

**Proceedings of the Annual Organizational Meeting  
of the Village of Pittsford Board of Trustees  
held on Monday, May 15, 2017**

**CALL TO ORDER**

**Motion by Mayor Corby seconded by Trustee Plummer** called the meeting to order at 5:11 PM.  
Corby – yes, Lanphear – yes, Galusha – yes, Plummer – yes, Caraberis– 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.

Mayor Corby discussed the appointment of the Deputy Mayor position and the new liaison position to the Special Project - 25 Schoen Place. Mayor Corby informed the Board that he created this position because of his conflict of interest with the project, and the liaison will be able to work on the project in his stead.

**The power to appoint all department, non-elective officers, employees and other positions is granted exclusively to the Mayor by NYS Village Law §3-301(3) & §4-400 (1) (c) (i). Mayoral appointments (except Deputy Mayor [NYS Village Law §4-400]) are subject to Village Board approval.**

<b>Mayor Appointment</b>
Mayor Corby Appoints Alysa Plummer as Deputy Mayor

<b>Village Clerk / Treasurer</b>	
<b>Motion, Mayor Corby Second Trustee Plummer to:</b>	Appoint Dorothea M. Ciccarelli as Village Clerk for a 4-year term ending 2021.
<b>Motion, Mayor Corby Second Trustee Lanphear to:</b>	Appoint Mary Marowski as Village Treasurer for a 4-year term ending 2021.

<b>Specialized Services</b>	
<b>Motion, Mayor Corby Second Trustee Lanphear to:</b>	Appoint Raymond F. Wager, CPA, P.C. for a one-year term ending in 2018.
<b>Motion, Mayor Corby Second Trustee Galusha to:</b>	Appoint Scott A. Harter as Village Engineer for a one-year term ending 2018.
<b>Motion, Mayor Corby Second Trustee Plummer to:</b>	Appoint Stephen Robson as Village Assessor for a one-year term ending 2018.
<b>Motion, Mayor Corby Second Trustee Galusha to:</b>	Appoint Gary Wilkins as Village Insurance Agent for a one-year term ending 2018.
<b>Motion, Mayor Corby Second Trustee Galusha to:</b>	Appoint Bernard P. Donegan Inc.as Financial Advisors for a one year-term ending 2018.
<b>Motion, Mayor Corby Second Trustee Lanphear to:</b>	Appoint McCord Landscaping as the Village Landscape Architect for a one-year term ending 2018.

## Legal Representation

<b>No Action Taken at this time</b>	Appoint Jeffrey Turner as the Village Board Attorney at a rate of \$125.00 per hour for a one-year term ending 2018.
<b>No Action Taken at this time</b>	Appoint Jeffrey Turner as the APRB Attorney at a rate of \$125.00 per hour for a one-year term ending 2018.
<b>Motion, Mayor Corby Second Trustee Plummer to:</b>	Appoint as PZBA Board Attorney Mindy L. Zoghlin, Esq., Zoghlin Group PLLC. for a one-year term ending in 2018.
<b>Motion, Mayor Corby Second Trustee Lanphear to:</b>	Appoint Timothy R. McGill as Municipal Bond Attorney for a one-year term ending 2018.
<b>Motion, Mayor Corby Second Trustee Lanphear to:</b>	Appoint Hodgson Russ as Special Council for 75 Monroe Avenue for a one-year term ending 2018.
<b>Motion, Mayor Corby Second Trustee Lanphear to: Trustee Galusha - No</b>	Appoint Mindy L. Zoghlin, Esq., Zoghlin Group PLLC. as Special Council for 25 Schoen Place for a one-year term ending 2018.

## APRB Board

<b>Motion, Mayor Corby Second Trustee Lanphear to:</b>	Appoint Maria Huot as Chairman to the APRB Board for a one-year term ending in 2018.
<b>Motion, Mayor Corby Second Trustee Lanphear to:</b>	Appoint Bill McBride, Board Member, to the APRB Board for a three-year term ending in 2020.
<b>Motion, Mayor Corby Second Trustee Plummer to:</b>	Appoint Cristina Lanahan, Board Member, to the APRB Board for a three-year term ending in 2020.
<b>No Action Taken at this time</b>	Appoint as alternate _____ Board Member to the APRB Board for a one-year term ending in 2018.

## PZBA Board

<b>Motion, Mayor Corby Second Trustee Plummer to:</b>	Appoint Justin Vlietstra as Chairman to the PZBA Board for a one-year term ending in 2018.
<b>Motion, Mayor Corby Second Trustee Caraberis to:</b>	Appoint as Jeff Bove, Board Member, to the PZBA Board for a term of five years 2022.
<b>No Action Taken at this time</b>	Appoint as alternate _____ Board Member to the PZBA Board for a one-year term ending in 2018.

## Wage Compensation 2017 / 2018

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

**Approve the Wage Compensation Schedule for 2017 / 2018.**

### 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
Lisa Cove	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	\$64,937.60	Salary
Mary Marowski	Treasurer / Deputy Clerk	\$40,931.80	Salary
Linda Habeeb	PZBA/APRB Secretary	\$14.77	Per Hour
Theresa Robins	Records Clerk	\$13.00	Per Hour
Audrey Johnson	Historian	\$500	Per Year
Steve Weinstein	Parking Monitor	\$12.87	Per Hour
Sophie Bennett	Laborer / Office Clerk	\$12.73	Per Hour

### Highway Department

Zachary Bleier	Working Forman	\$17.75	2017	\$18.50	2018	Per Hour *
Doug Yaeger	DPW Crew Leaders	\$22.27	2017	\$22.48	2018	Per Hour *
Richard Hook	Laborer	\$12.50	2017	\$13.50	2018	Per Hour *
Brad VanBortle	MEO	\$15.75	2017	\$16.75	2018	Per Hour *
Joan Rule	MEO	\$15.75	2017	\$16.75	2018	Per Hour *

**\*As Per Union Contract**

## Liaison Positions 2017 / 2018

<b>Motion, Mayor Corby Second Trustee Galusha to:</b>	<b>Approve the Liaison Positions for 2017 / 2018</b>
<b>Liaison Positions</b>	<b>2017 / 2018</b>
APRB	Caraberis / Corby
Building Maintenance	Corby / Ciccarelli
Coffee & Conversation	Plummer / Corby
Comprehensive Plan	Caraberis / Corby
DPW	Galusha / Corby
Economic Development / Chamber of Commerce	Caraberis / Corby
Fire Marshal & Building Inspector	Plummer / Corby
GIS	Caraberis / Building Inspector
Grants	Corby / Caraberis / Bennett
Leadership	Corby / Lanphear
Newsletter	Freed / Plummer
Office Staff	Corby
PZBA	Lanphear / Corby
Resident Welcome Package	Office / Board
Sheriff's Department	Corby / Ciccarelli
Special Project – 25 Schoen Place	Lanphear
Streetscape Beautification	Lanphear / Corby
Technology / Website	Plummer / Ciccarelli
Town Supervisor / Other	Corby / Plummer
Treasurer	Corby / Galusha
Trees	Corby / Plummer

## Tax Rate / Sewer Rent 2017 / 2018

<b>Motion, Mayor Corby</b> <b>Second Trustee Lanphear to:</b>	Approve the Tax Rate / Sewer Rate for 2017 / 2018
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The tax rate for the Village of Pittsford fiscal year beginning June 1, 2017 and ending May 31, 2018 is set at \$3.49 per thousand of taxable assessed valuation.

Sewer rent will be \$20.06 for the first 4000 gallons and \$2.31 for each 1000 gallons over. For Wood Creek, the rate will be \$4.63 per 1000 gallons.

## Official Meetings

<b>Motion, Mayor Corby</b> <b>Second Trustee Lanphear to:</b>	Approve the Official Meetings for 2017 / 2018
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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.

The public hearing to adopt the tentative budget will be held prior to April 10, 2018 and adjourned by April 24, 2018. Unless changed by the Board of Trustees.

## Hiring Process / Employee Training

<b>Motion, Mayor Corby</b> <b>Second Trustee Galusha to:</b>	Approve the Hiring Process and Employee Training for 2017 / 2018
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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

<b>Motion, Mayor Corby</b> <b>Second Trustee Plummer to:</b>	Approve the Official Newspaper and Bank for 2017 / 2018
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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

<b>Motion, Mayor Corby</b> <b>Second Trustee Lanphear to:</b>	Approve the Bond and Check signatures for 2017 / 2018
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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

<b>Motion, Mayor Corby</b> <b>Second Trustee Lanphear to:</b>	Approve the Hours of Operation and Floating Holiday for 2017 / 2018
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Village Office hours will be from 7:30 A.M. to 4:00 P.M. Monday through Friday unless revised during the year.

July 3, 2017 shall be designated as the floating holiday to be used within the 2017 / 2018 fiscal year.

## 2017 / 2018 Fee Schedule

<b>Motion, Mayor Corby Second Trustee Plummer to:</b>	<b>Approve the Fee Schedule for 2017/2018</b>
<b>Residential Building Permits</b>	
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.
<b>Commercial Building Permits</b>	
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.)
<b>Signs</b>	
Building-mounted Sign	\$3.00/SF, \$50. Min.
Freestanding Sign	\$3.00/SF, \$100. Min.
Temporary Sign	\$50.00

<b>Miscellaneous Building Fees</b>	
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
<b>Board Applications</b>	
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
<b>Books</b>	
Comprehensive Plan Book	\$25.00
Comprehensive Plan CD	\$10.00
Design Guidelines Book	\$30.00
Design Guidelines CD	\$5.00
<b>Licenses</b>	
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

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



## Parking Fee Schedule

<b>Motion Mayor Corby, Second Trustee Lanphear to:</b>	Approve the Parking Ticket Schedule for 2017 / 2018
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

## 2017 / 2018 Resolutions

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

approve the following 2017 / 2018 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 Finger Lakes Building Officials Association Annual Educational Conference, the annual NYALGRO Records Management 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 or Working Foreman is authorized to attend the annual Public Works School and the monthly superintendent meetings; the Building Inspector is authorized to attend the Finger Lakes Building Officials Association Annual Educational Conference; and Terry Robins and/or Sophie Bennett is authorized to attend the annual NYALGRO 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 2018, 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 fee 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 2018 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 Plummer to:**

Adopt the Procurement and Building Use Policy for 2017/  
2018.

## **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 dollars (\$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:

<b>Estimated Amount of Purchase Contract</b>	<b>Method</b>
\$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**

<b>Estimated Amount of Purchase Contract</b>	<b>Method</b>
\$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.



## **ZOGHLIN GROUP – RETAINER AGREEMENT –RGE RIGHT OF WAY**

Mayor Corby appointed Trustee Plummer to handle all matters related to the RGE Right of Way due to a conflict of interest related to the RGE Right of Way.

Trustee Caraberis suggested that the Board table discussion on this agreement until further questions could be answered on the retainer agreement.

### **MEMBER ITEMS**

Trustee Lanphear discussed the T.Y.LIN International Inc. report received on the Powers family property. The Board discussed the report and requested that the Clerk have T.Y.LIN International Inc. prepare the violation letter.

Trustee Caraberis discussed the proposed moratorium with the Board. She stated that the moratorium should be more focused on the Commercial and Business Districts than on the residential areas. Mayor Corby reviewed the criteria required for a moratorium with Trustee Caraberis.

Trustee Lanphear indicated that the Board needs to move forward with a checklist for site plan submittals. Trustee Plummer indicated that since she is the liaison to the Building Inspector, she will work with him on completing the checklist and will keep the Board apprised of the progress.

### **ATTORNEY CLIENT PRIVLEDGE**

**Motion Mayor Corby, seconded by Trustee Galusha,** to enter attorney client privilege.

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

**Motion Mayor Corby, seconded by Trustee Lanphear,** to exit attorney-client at 6:55 PM.

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

### **ADJOURNMENT**

**Motion Mayor Corby, and seconded by Trustee Galusha,** to adjourn the meeting at 7:30 PM.

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

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Dorothea M. Ciccarelli, Recording Secretary