

**PROCEEDINGS OF A REGULAR MEETING OF THE BOARD OF TRUSTEES  
September 13, 2016**

**Present:**

Mayor: Robert C. Corby  
Trustees: Lili Lanphear  
Frank Galusha  
Alysa Plummer  
Margaret Caraberis  
Attorney: Jeff Turner  
Building Inspector: Floyd Kofahl  
Recording Secretary: Linda Habeeb

**CALL TO ORDER**

Mayor Corby made a motion, seconded by Trustee Lanphear, to call the meeting to order at 7:00 PM.

**Vote:** Galusha – yes; Lanphear – yes; Corby – yes; Plummer – yes; Caraberis – yes. **Motion carried.**

**CONFLICT OF INTEREST**

The Board members indicated that they had no conflicts of interest to report.

Moment of Silence for the passing of Bill Nojay.

**NONMUNICIPAL USE PERMIT: LANE MCFADDEN**

Mr. McFadden stated that he is a student at the RIT School of Film and Animation, and he is proposing shooting a student film at the Schoen Place dock. He explained that the filming will take place on October 8, 2016, with a rain date of October 22<sup>nd</sup>. The event will take 4-6 hours, from approximately 4 pm to 10 pm. He stated that there will be a crew of 7-9 people, in addition to three actors. Board members questioned Mr. McFadden as to whether they will be blocking the towpath, and he explained that they will be off the towpath, and people will be able to walk by the shooting. There will be cones to block off the area of filming, and there will be a crew specifically assigned to manage pedestrians. If the pedestrians sign a release form, they can be a part of the film. The applicant has provided the Village with a certificate of liability insurance, naming the Village of Pittsford as additionally insured.

Mayor Corby made a motion, seconded by Trustee Caraberis, to approve the issuance of a non-municipal use permit for Lane McFadden, for a film shoot at the Schoen Place dock on October 8 or 22, 2016.

**Vote:** Galusha – yes; Lanphear – yes; Corby – yes; Plummer – yes; Caraberis – yes. **Motion carried.**

**EXECUTIVE SESSION**

Mayor Corby made a motion, seconded by Trustee Plummer, to enter executive session at 7:10 pm.

**Vote:** Corby – yes, Lanphear – yes, Galusha – yes, Plummer – yes, Caraberis– yes. **Motion carried.**

Mayor Corby made a motion, seconded by Trustee Lanphear, to exit executive at 7:50 PM.

Vote: Corby – yes, Lanphear – yes, Galusha – yes, Plummer – yes, Caraberis– yes. Motion carried.

**NON-MUNICIPAL USE PERMIT: FRIENDS OF THE PITTSFORD COMMUNITY LIBRARY**

Margaret Schenkel, co-chairman of the Friends of the Pittsford Library, submitted a letter requesting permission for the organization to install banners above the front and rear entrances of the Pittsford Library announcing the Fall 2016 Semi-Annual Book Sale on October 28, 29, and 30. The banners will be installed two weeks before the sale, on Friday October 14 through October 30<sup>th</sup>. The banners will be removed on Monday October 31. She is also requesting permission to place a small sandwich board sign on the lawn directly in front of the library on October 28, with removal on Sunday, October 30<sup>th</sup> at 6:00 pm.

Mayor Corby made a motion, seconded by Trustee Caraberis, to approve the issuance of a non-municipal use permit for installation of banners and a sandwich board sign on October 28-30, 2016.

**Vote:** Galusha – yes; Lanphear – yes; Corby – yes; Plummer – yes; Caraberis – yes. **Motion carried.**

**PUBLIC HEARING TO CONSIDER A LOCAL LAW VACATING SECTION 210-74.1 OF THE VILLAGE CODE**

Mayor Corby made a motion, seconded by Member Lanphear, to open the public hearing.

**Vote:** Corby – yes; Lanphear – yes; Galusha - yes; Plummer – yes; Caraberis – yes. **Motion Carried.**

Mayor Corby made a motion, seconded by Member Plummer, to close the public hearing, as there was no one present wishing to speak about this matter.

**Vote:** Corby – yes; Lanphear – yes; Galusha - yes; Plummer – yes; Caraberis – yes. **Motion Carried.**

**SEQR:** The Board completed Part 2 of the SEQR Environmental Assessment Form.

Mayor Corby made a motion, seconded by Trustee Galusha, stating that this action will not have a significant impact on the environment, and therefore, a negative declaration is made.

**Vote:** Corby – yes; Lanphear – yes; Galusha - yes; Plummer – yes; Caraberis – yes. **Motion Carried.**

**Motion:** Mayor Corby made a motion, seconded by Trustee Plummer, vacating section 210-74.1 of the Code of the Village of Pittsford.

**Vote:** Corby – yes; Lanphear – yes; Galusha - yes; Plummer – yes; Caraberis – yes. **Motion Carried.**

**SPECIAL USE PERMIT: SETTING OF PUBLIC HEARING DATE FOR 9 SOUTH MAIN STREET**

The applicant, Greg Kacprzyński, explained that the proposal is to expand the concept of The Kitchen, located at 9 South Main Street, into a Tapas Lounge. The Lounge is a restaurant establishment with an a la carte menu. There will be no change to the front façade of the building, and there will be seasonal outside seating on an 18' x 16' deck in the rear of the building. The hours of operation will be Tuesday – Saturday, from 5 pm to 1 am. There will be low ambient outdoor lighting and low-level ambient music for the deck area. There will be no live music. There is seating for 24-26 patrons in the restaurant. There will be a chef on premises any time that the Lounge is operating.

Board members questioned the applicant about the availability of parking. He explained that after 5 pm in the evening, there is ample parking for patrons. He also pointed out that the existing four parking spaces in the rear are of limited usefulness due to relative inaccessibility and are unused after 5 pm. Board members also asked about refuse collection. He stated that they have an agreement with Hicks and McCarthy to share refuse collection. Member Lanphear questioned whether there will be an area where people will stand waiting for a table. The applicant stated that there is a very small area where a few patrons will be able to stand. She also commented that the applicants invested in building out the business without having been issued a special permit. He stated that they were confident about the success of their proposal.

Mayor Corby and Trustee Plummer expressed their support for the business. Mayor Corby stated his opinion that this concept is a good fit for the Village and is the appropriate scale for the district.

Mayor Corby made a resolution, seconded by Trustee Plummer, to request that the Planning Board review this application and issue an advisory opinion regarding the lighting, exterior patio seating, as well as the parking.

**Vote:** Corby – yes; Lanphear – yes; Galusha - yes; Plummer – yes; Caraberis – yes. **Motion Carried.**

Mayor Corby made a resolution, seconded by Trustee Caraberis, to set a public hearing for October 25, 2016 for the special permit application for 9 South Main Street.

**Vote:** Corby – yes; Lanphear – yes; Galusha - yes; Plummer – yes; Caraberis – yes. **Motion Carried.**

Mayor Corby made a resolution, seconded by Member Caraberis, to set a public hearing for October 25, 2016 for a local law imposing a moratorium on Special Permits issued pursuant to Pittsford Village Code §§210-74 and 210-74.1.

**Vote:** Corby – yes; Lanphear – yes; Galusha - yes; Plummer – yes; Caraberis – yes. **Motion Carried.**

#### **BUILDING INSPECTOR'S REPORT:**

This report refers to activity from August 7, 2016 thru September 8, 2016. Mr. Kofahl issued seven new building permits. This brings this year to 49 permits issued. The following is a brief summary of activity that has occurred:

##### **Residential:**

- A. Issued 3 Building Permits –
  - 1) 10 Eastview Terrace – Doors and Windows
  - 2) 4 Stonegate Lane- Shed
  - 3) 14 Greenhill Lane – Garage Door

I have issued 3 Certificates of Occupancy and 10 Certificates of Compliance.

##### **Commercial:**

- B. Issued 4 Building Permits –

- 1) 19 North Main Street – Asbestos Removal
- 2) 18 State Street – Interior Renovations
- 3) 19 State Street – Sign
- 4) 41 North Main Street – Interior Renovations

## **APRB**

There were nine applications for the APRB to review at the September 7, 2016 meeting:

1. 50 State Street – Sign
2. 50 State Street – Lighting fixtures
3. 38 State Street – Porch renovations
4. 6 Austin Park – New front door relocation
5. 49 Rand Place – Replace front window
6. 44 Lincoln Avenue - Roof
7. 7 Durham Way – Window and door replacements
8. 65 State Street – Addition
9. 34 Sutherland Street – Informal discussion on large addition proposal

There are several applications being reviewed for the October 3<sup>rd</sup> meeting.

## **PZBA**

There were two applications for the August 15, 2016 meeting.

1. 50 State Street – Northfield Common – continuation of final site plan review.
2. 5 State Street – Temporary Use Permit for The Village Bakery

There are no applications for the September 19<sup>th</sup> meeting.

There are currently two applications for the October 17<sup>th</sup> meeting.

## **General:**

Mr. Kofahl reported that:

1. He has been working on all the applications to the Village Boards. He is working on having them more complete prior to the Boards' reviews.
2. He has been working on violations for several properties, including: 26 South Main Street: barn, 21 Schoen Place: building conditions, Monroe Avenue, for many violations, including the CSX right-of-way guardrail and parking.
3. He has been working with the owners of Northfield Common to complete the PZBA resolution conditions of approval.
4. He has been working with the Village Attorney on Local Laws and language and applicability.
5. He has been reviewing submitted applications for several building permits, including renovations at 31 State Street, Chase Bank.
6. He reviewed 44 Sutherland Street and revisited the site for current conditions. He reviewed previously submitted documentation for a demolition request.
7. He has contacted three contractors for quotes for the reconstruction of the ticket booth formerly located at Northfield Common. The Village will be receiving the quotes soon.

8. He has been working on the Village Hall renovations with the contractor for the wheelchair lift. They have started the preparation work for the project, including some demolition of the concrete wall and floor area.
9. The electrical panel replacement in the downstairs storage room has been completed. This included moving, removing, and identifying some of the existing wiring.

**Other Issues:**

1. He reported that he has attended additional New Codes Training. This includes the new electric codes. He also attended a meeting/training for the Rochester Home Builders and Contractors Association, along with the Code Enforcement Officers. This was held to help both parties be on the same page when it comes to codes.
2. He received verification of the passing for the Codes Certification Test given in March. This also allowed for us to receive 11 New Code books.
3. He is still working on several concerns with pond maintenance issues.
4. He completed over 50 field inspections for ongoing open permits. There are currently 122 total open permits. He has continued to schedule inspections to close out completed projects that still have open Building Permits.
5. He received a call from Bud Frame expressing his pleasure that the clock is repaired. He suggested withholding partial payment for a period until there is assurance that the clock continues to operate.
6. He reported that he is continuing to answer many phone calls and emails that are concerned with procedural requirements for proposed projects in the Village. The Village continues to be a very busy place with many residents improving their properties.
7. We are still working on the Stonegate Lane sewer Issues. We scoped the lines and verified that the contractor did install all the main line that was proposed. The current issue is that the residents of 13 and 14 Stonegate Lane are not hooked into the new main that was installed. The property owner of 12 Stonegate Lane wants to complete his addition, and asked that the Village force the contractor to hook up the remaining two residences. All parties now understand that the homeowners are responsible for hooking up the laterals.

Mayor Corby made a resolution, seconded by Trustee Plummer, to waive the current connect fee for the residents of 13 and 14 Stonegate Lane, and charge the fee from 1994.

**Vote:** Corby – yes; Lanphear – yes; Galusha - yes; Plummer – yes; Caraberis – yes. **Motion Carried.**

Mayor Corby reported that at 58 State Street, cars are parking on the lawn. He also reported that he spoke with Larry Weis, who suggested that there may be a change in status of the alley between Breathe Yoga and Hicks and McCarthy. It may be closed off or have additional signage installed.

The New International Codes will take effect on October 3<sup>rd</sup>, 2016

**VILLAGE CLERK REPORT**

1. Bond results.
2. Closing on the Bond is on September 15; all the paperwork has been completed.
3. The canvassing for the Superintendent’s Position has been started. The applicants have until September 20<sup>th</sup> to let the Village know if there is interest in the position.

4. The parking space at the bus stop on South Main Street and Lincoln Avenue is clearly marked, but many have received tickets parking there. Board members discussed either blocking or striping the area.

## **DPW REPORT**

Mr. Cufari reported that:

- Weekly activities were performed as scheduled.
- All the benches have been stained, and he has heard many positive comments from the public about the benches.
- Crosswalks and parking stalls have been painted.
- Ash trees were treated by Broccolo Tree and Lawn care.
- Drinking fountains have been repaired, but it is very difficult to get parts for these. Mason Trenching may be the only company that will do the repairs. IRR Supply in Rochester is the local vendor for outdoor fountains. Estimated cost is \$5,000 – \$6,000 per fountain.
- The department has been flushing the sanitary system, and the intent is to get all the main restaurant lines completed along with Sutherland Street. They have excellent collaboration with the Town of Pittsford Sewer Department.
- The pumps are in at Woodcreek, and installation is scheduled to occur in the next month.
- The parts are in for the clock and installation is scheduled to occur in the next month.
- The canal culvert behind the Little League Field needs to be cleaned out, and at least one resident would like to see the remainder of the swale cleaned out. The residents do not want anything removed that blocks the Little League Field. A neighborhood meeting would be the best way to handle this.
- The water line was installed at 7 Grove Street. After this settles, the paving will be completed.
- Some State Street residents continue to put the makeshift speed limit signs on the row. The DPW has removed them a number of times.
- The Town mechanic will be checking the leaf machine to make sure it's in good repair.
- Representatives from OSHA issued a report citing violations at the DPW. All of these issues have been addressed, except that the second floor loft does not have enough support.
- The DPW needs a new sweeper, with a cost of \$190,000 - \$200,000. They will likely lease a sweeper.
- There have been problems with the loader; it breaks down often. Mr. Cufari and Trustee Galusha met with a representative from Case Tractor. They will extend the warranty for one year, replace the parts, and they will replace the loader if it breaks down in the next 90 days.

## **EXECUTIVE SESSION**

Mayor Corby, made a motion, seconded by Trustee Lanphear, to enter executive session at 9:00 pm.  
Vote: Corby – yes, Lanphear – yes, Galusha – yes, Plummer – yes, Caraberis– yes. Motion carried.

Mayor Corby, made a motion, seconded by Trustee Plummer, to exit executive at 9:30 PM.  
Vote: Corby – yes, Lanphear – yes, Galusha – yes, Plummer – yes, Caraberis– yes. Motion carried.

**APRB APPOINTMENT**

Mayor Corby made a motion, seconded by Trustee Lanphear, to appoint Lisa Cove as a member of the APRB.

Vote: Corby – yes, Lanphear – yes, Galusha – yes, Plummer – yes, Caraberis– yes. Motion carried.

**TREASURER’S REPORT**

A motion was made by Mayor Corby, seconded by Trustee Plummer, to approve payment of the vouchers listed on Abstract #007 and to charge them to the appropriate accounts.

**Vouchers for approval – Abstract #007**

• General Fund (#174-#204):		\$ 53,820.93
• Sewer Fund (#198):	z	<u>\$ 15.00</u>
Total Vouchers for Approval:		\$ 53,835.93

Vote: Corby – yes, Lanphear – yes, Galusha – yes, Plummer – yes, Caraberis– yes. Motion carried.

A motion was made by Mayor Corby, seconded by Trustee Plummer, to approve the August 2016 financial report.

Vote: Corby – yes, Lanphear – yes, Galusha – yes, Plummer – yes, Caraberis– yes. Motion carried.

A motion was made by Mayor Corby, seconded by Trustee Lanphear, to approve the parking ticket format modified and approved as presented. Additionally, modification for “fine” language approved as per Jeff Turner’s recommendation.

Vote: Corby – yes, Lanphear – yes, Galusha – yes, Plummer – yes, Caraberis– yes. Motion carried.

**ADJOURNMENT**

Motion Mayor Corby, and seconded by Trustee Plummer, to adjourn the meeting at 10:00 PM.

Vote: Corby – yes, Lanphear – yes, Galusha – yes, Plummer – yes, Caraberis– yes. Motion carried.

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Linda Habeeb, Recording Secretary