,250 Single / \$6,500 Family (agg)	\$7,000 Single / \$14,000 Family (emb)	\$3,750 Single / \$7,500 Family (emb)	\$7,750 Single / \$15,500 Family (agg)
Diagnostic Primary Care Visit / Diagnostic Specialist Visit	\$15 Copay / \$25 Copay	\$40 Copay / \$60 Copay	Covered in Full: Subject to Deductible	\$30 Copay: Subject to Deductible / \$60 Copay: Subject to Deductible	\$15 Copay / \$100 Copay (Designated Network Specialists \$50 Copay): \$0 PCP visits to age 19	\$40 Copay: Subject to Deductible / \$80 Copay: Subject to Deductible	Covered in Full: Subject to Deductible
Prescription Rx	\$5 Tier 1/ \$25 Tier 2/ \$50 Tier 3	\$15 Tier 1/ \$50 Tier 2/ 50% to \$800 Per Rx Max Tier 3	Covered in Full: Subject to Deductible; Preventive Drugs Not Subject to Deductible	\$15 Tier 1/ \$35 Tier 2/ \$75 Tier 3: Subject to Deductible. Preventive Drugs Not Subject to Deductible	\$10 Tier 1/ \$50 Tier 2/ \$100 Tier 3: Tier 2 & 3 Subject to \$100 per person Rx Deductible	\$5 Tier 1/ \$45 Tier 2/ \$90 Tier 3	Covered in Full: Subject to Deductible. Preventive Drugs Not Subject to Deductible
Inpatient Hospital	\$500 Copay	Covered at 80/20 Coinsurance: Subject to Deductible	Covered in Full: Subject to Deductible	Covered at 90/10 Coinsurance: Subject to Deductible	Covered at 75/25 Coinsurance: Subject to Deductible	Covered at 80/20 Coinsurance: Subject to Deductible	Covered in Full: Subject to Deductible
Outpatient Surgery (Facility Copay)	\$300 Copay	Covered at 80/20 Coinsurance: Subject to Deductible	Covered in Full: Subject to Deductible	\$200 Copay: Subject to Deductible	Covered at 75/25 Coinsurance: Subject to Deductible	Covered at 80/20 Coinsurance: Subject to Deductible	Covered in Full: Subject to Deductible
Emergency Room	\$300 Copay	\$250 Copay	Covered in Full: Subject to Deductible	Covered at 90/10 Coinsurance: Subject to Deductible	Covered at 75/25 Coinsurance: Subject to Deductible	\$500 Copay: Subject to Deductible	Covered in Full: Subject to Deductible
Urgent Care Center	\$30 Copay	\$60 Copay	Covered in Full: Subject to Deductible	\$75 Copay: Subject to Deductible	\$25 Copay	\$80 Copay: Subject to Deductible	Covered in Full: Subject to Deductible
Diagnostic X-Ray (Office / Facility)	\$25 Copay	\$60 Copay	Covered in Full: Subject to Deductible	Covered at 90/10 Coinsurance: Subject to Deductible	Covered at 75/25 Coinsurance: Subject to Deductible	Covered at 80/20 Coinsurance: Subject to Deductible	Covered in Full: Subject to Deductible
Diagnostic Lab	\$15 Copay	\$40 Copay	Covered in Full: Subject to Deductible	Covered at 90/10 Coinsurance: Subject to Deductible	Covered at 75/25 Coinsurance: Subject to Deductible	Covered at 80/20 Coinsurance: Subject to Deductible	Covered in Full: Subject to Deductible
Annual Out-of-Pocket Maximum	\$5,500 Single / \$11,000 Family (emb)	\$8,500 Single / \$17,000 Family (emb)	\$3,500 Single / \$7,000 Family (emb)	\$7,850 Single / \$15,700 Family (emb)	\$9,700 Single / \$19,400 Family (emb)	\$9,300 Single / \$18,600 Family (emb)	\$7,750 Single / \$15,500 Family (emb)
Out of Network Coverage	Out of Network Coverage is available on this plan. Please see SBC for additional details.	Out of Network Coverage is available on this plan. Please see SBC for additional details.	Out of Network Coverage is available on this plan. Please see SBC for additional details.	Out of Network Coverage is available on this plan. Please see SBC for additional details.	Out of Network Coverage is available on this plan. Please see SBC for additional details.	Out of Network Coverage is available on this plan. Please see SBC for additional details.	Out of Network Coverage is available on this plan. Please see SBC for additional details.
Part D Creditability	Creditable	Creditable	Creditable	Creditable	Creditable	Creditable	Creditable
Additional Benefits	Pediatric Dental; Pediatric Vision & Eyewear; Telemedicine; Sweat Equity; Care Cash; Calm Health; Wellos	Pediatric Dental; Pediatric Vision & Eyewear; Telemedicine; Sweat Equity; Care Cash; Calm Health; Wellos	Pediatric Dental; Pediatric Vision & Eyewear; Telemedicine; Sweat Equity; Calm Health; Wellos	Pediatric Dental; Pediatric Vision & Eyewear; Telemedicine; Sweat Equity; Calm Health; Wellos	Pediatric Dental; Pediatric Vision & Eyewear; Telemedicine; Sweat Equity; Care Cash; Calm Health; Wellos	Pediatric Dental; Pediatric Vision & Eyewear; Telemedicine; Sweat Equity; Care Cash; Calm Health; Wellos	Pediatric Dental; Pediatric Vision & Eyewear; Telemedicine; Sweat Equity; Calm Health; Wellos

*Underwriting and Participation Guidelines Apply*  
*\*Pediatric Dental is a mandatory benefit in NYS unless the group qualifies to waive the benefit under NY CLS INS § regulation(s). Rates shown include Pediatric Dental Prepared.*  
*This carrier is not rated by the A.M. Best Company because it does not meet Best's minimum standard for rating or has chosen not to participate in the A.M. Best rating process.*  
*Accordingly, you should be aware that we are unable to adequately evaluate this insurance company under our carrier financial standard (A.M. Best A- or higher)*  
*An alternate quotation through an A.M. Best-rated carrier may have been provided. Your choice of carrier should be made by weighing the positives and negatives of pricing, service, and carrier financial condition.*  
*We will provide any additional available information you may request to assist you in this decision. Please let us know if you have any questions.*  
*This is not a contract or binding agreement. The above information is provided in summary for ease of comparison only. Refer to your plan booklet for actual details.*  
*In the event there is a discrepancy between the information presented here and the actual plan document, the plan document controls.*  
*All benefits subject to medical necessity. Plan may be subject to Underwriting Guidelines. 2026 Rates*



**Benefit Summary**

**Effective: 1/1/2026 - 3/31/2026**

**Version Updated: 09/15/2025**

<b>DBOE-4-26/26</b>	<b>Dental Blue Options</b>	
<b>Rating Region: Rochester</b>	<b>Small Group</b>	
<b>Rate</b>		
<b>4-Tier- Ind/Subscriber Spouse/Subscriber Child(ren)/Family</b>		
<b>Single</b>	\$43.31	
<b>Sub w/Spouse</b>	\$86.62	
<b>Sub w/Child</b>	\$80.62	
<b>Sub w/Children</b>	\$80.62	
<b>Sub w/Spouse and one or more Children</b>	\$131.16	

We are quoting these rates on the express condition that, if the rates actually approved by the New York State Insurance Department are different than the rates quoted above, your rates for the effective date will change

The Sales Representative providing this quote is a New York State licensed insurance producer employed by Excellus Health Plan. The individual represents Excellus Health Plan in this transaction and will be compensated by Excellus Health Plan in part based on this sale. The amount of compensation is based on a number of factors, including the contract selected and the volume of sales. You may request information about the expected compensation from your Sales Representative.

**For Groups moving to Plan Year benefit renewal:** I understand that my benefit plan year will change to the coverage effective date indicated below and that my group dental plan premium rate will also change on the coverage effective date indicated below. As a result of this change, all current deductibles, benefit limits, and annual maximum accumulators for all plan offerings will reset to zero on the coverage effective date indicated below. I agree to hold a new open enrollment for my employees and communicate to my employees the fact that their accumulators will reset to zero.

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

**Title:**

**Date:**

**Group Name:**

**Total Employees:**

**Total Eligible:**

**Coverage Effective Date:**

**Broker:**

DBOE-4-26/26		Dental Blue Options
<b>Plan Overview</b>		
Package ID	DBOE-4-26/26	
Plan Name	Dental Blue Options	
Plan Type	PPO EmpSponsored	
Package Status	Existing	
Effective Date	1/1/2026 - 3/31/2026	
Activity Status	Active	
<b>Dental Plan Features</b>		
Dependents and students	Qualified dependents and students are covered to age 26.	
Annual Deductible	\$50 Single/\$150 Family; applies to classes II, IIA and III	
Annual Maximum	\$1,000 applies to classes II, IIA and III	
Annual Maximum Rollover	N/A	
Orthodontia Lifetime Maximum includes dependents to age 19	Not covered	
Domestic partner	Covered	
Waiting periods & other limitations	Does not apply	
<b>Network Benefits</b>		
	<b>In-Network</b>	<b>Out Of Network</b>
In Area	Coverage provided through Excellus BlueShield dental provider network	Covered at fee schedule, subject to balance billing
Out of area	Coverage provided through National Dental Grid+ DenteMax provider network	Covered at fee schedule, subject to balance billing
<b>Plan Benefits</b>		
<b>Class I - Preventive</b>	<b>In-Network</b>	<b>Out Of Network</b>
Class I - Coinsurance	Covered at 100%	Covered at 100%, subject to balance billing
Cleanings & exams	Covered at 100%	Covered at 100%, subject to balance billing
Fluoride treatments covered to age 16	Covered at 100%	Covered at 100%, subject to balance billing
Sealants	Covered at 100%	Covered at 100%, subject to balance billing
Bitewing x-rays	Covered at 100%	Covered at 100%, subject to balance billing
Full mouth and panorex x-rays	Covered at 100%	Covered at 100%, subject to balance billing
Space maintainers	Covered at 100%	Covered at 100%, subject to balance billing
Emergency palliative treatment	Covered at 100%	Covered at 100%, subject to balance billing
Dental Prophylaxis	Covered at 100%	Covered at 100%, subject to balance billing
<b>Class II - Basic Restorative</b>	<b>In-Network</b>	<b>Out Of Network</b>
Class II - Coinsurance	Covered at 80%, subject to deductible	Covered at 80%, subject to deductible and balance billing
Fillings	Covered at 80%, subject to deductible	Covered at 80%, subject to deductible and balance billing
Simple Extraction Oral Surgery	Covered at 80%, subject to deductible	Covered at 80%, subject to deductible and balance billing
<b>Class II A - Basic Restorative</b>	<b>In-Network</b>	<b>Out Of Network</b>
Class II A - Coinsurance	Covered at 80%, subject to the deductible	Covered at 80%, subject to deductible and balance billing
Oral surgery	Covered at 80%, subject to the deductible	Covered at 80%, subject to deductible and balance billing
Endodontics	Covered at 80%, subject to the deductible	Covered at 80%, subject to deductible and balance billing
Periodontal surgery	Covered at 80%, subject to the deductible	Covered at 80%, subject to deductible and balance billing
Periodontal scaling and root planing	Covered at 80%, subject to the deductible	Covered at 80%, subject to deductible and balance billing

<b>DBOE-4-26/26</b>	<b>Dental Blue Options</b>	
<b>Periodontal maintenance following surgery</b>	Covered at 80%, subject to the deductible	Covered at 80%, subject to deductible and balance billing
<b>Class III - Major Restorative</b>	<b>In-Network</b>	<b>Out Of Network</b>
<b>Class III - Coinsurance</b>	Covered at 50%, subject to deductible	Covered at 50%, subject to deductible and balance billing
<b>Fixed prosthetics</b>	Covered at 50%, subject to deductible	Covered at 50%, subject to deductible and balance billing
<b>Removable prosthetics</b>	Covered at 50%, subject to deductible	Covered at 50%, subject to deductible and balance billing
<b>Inlays / Onlays / Crowns</b>	Covered at 50%, subject to deductible	Covered at 50%, subject to deductible and balance billing
<b>Relines / rebases</b>	Covered at 50%, subject to deductible	Covered at 50%, subject to deductible and balance billing
<b>Implants</b>	Covered at 50%, subject to deductible	Covered at 50%, subject to deductible and balance billing
<b>Class IV - Orthodontia Group must have 5 contracts enrolled</b>	<b>In-Network</b>	<b>Out Of Network</b>
<b>Class IV - Coinsurance</b>	Not covered	Not covered
<b>Braces</b>	Not covered	Not covered

This is not a contract or binding agreement, but a summary of benefits and services. You should rely on the subscriber contract as the complete description of member rights, responsibilities, benefits available under the benefit plan, and the definition of contract year as it applies to any benefit limitations. In the event of a dispute between this summary and your member contract, the member contract will prevail.

Certain services require pre-certification. Please refer to your contract for additional information regarding applicable services and penalties charged if pre-certification is not obtained.

For technical web issues please contact our Web Help Desk at 1-800-278-1247

# Village Board Meeting

Department Reports

Minutes

Village Board Meeting, August 12, 2025

# Village Board Meeting

Meeting Items  
Agenda Item

Trustee Liaison Reports / Member Items