

PROCEEDINGS OF A MEETING OF THE VILLAGE BOARD OF TRUSTEES
November 9, 2010 – 7:00 PM

Present:
Mayor Robert Corby
Trustees Paula Sherwood
Trip Pierson
Absent Steve Maddox
Tim Galli
Treasurer Mary Marowski
DPW Superintendent John Cufari
Recording Secretary Anne Hartsig

Mayor Corby called the meeting to order at 7:00 PM.

MONROE COUNTY PREDISASTER MITIGATION PLAN – KELLY CLINE

Ms. Cline reviewed the Monroe County Pre-Disaster Mitigation Plan and the procedure for the adoption of this plan. The plan has been forwarded to FEMA for their review and authorization. Once authorized, individual municipalities will be required to hold a public hearing to adopt the plan. Ms. Cline will keep the Village Board informed about when that will take place.

TREASURER’S REPORT – MARY MAROWSKI

The Treasurer presented vouchers listed on Abstract #7 of 2010/11 fiscal year for approval. A **motion** was made by **Mayor Corby, seconded by Trustee Sherwood**, to approve payment of vouchers listed on Abstract #7 in the amounts stated below and to charge them to the appropriate accounts.

Abstract #7 – 2010/11

General Fund (#225-#234, #236-#254):	\$ 12,619.30
Sewer Fund (#244):	\$ 37.84
Grant #C006861 (#235)	<u>\$ 7,029.00</u>
Total vouchers for approval:	\$ 19,986.14

VOTE: Corby – yes, Sherwood – yes, Pierson – yes. **Motion carried.**

Other Business:

- **Bank Balances:** The Treasurer presented bank balances for the Village accounts.
- **Escrow monies:** Received from Mark IV = \$3,319.67 for Ted Bartlett’s services
- **Escrow monies:** Received from Town of Pittsford = \$7,029.00 for Scott Harter invoice
- **Sales check:** Allocation of \$110,230.29 to be distributed to the village for 3rd quarter
- **Budget Meeting:** An agenda for 11/19/10 meeting was attached to the Treasurer’s report.

DPW REPORT – JOHN CUFARI

Superintendent Cufari said that during the **Pull the Plug Regatta**, the DPW break room and bath room were overused and were left in a messy condition. He suggested that a letter be sent to Pittsford Crew specifying that permission was granted for use of the facility for medical purposes only and that portable toilets were provided for use by all others. A letter may keep the problem from recurring in future years.

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The Village Board did not make a decision about sending a letter to Pittsford Crew.

Mr. Cufari said the CSX repairs to the Monroe Avenue railroad crossing should be completed either 11/9 or 11/10.

Mr. Cufari has issued some parking tickets on Rand Place. It was suggested that a local law be written to address parking on the south portion of Rand Place. No action was taken.

GUYS PIZZA CO. SPECIAL PERMIT – INFORMATION ONLY

Jay Birnbaum, Bernard Birnbaum, and Joe DiPasquali represented Greg Kissell, who would like to open a carry out pizzeria at 18 South Main. They noted that no seating will be requested. Members discussed such issues as trash removal, noise, exhaust, volume of traffic, parking, hours of operation and any potential alterations to the building. The gentlemen said any potential signage will conform to standards of the village. HVAC equipment will be screened.

The Board said the next steps would be to discuss their plan with the Building Inspector, appear before the Planning Board for information only, and then file a formal application. Once an application has been formally filed, a public hearing before the Board of Trustees can be held.

RELAY FOR LIFE – REQUEST FOR NON-MUNICIPAL USE PERMIT

The Village Board received a request letter to hold a community event called Relay for Life. The event is a fund raiser for the American Cancer Society and will be held in July. The event will be held on the track at Sutherland High School. Because it is an overnight event, residents near the school may be impacted.

Board members concurred that a non-municipal use permit is required. The Clerk will contact Allie Lovallo, the student representative, to ask her to attend the January 11th meeting to explain more of the details and to ask for a certificate of liability insurance from the sponsor.

TEMPORARY EVENT SIGN REQUEST – RABBI HEIN

The Village Board of Trustees received a request to place two A-frame signs in the village to advertise the public Chanukah lighting on December 2, 2010. A **motion** was made by **Trustee Sherwood, seconded by Mayor Corby** to approve the request as follows:

- One sign may be placed on the southwest corner of the Four Corners
- One sign may be placed on the southwest corner of South Main Street and Jefferson Road.
- Pursuant to §168-12 A. (2) c. of the Village Code, signs are permitted to be installed 7 days prior to the event and must be removed within two days after the event. Therefore, these signs may be installed on 11/25/10 and removed on 12/4/10.

VOTE: Corby – yes, Sherwood – yes, Pierson – yes. **Motion carried.**

TEMPORARY EVENT SIGN REQUEST – PITTSFORD MUSICALS

Board members reviewed a request from Pittsford Musicals to place two A-frame signs in the village to advertise their upcoming production of *ANNIE*, which opens on November 13th. A **motion** was made by **Trustee Sherwood, seconded by Trustee Pierson** to approve the request as follows:

- One sign may be placed in front of the Town Hall at 11 South Main Street
- One sign may be placed in front of Canal Town Coffee Roasters.

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Finding no conflicts with prior event sign requests, the signs may be installed and removed on the following dates:

- Signs may be installed on 11/10 and removed on 11/13 and again installed on 11/15 and removed on 11/19/10.

VOTE: Corby – yes, Sherwood – yes, Pierson – yes. **Motion carried.**

AMENDMENT TO §101 FIREARMS, OF THE VILLAGE CODE

The Code Enforcement Officer along with Attorney Turner, wrote a revised draft to add a section to §101 of the Village Code to address hunting and trapping. A **motion** was made **by Mayor Corby, seconded by Trustee Sherwood**, to hold a public hearing at the December 14th meeting to consider the adoption of proposed local law #5 of 2010 to amend §101 of the Village Code.

VOTE: Corby – yes, Sherwood – yes, Pierson – yes. **Motion carried.**

REVIEW OF DOLCE CUPCAKERY SPECIAL PERMIT

At the time a Special Permit was approved (11/30/09) for Dolce Cupcakery at 50 State Street, it was noted that this special permit would be reviewed in one year. The Board of Trustees reviewed the permit and noted that a temporary sign is still being used. It was also noted that there are some signs that are not permitted being utilized as well. The Building Inspector will be asked to notify the owner that the temporary sign is no longer permitted. He will be asked to look at the additional signs that are in use and provide notice to the owner accordingly.

AMENDMENT TO §173-6. DUMPSTERS: PERMIT REQUIRED

A **motion** was made **by Mayor Corby, seconded by Trustee Pierson**, to hold a public hearing to add the B-4 District to §173-6 of the Village Code.

VOTE: Corby – yes, Sherwood – yes, Pierson – yes. **Motion carried.**

REVISED PROPOSAL FROM RG&E

The Village received a revised proposal from RG&E for a street lighting upgrade to convert 94 street lights from incandescent and high pressure sodium to metal halide cut-off fixtures. Mayor Corby calculated that the Village would see a slight savings per month if the changes were made. He said there would be no upfront costs. A **motion** was made **by Trustee Pierson, seconded by Trustee Sherwood** to authorize Mayor Corby to accept and sign the RG&E proposal to convert 94 light fixtures to metal halide cut-off fixtures as submitted. The proposal is dated October 25, 2010 and was received in the Village Office on October 27, 2010.

VOTE: Corby – yes, Sherwood – yes, Pierson – yes. **Motion carried.**

DISCUSSION – RESIDENTIAL CODE UPDATE FOR R1, R2 & R3

The Board discussed and is in support of the need for design standards for multi-family residences. Standards should include criteria for adequate parking and standards that address encroachment issues, minimum lot coverage, and impacts on the neighborhood. Mayor Corby will draft the standards. Attorney Turner will work with the Building Inspector on pre-existing approvals.

DISCUSSION – SITE PLAN CODE UPDATES

Mayor Corby said he has asked the Building Inspector to update the site plan section of the village code regarding driveways, screening for parking areas, and other issues. He said these issues should be addressed.

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APRB CODE UPDATE

Mayor Corby said language should be added to the Village Code to clarify that no construction or related work shall commence before a certificate of approval is issued by the APRB. Attorney Turner will write draft language.

GRANT #T007063 CANAL WATERFRONT DOCK DEVELOPMENT

The Village has been awarded a \$35,000 grant and will partner with Mark IV to develop the dock area on Monroe Avenue. Mark IV will provide \$35,000 in matching funds. Attorney Turner said that there are no legal issues if the Mayor signs this grant agreement because it can be terminated at any time. Mayor Corby said he is comfortable signing the agreement because the Village has no liability if we terminate. If the project is completed, the docks will be improvements for use by the public. Signing the agreement preserves the possibility of securing the funds from the State. If and when a special permit is awarded to Mark IV, the Village will have to enter into an agreement that specifies how matching funds payments will be handled.

A **motion** was made by **Trustee Pierson, seconded by Trustee Sherwood** to authorize Mayor Corby to sign a grant agreement and a Contract Administration Update Form with the Department of State, State of New York, for professional design services of public waterfront improvements on Monroe Avenue.

VOTE: Corby – yes, Sherwood – yes, Pierson – yes. **Motion carried.**

FULL EAF FOR #C006861 – PORT OF PITTSFORD/SCHOEN PLACE JOINT GRANT

A completed Environmental Assessment Form must be submitted to the NY State Canal Authority as part of a permit application for the #C006861 grant project involving improvements to the Port of Pittsford Park and the waterfront area along Schoen Place. The Board of Trustees reviewed Part 2 of the EAF. A **motion** was made by **Trustee Pierson, seconded by Trustee Sherwood**, to authorize Mayor Corby, following the review of Part 2 of the form, to sign the EAF and to declare there will be no significant environmental impact as a result of the project.

VOTE: Corby – yes, Sherwood – yes, Pierson – yes. **Motion carried.**

DISCUSSION – CDL PROBATIONARY PERIOD

Members discussed adding a section to the Employee Handbook that addresses the length of time an employee must work before he /she will be reimbursed for a CDL license and before his/her hourly wage will be increased as a result of obtaining a CDL license. No action was taken at this meeting.

MEMBER ITEMS

Candlelight Night Non-municipal Use Permit: The Village Board received a letter of request from the Pittsford Village Merchants and the Pittsford Chamber of Commerce asking for a non-municipal use permit to hold the annual Candlelight Night event on village streets on December 7, 2010. A **motion** was made by **Mayor Corby, seconded by Trustee Sherwood**, to approve a non-municipal use permit for Candlelight Night with the following conditions:

1. Prior to December 7th, the Monroe County Sheriff's Department, the Pittsford Fire Department and the Pittsford Volunteer Ambulance will be contacted by a member of the organizational/planning committee to notify them that the event will be taking place, and
2. the Pittsford Chamber of Commerce, as lead organization of the event, will provide a current Certificate of Insurance naming the **Village of Pittsford** as additional insured on a primary and noncontributory basis. The certificate must show \$1,000,000 single limit of liability for bodily injury and property damage which may result from this event. This certificate must be filed in the Village Office prior to December 7th, 2010.

VOTE: Corby – yes, Sherwood – yes, Pierson – yes. **Motion carried.**

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Candlelight Night Security: Trustee Sherwood contacted Swoop Security to gather information about their services as it pertains to Candlelight Night. The plan is to have six security people at \$25.00 per hour. Hours of service were not specified at this meeting. It was noted that a certificate of liability insurance naming the Village as additional insured would be required. If the Village decides to enter into a contract with this organization, the contract will be reviewed by the Village Attorney.

Newsletter: Trustee Sherwood reminded Board members that she recently emailed an assignment list for the next newsletter issue. She requested that all articles be sent to her by December 13th at the latest.

EXECUTIVE SESSION

A **motion** was made by **Mayor Corby, seconded by Trustee Pierson**, to enter executive session to discuss the employment history of a specific employee.

VOTE: Corby – yes, Sherwood – yes, Pierson – yes. **Motion carried.**

Having taken no action, a **motion** was made by **Mayor Corby, seconded by Trustee Sherwood**, to leave executive session and reenter the regular session of the meeting.

VOTE: Corby – yes, Sherwood – yes, Pierson – yes. **Motion carried.**

MINUTES

October 26, 2010: A **motion** was made by **Trustee Pierson, seconded by Trustee Sherwood** to approve these minutes as amended.

VOTE: Corby – yes, Sherwood – yes, Pierson – yes. **Motion carried.**

ADJOURNMENT

There being no further business, Mayor Corby adjourned the meeting at 9:15 PM.

Anne Z. Hartsig, Recording Secretary