

**Proceedings of the Annual Organizational Meeting
of the Village of Pittsford Board of Trustees
held on Friday, April 29, 2016 at 9:00 AM**

Present
Mayor: Robert C. Corby
Trustees: Lili Lanphear
Frank Galusha
Alysa Plummer
Recording Secretary: Dorothea M. Ciccarelli

CALL TO ORDER

Motion by Mayor Corby seconded by Trustee Galusha called the meeting to order at 9:00 AM.
Vote: Corby – yes, Lanphear - yes, Galusha – yes, Plummer – yes. **Motion carried.**

BOARD MEMBER – CONFLICTS OF INTEREST DISCLOSURE

Mayor Corby asked if any of the Board members had a conflict of interest or had accepted gifts associated with any of the meeting agenda items. The Board members indicated that they had no conflicts of interest to report.

EXECUTIVE SESSION

Motion Mayor Corby, seconded by Trustee Plummer, to enter executive session, regarding a specific employee matter.
Vote: Corby – yes, Lanphear – yes, Galusha – yes, Plummer – yes. **Motion carried.**

Motion Mayor Corby, seconded by Trustee Lanphear, to exit executive at 9:20 AM.
Vote: Corby – yes Lanphear – yes, Galusha – yes, Plummer – yes. **Motion carried.**

Mayor Appointment
Mayor Corby Appoints Lili Lanphear as Deputy Mayor for the 2016-2017 fiscal year.

CPA Appointment	
Motion Mayor Corby, Second Trustee Galusha to:	Appoint Raymond F. Wager, CPA, P.C. for one year term ending in 2016.

APRB Board

Motion Mayor Corby, Second Trustee Lanphear to:	Appoint Maria Huot as Chairman to the APRB Board for a one year term ending in 2017.
Motion Mayor Corby, Second Trustee Lanphear to:	Appoint Scott Latshaw, Board Member to the APRB Board for a three year term ending in 2019.
No Action taken at this time	Appoint Erin Danielle, Board Member to the APRB Board for a three year term ending in 2019.
No action taken at this time	Appoint as alternate _____ Board Member to the APRB Board for a one year term ending in 2017.

PZBA Board

Motion Mayor Corby, Second Trustee Galusha to:	Appoint Justin Vlietstra as Chairman to the PZBA Board for a one year term ending in 2017.
Motion Mayor Corby, Second Trustee Plummer to:	Appoint Joanne Shannon as Board Member to the PZBA Board for term of five years ending 2021.
No action taken at this time	Appoint as PZBA Board Attorney Mindy L. Zoghlin, Esq., Bansbach Zoghlin P.C. for a one year term ending in 2017.
No action taken at this time	Appoint as alternate _____ Board Member to the PZBA Board for a one year term ending in 2017.

Wage Compensation 2016 / 2017

**Motion Mayor Corby,
Second Trustee Galusha to:**

**Approve the Wage Compensation Schedule for 2016 /
2017.**

Board of Trustees

Robert Corby	Mayor	\$14,058.88	Per Year
Lili Lanphear	Trustee	\$5,975.08	Per Year
Frank Galusha	Trustee	\$5,975.08	Per Year
Alysa Plummer	Trustee	\$5,975.08	Per Year
Peggy Caraberis Brizee	Trustee	\$5,975.08	Per Year

PZBA Board

Justin Vlietstra	Chairman	\$1,000.00	Per Year
Jeff Bove	Member	\$400.00	Per Year
Jo Anne Shannon	Member	\$400.00	Per Year
Susan Lhota	Member	\$400.00	Per Year
Heather Erwin	Member	\$400.00	Per Year

APRB Board

Maria Huot	Chairman	\$1,000.00	Per Year
Erin Daniele	Member	\$400.00	Per Year
William McBride	Member	\$400.00	Per Year
Cristina Lanahan	Member	\$400.00	Per Year
Scott Latshaw	Member	\$400.00	Per Year

Clerk's Office

Dorothea M. Ciccarelli	Village Clerk / Deputy Treasurer	\$63,668.80	Salary
Mary Marowski	Treasurer / Deputy Clerk	\$38,984.40	Salary
Floyd Kofahl	Building Inspector	\$61,000.00	Salary
Linda Habeeb	PZBA/APRB Secretary	\$14.48	Per Hour
Theresa Robins	Records Clerk	\$12.74	Per Hour
Jeff Turner	Village Attorney	\$125.00	Per Hour
Audrey Johnson	Historian	\$500	Per Year
Steve Weinstein	Parking Monitor	\$12.62	Per Hour

Highway Department

Robert Harter	Provisional Superintendent	\$48,963.20	Salary
Robert Harter	When Permanently Appointed Superintendent	\$52,000.00	Salary
Doug Yaeger	MEO	\$21.06	Per Hour
Zachary Bleier	Laborer	\$14.54	Per Hour
Richard Hook	Laborer * Upon CDL / 2% otherwise	\$13.50	Per Hour
Brad VanBortle	MEO	\$14.33	Per Hour
Sophie Bennett	Laborer / Office Clerk	\$12.48	Per Hour

Liaison Positions 2016 / 2017

Motion Mayor Corby, Second Trustee Lanphear to:		Approve the Liaison Positions for 2016 / 2017
Liaison Positions	2015 / 2016	2016 / 2017
Trees	Corby	Corby
Economic Development/ Chamber of Commerce	Lanphear / Corby	Lanphear / Corby
PZBA	Lanphear	Lanphear
APRB	Corby / Caraberis	Corby / Caraberis
Treasurer	Plummer	Plummer
DPW	Galusha	Galusha
Fire Marshal & Building Inspector	Lanphear	Lanphear / Plummer
Streetscape Beautification	Lanphear / Caraberis	Lanphear / Caraberis
Town Supervisor / Other	Corby / Lanphear	Corby / Lanphear
Leadership	Corby / Plummer	Corby / Plummer
Newsletter	Freed / Plummer	Freed / Plummer
Development Review Committee	Corby / Caraberis	Corby / Caraberis
Grants	Corby / Caraberis	Corby / Caraberis
Planning	Lanphear / Corby	Lanphear / Corby
Office Staff	Corby	Corby
GIS	Corby	Caraberis / Kofahl
Technology		Plummer
Resident Welcome Package	Plummer	Plummer / Office
Sheriff's Department	Plummer	Corby / Plummer
Building Maintenance	Corby	Corby
Farmer's Market	Plummer	Plummer

Tax Rate / Sewer Rent 2016 / 2017

**Motion Mayor Corby,
Second Trustee Galusha to:**

Approve the Tax Rate / Sewer Rate for 2016 / 2017

The tax rate for the Village of Pittsford fiscal year beginning June 1, 2016 and ending May 31, 2017 is set at \$3.47 per thousand of taxable assessed valuation.

Sewer rent will be \$18.24 for the first 4000 gallons and \$2.10 for each 1000 gallons over. For Wood Creek, the rate will be \$4.21 per 1000 gallons.

Official Meetings

**Motion Mayor Corby,
Second Trustee Galusha to:**

Approve the Official Meetings for 2016 / 2017

The regular meetings of the Board of Trustees will be held on the second and fourth Tuesday of each month at 7:00 P.M. unless otherwise noted on the schedule developed in December for the coming year.

The organizational meeting will be held in the month of April at a date to be arranged.

Budget Hearing public hearing to adopt the tentative budget will be held prior to April 11, 2017 and adjourned by April 25, 2017.

Hiring Process / Employee Training

**Motion Mayor Corby,
Second Trustee Plummer to:**

Approve the Hiring Process and Employee Training for 2016 / 2017

Employee training sessions shall be held in the first quarter of the year whenever possible.

The Village Board shall have the authority to set the rate of pay for any newly hired employee.

Official Newspaper / Bank

**Motion Mayor Corby,
Second Trustee Lanphear to:**

Approve the Official Newspaper and Bank for 2016 / 2017

The Brighton-Pittsford Post is designated as the official newspaper for the Village of Pittsford; alternate newspaper to be the Gannett Newspapers of Rochester (Democrat & Chronicle).

The Canandaigua National Bank and Trust Company is designated as the official bank for the Village of Pittsford; alternate bank to be J.P. Morgan Chase, Pittsford Branch. The dollar limit for deposits to any one institution shall be \$2,000,000.00.

Bonding / Check Signatures

**Motion Mayor Corby,
Second Trustee Galusha to:**

Approve the Bond and Check signatures for 2016 / 2017

The bond for the Clerk/Treasurer/Collector of Taxes, Dorothea M. Ciccarelli and Mary A. Marowski is fixed at \$200,000.00.

The vendor account checks are to be signed by two of the following: Either the Mayor or Trustee liaison for bill review and either the Treasurer or the Village Clerk.

The payroll checks are to be signed by one of the following: the Mayor, Trustee liaison for bill review, the Treasurer or Village Clerk.

Hours of Operation / Floating Holiday

**Motion Mayor Corby,
Second Trustee Plummer to:**

Approve the Hours of Operation and Floating Holiday
for 2016 / 2017

Village Office hours will be from 7:30 A.M. to 4:00 P.M. Monday through Friday unless revised during the year.

July 5, 2016 shall be designated as the floating holiday to be used within the 2016 / 2017 fiscal year.

2016 / 2017 Fee Schedule

Motion Mayor Corby, Second Galusha to:	Approve the Fee Schedule for 2016 / 2017
Residential Building Permits	
Accessory Structures (sheds, decks, gazebos, etc.)	\$50.00
Fences	\$50.00
Above-ground Swimming pools and Hot Tubs	\$75.00
In-ground Swimming Pools and Hot Tubs	\$100.00
Window, Door or Siding Replacement	\$50.00
Remodeling	\$.20/SF, \$60. Min.
Solid Fuel Appliance	\$50.00
Fireplace	\$50.00
Gas Appliances (Furnace, Hot Water Heater, Fireplace)	\$50.00
Satellite Antenna (Over 18")	\$50.00
Chimney Repair/Re-line	\$25.00
Demolition	\$40.00
Plumbing	\$25.00
New Construction (Attached) (Garage, Porch, etc.)	\$.20/SF, \$100. Min.
Addition	\$.20/SF, \$100. Min.
Garage or Barn (Detached)	\$.20/SF, \$100. Min.
Handicapped Lift	\$40.00
Electrical Service	\$25.00
Permit Renewal	50% of Permit Fee, \$100. Max.
Commercial Building Permits	
New Construction	\$.20/SF, \$200. Min.
Remodeling	\$.20/SF, \$100. Min.
Awnings	\$.20/SF, \$60. Min.
Tenant Change	\$50.00
Interior Demolition	\$50.00
Demolition of Structure	\$300.00
Plumbing	\$50.00
Electrical Service	\$50.00
Gas Appliances	\$50.00
Chimney Repair or Re-line	\$50.00
Elevators and Lifts	\$100.00
Temporary Dumpsters	\$25.00
Building Permit Renewal	(100% permit fee max.)
Signs	
Building-mounted Sign	\$3.00/SF, \$50. Min.
Freestanding Sign	\$3.00/SF, \$100. Min.
Temporary Sign	\$50.00

Miscellaneous Building Fees	
Stop Work Order-Collected prior to Resuming Work	\$100.00
Construction Prior to Issuance of Permit	100% of Permit Fee, \$200. Min.
Retrieval Fee for Temporary Signs	
1st Time	\$25.00
2nd Time	\$50.00
3rd Time	\$100.00
Operating Permit	\$100.00
Board Applications	
Architectural Preservation and Review Board	\$50.00
Planning Board	
Site Plan Review	\$200.00
Minor Site Change	\$100.00
Subdivision or Change of Lot Line	\$100.00
Exterior Lighting-Commercial	\$100.00
Exterior Lighting-Residential	\$25.00
Zoning Board	
Use Variance-Residential	\$150.00
Use Variance-Commercial	\$250.00
Area Variance-Residential	\$85.00
Area Variance-Commercial	\$100.00
Multiple Variance	\$25./Variance after base fee
Special Exception Use	\$200.00
RV Special Exception Use	\$50.00
Temporary Zoning Permit	\$100.00
Appeal: APRB, Bld. Insp. Determination	\$100.00
Consultant Review Deposit	\$500.00
Board of Trustees	
Special Permit	\$250.00
Books	
Comprehensive Plan Book	\$25.00
Comprehensive Plan CD	\$10.00
Design Guidelines Book	\$30.00
Design Guidelines CD	\$5.00
Licenses	
Auctioneering	\$20.00
Sale of Goods From Canal Boats or Canal	\$20.00
Hawkers, Peddlers & Solicitors	
3 Day Permit	\$100.00
Each Additional Day	\$25.00
Transient Merchant Permit * Monthly	\$500.00

Administrative	
Tax Search	\$25.00
Insufficient Funds	\$25.00
Photocopies-First 5 sheets free for Village Business	\$.25/Copy
Code Sections	\$1.00
SEQR	
Commercial	\$50.00 Plus Postage
Residential	\$25.00 Plus Postage
Vehicle Immobilizer Device Removal	\$100.00
Failure to Follow the Directive of the Building Inspector	
1st Time	\$100.00
2nd Time	\$200.00
3rd Time	Legal
Waste Management	
Dumpster Fee	\$100/per dumpster
	\$100/3 totes
Trash Hauler	\$500/per hauler
Sewer	
Sewer Connection Fee (New Construction) Payable Prior to Building Permit Being issued	\$1,900 per residential unit / Commercial tenant space

Parking Fee Schedule

Motion Mayor Corby, Second Trustee Lanphear to:	Approve the Parking Ticket Schedule for 2016 / 2017
Overtime parking	\$30.00
More than 13 inches from curb	\$30.00
Less than 20' feet from Crosswalk or intersection	\$30.00
Vehicle on Curb	\$30.00
Left to curb (facing wrong way)	\$30.00
Obstructing Curb Area Entrance to Sidewalk	\$30.00
On sidewalk or crosswalk	\$30.00
Not Parallel to Curb or Edge of Roadway	\$30.00
Vehicle Within Intersection	\$30.00
Double Parking on Road	\$30.00
Unregistered Vehicle/Trailer	\$30.00
Current Registered Not Displayed	\$30.00
Vehicle Plate(s) Not Displayed Properly	\$30.00
Parked over 72 Hours	\$30.00
In front of driveway	\$30.00
Within 30 feet of a traffic control device	\$30.00
Prohibited Parking	\$30.00
Vehicle Taking up Two Spots	\$30.00
No standing zone	\$30.00
Loading zone	\$30.00
Uninspected motor vehicle	\$30.00
Night parking 2-6 A.M. (Nov. 1-April 15)	\$30.00
Unattended vehicle	\$30.00
No parking zone	\$30.00
Bus stop	\$30.00
Abandoned vehicle	\$30.00
Less than 15 feet from hydrant	\$30.00
Less than 20 feet from fire hall entrance	\$30.00
Other _____	\$30.00
Handicapped zone	\$75.00
Fire lane	\$75.00

2016 / 2017 Resolutions

**Motion Mayor Corby,
Second Trustee Galusha to:**

approve the following 2016 / 2017 Resolutions.

MILEAGE

WHEREAS, the Board of Trustees of the Village of Pittsford has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal vehicles while performing their official duties on behalf of the Village; now therefore be it

RESOLVED: That the Board of Trustees shall approve reimbursement to such officers and employees based on IRS Standard Mileage Rates.

ATTENDANCE AT SCHOOLS, CONFERENCES, MEETINGS

WHEREAS, there is to be held during the coming official year the Training School for Fiscal Officers and Municipal Clerks, and the Public Works School, conducted by the New York State Conference of Mayors; four scheduled meetings per year of the Association of Monroe County Village Clerks; the monthly Superintendent of Public Works meetings; and the Building Inspector is authorized to attend the Finger Lakes Building Officials Association Annual Educational Conference, as determined by the Board of Trustees and

WHEREAS, it is determined by the Board of Trustees that the attendance by certain municipal officials and employees at one or more of these meetings, conferences, or schools benefits the municipality; now therefore be it

RESOLVED: that Dorothea M. Ciccarelli, Clerk and/or Mary A. Marowski, Treasurer is authorized to attend the Annual Training School for Municipal Clerks, Dorothea M. Ciccarelli and/or Mary A. Marowski is authorized to attend the scheduled meetings of the Association of Monroe County Village Clerks; the DPW Superintendent is authorized to attend the annual Public Works School and the monthly superintendent meetings, and the Building Inspector is authorized to attend the Finger Lakes Building Officials Association Annual Educational Conference, as determined by the Board of Trustees; All expenses are to be paid by the Village of Pittsford, pending prior approval by the Board of Trustees. This resolution shall take effect immediately.

SPECIAL MEETING

WHEREAS, the Village of Pittsford meets regularly on the second and fourth Tuesday of each month, and

WHEREAS, the Board may find it necessary to meet from time to time in Special Meeting, therefore be it

RESOLVED: The Board of Trustees hereby adopts the following procedure for calling a Special Meeting:

1. The Mayor or any of the Trustees may call a Special Meeting.
2. The Village Clerk or the Deputy Clerk is responsible for notifying the board members, the news media, and the general public that a special meeting has been called.
3. Board members will be notified promptly of the special meeting.
4. A notice of the special meeting will be posted on the bulletin board at the Village Hall.
5. If the Village Clerk or Deputy Clerk is not available, the Board member who called the special meeting shall either make the necessary contacts or shall designate an appropriate person to make such contacts.

NOW THEREFORE BE IT RESOLVED that we, the members of the Village of Pittsford Board of Trustees, do hereby issue a license to engage in business in the Village of Pittsford to the haulers specified above for a period of one year, noting that the license will expire at the time of the Organizational Meeting in 2017, with the condition that these haulers continue to comply with all conditions and provisions listed in Chapter 173, Solid Waste of the Code of the Village of Pittsford.

LICENSING OF HAULERS AND CONDITIONS OF COLLECTION

WHEREAS, § 173 of the Village Code states that all refuse haulers engaged in business in the Village of Pittsford must apply for and be issued an annual license by the Board of Trustees at the Organizational Meeting and,

WHEREAS, The Board of Trustees accepts the applications of the following: Youngblood Disposal Service, Waste Management of NY, LLC-Rochester, Heberle Disposal Service, Inc., Suburban Disposal, Coakely Disposal Service, Inc. and Al's Maintenance for commercial and residential solid waste removal in the village, having determined that they meet the requirements of §173-15 and,

WHEREAS, As stated in § 173-15 A. (7), the Board of Trustees has determined that there will be \$500 per year associated with the license and,

WHEREAS, According to § 173-15 B. (1), the Board of Trustees has determined that the days of the week for residential refuse collection will be Wednesday and Friday except as noted in § 173-3.1 (holidays, storms, etc) and,

WHEREAS, the haulers listed above have provided evidence to the satisfaction of the Building Inspector that reasonable alternatives and explanations exist for the collection of refuse not considered in normal service such as yard waste, bulky refuse, and appliances as specified in § 173-15 B. (5),

NOW THEREFORE BE IT RESOLVED that we, the members of the Village of Pittsford Board of Trustees, do hereby issue a license to engage in business in the Village of Pittsford to the haulers specified above for a period of one year, noting that the license will expire at the time of the Organizational Meeting in 2017, with the condition that these haulers continue to comply with all conditions and provisions listed in Chapter 173, Solid Waste of the Code of the Village of Pittsford.

AUTHORIZED PAYMENT IN ADVANCE OF AUDIT OF CLAIMS

By the provision written in Village Law § 5-524 (6), the Board of Trustees offers the following resolution:

WHEREAS the Board of Trustees has determined to authorize payment of audit claims for public utility services, postage, freight, and express charges following review by the Trustee Financial Liaison, and

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

NOW THEREFORE BE IT RESOLVED:

That the Board of Trustees authorizes payment in advance of audit claims for public utility services, postage, freight and express charges, and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees, and

BE IT FURTHER RESOLVED:

That this resolution shall take effect immediately.

PROCUREMENT / BUILDING USE POLICY

**Motion Mayor Corby,
Second Trustee Galusha to:**

Adopt the Procurement and Building Use Policy for 2016/
2017.

PROCUREMENT POLICY:

Purpose.

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting internal policies and procedures governing all procurements of goods and services, which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law.

Evaluation; estimate

Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law, Section 103. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a given fiscal year.

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under twenty thousand dollars (\$20,000) and public works contracts under thirty-five thousand (\$35,000); emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

Requests for proposals: exceptions.

All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over twenty thousand dollars (\$20,000) and public works contracts over thirty-five thousand dollars (\$35,000); goods purchased from agencies for the blind or severely handicapped pursuant to section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under County contracts pursuant to Section 103, Subdivision 2, of the General Municipal Law; or purchases pursuant to Section 19-6 of this chapter.

Method of purchase.

The following method of purchase, adopted at the July 7, 2008 meeting, will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Contract	Method
\$1 - \$2000	At the discretion of the *purchasing dept. (*Village Clerk, Superintendent of Public Works) No verbal quotes required
\$2,001-\$4,999	Two (2) written quotations
\$5,000 - \$19,999	Three (3) Written/fax quotations or written request for proposals

Public Works Contracts

Estimated Amount of Purchase Contract	Method
\$1 - \$2,000	At the discretion of the purchasing dept.
\$2,001 - \$4,999	Two (2) written quotations
\$5,000 - \$9,999	Three (3) written/fax quotations
\$10,000 - \$34,999	Three (3) written/fax quotations or written request for proposals

A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

Documentation is required of each action taken in connection with each procurement.

Awarding of contracts.

Purchases over \$10,000 dollars will require the purchase agent to obtain approval from the Board of Trustees prior to purchase. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offered. This documentation will include an explanation of how the award will achieve savings or how the offered is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

Exemptions from solicitation.

Pursuant to General Municipal Law, Section 104-b, Subdivision 2f, the procurement policy may contain circumstances when types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances, it may not be in the best interest of the Village of Pittsford to solicit quotations or document the basis for not accepting the lowest bid:

- A. Professional services or services requiring special or technical skill, training or expertise.** The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Board of Trustees shall take into consideration the following guidelines:

1. whether the services are subject to state licensing or testing requirements;
2. whether substantial formal education or training is a necessary prerequisite to the performances of the services; and
3. whether the services require a personal relationship between the individual and municipal officials.

Professional or technical services shall include but not be limited to the following: services of an attorney, services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or artwork; management of municipally owned property; and computer software or programming services for customized programs or services involved in substantial modification and customizing of prepackaged software.

- B. Emergency purchases pursuant to Section 103, Subdivision 4, of the General Municipal Law.** Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the public. This section does not preclude alternate proposals if time permits.
- C. Purchase of surplus and second-hand goods from any source.** If alternate proposals are required, the Village of Pittsford is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices or used goods and a lower price may indicate an older product.
- D. Goods or services under \$1000.** The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

Building Use

It is the policy of the Village to permit the use of the meeting room in the Village Hall by residents and nonprofit organizations located in the Village and the Town of Pittsford. The Village is proud of this beautiful and historic facility and believes that it should be shared with the community. Obviously, any such use cannot be permitted to interfere with the Hall's primary governmental use. Also, because of its value, community organizations will be asked to adhere to the following conditions, rules and regulations:

- (1) No organizational use of the Village Hall will be permitted unless the application for such is made by completion of the application form in the Village Clerk's office.
- (2) A responsible adult must be present at all times during the use.
- (3) Each user must deposit the sum of Fifty Dollars (\$50.00) CASH with the Clerk to be forfeited in the event that the key to the building is not returned within 24 hours after the use is terminated. Also, the deposit will be retained by the Village as an off-set against any damage resulting from use of the building by the applicant. Otherwise, the deposit will be returned to the depositor.
- (4) Meeting space will be available during the hours of 7:45 A.M. to 11:00 P.M. each day, except times when Village meetings may be scheduled and 9 A.M. to 5 P.M. on the weekends.
- (5) There are no kitchen facilities available to the organization, therefore, meals may not be prepared or served at the premises. Food and drink shall be limited to light refreshments and non-alcoholic beverages only. All tables must be covered with a waterproof, padded cloth. All trash/garbage shall be removed from the premises by the organization.
- (6) All lights are to be turned off on leaving the premises and the access doors locked. Organizations are required to leave the premises in a clean condition. The room must be restored to the same configuration as when the organization arrived. This failing, the deposit will be applied to the cost of janitorial services.
- (7) In the event of a cancellation or problem during regular office hours (7:30 A.M. to 4:00 P.M.), please contact the Village staff at 586-4332. After hours, in the event of an **emergency only**, please call our answering service at 340-1433.
- (8) Each organization is granted access for no more than 4 hours per month.
- (9) The facility shall not be used for commercial business or for profit purposes.

Motion by Mayor Corby, seconded by Trustee Plummer, to authorize the pay increase for Floyd Kofahl to \$60,000 per hire agreement for the remaining 2015-2016 Budget year and issue retro pay to first payroll of March 2016.

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

ADJOURNMENT

Motion Mayor Corby, and seconded by Trustee Plummer, to adjourn the meeting at 10:26 AM.

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

Dorothea M. Ciccarelli, Recording Secretary