

PROCEEDINGS OF A REGULAR MEETING OF THE VILLAGE BOARD OF TRUSTEES
December 11, 2012 – 7:00 PM

Present

Mayor:	Robert Corby
Trustees:	Tim Galli Paula Sherwood Lorie Boehlert Trip Pierson
DPW Superintendent	Doug Yaeger
Interim Building Inspector	Kelly Cline
Attorney:	Jeff Turner
Recording Secretary:	Anne Hartsig

CALL TO ORDER

A **motion** was made by **Mayor Corby**, **seconded by Trustee Sherwood** to call the meeting to order at 7:00 PM.

Vote: Corby – yes, Galli – yes, Sherwood – yes, Boehlert – yes, Pierson – yes. **Motion carried.**

BUILDING INSPECTOR’S REPORT – KELLY CLINE

Ms. Cline presented a written report of her activities, completed inspections, and issued permits. Following are some of the issues that were discussed.

- Approvals were given by APRB and the Planning Board for an addition at **10 East Jefferson Road**. Construction began. It was discovered that the house is non-conforming and a variance is required. A permit has not been issued. The owner will sign a hold-harmless agreement and will continue with the construction. The front porch was removed from this house without APRB approval. The porch will become part of the permit and will be required to be put back in kind. Attorney Turner suggested that since the mistake was not the owner’s fault, the application fee could be waived if the Trustees were in agreement. A **motion** was made by **Mayor Corby**, **seconded by Trustee Galli**, to waive the cost for the approval process.

Vote: Corby – yes, Galli – yes, Sherwood – yes, Boehlert – yes, Pierson – yes. **Motion carried.**

- Mayor Corby said that plans are underway to remedy the tree situation at **Chase Bank, 31 State Street**. Attorney Turner recommended that no approvals should be granted until the tree situation has been taken care of. He said an actual plan for the property should be submitted. The contractor should be contacted.
- There is a maintenance issue regarding the size of the gutters on the Masonic Temple building at **17 Church St**. Ms. Cline said the gutters do not appear to have been installed properly. It was noted that there will be a significant drainage issue because the potential for damage is greater than usual due to the cobblestone masonry. Attorney Turner said if preservation is an issue, the APRB can get involved according to the code. Ms. Cline can enforce that section of the code.
- Ms. Cline asked if a permit is needed for the replacement of windows on a commercial building. She noted there was no fee listed for that on the Village’s fee schedule. Members of the Board and Attorney Turner agreed that there should be a permit issued for this. The fee schedule will be amended to include window replacement for commercial buildings.
- Mayor Corby said there were four tanks of propane chained to the railing in the outside stairway leading to the American Legion room at Village Hall. Ms. Cline said this is not legal and she will notify the Legion commander.
- Mayor Corby said the RG&E substation on Monroe Avenue is not being maintained. The weeds, debris and garbage need to be cleaned up. Ms. Cline will contact RG&E.
- **Label 7 in Northfield Common** has a new sign that has not been approved.

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- Trustee Galli noted that there have been changes made to **Starbucks at 5 State Street** from original approvals.
- Ms. Cline has spoken with the owner of **Fido's at 19 State Street** two times. The second and third businesses being conducted in the building are in question.

Mayor Corby thanked Ms. Cline for the excellent job she has been doing for the Village while we are without a building inspector.

DPW REPORT – DOUG YAEGER

- The lights on the wreath on the North Main Street Bridge have been fixed.
- The energy audit was conducted at the garage. Recommendations should be forthcoming.
- Leaves and brush will be picked up as weather permits.
- Memorial benches will be brought in for cleaning and staining.
- A back-up camera will be installed on the large plow truck.
- The sweeper will be taken through the village this week.
- It was suggested that friendly notes be passed out regarding the winter street parking regulations so that snow plows will be able to clear the streets.
- Pedestrian crossing signs were discussed. It's been suggested that they should be placed on every village street. Mayor Corby said a map should be reviewed and each intersection should be considered.
- It was noted that the catch basins are very full and that the gutters on the green shed need to be cleaned out.
- The crew was commended for doing a good job on a very rainy Candlelight Night.

STORMWATER GRANT SIGN REQUIREMENT

One of the requirements under the Stormwater grant that supported the new porous pavement parking lot is the installation of an educational sign. Board members discussed possible locations for the sign. The Village has to have the sign made but it is believed to be covered by the grant. Mr. Yaeger will handle obtaining the sign. He will talk to Todd Stevenson to see if there is flexibility in the design of the sign.

JOHN GERHARD – PITTSFORD CHAMBER OF COMMERCE

Mr. Gerhard, the chairperson of the Pittsford Chamber's Government Relations Committee, attended the meeting for the purpose of looking for ways to partner and work together with the Village. It was suggested that a meeting take place with two representatives each from the Town, Village and Chamber to talk about ways to work together, to identify goals to make Pittsford a better place to do business and to fund a public relations committee. Mr. Gerhard said the perception is that this is not a business friendly community. He said the code needs to be enforced but Pittsford also needs to attract businesses. Traffic and parking need to be fully explored.

Mayor Corby responded that the village received a grant to take traffic planning to the next level.

Mr. Gerhard will coordinate the meeting. Mayor Corby will then appoint two board members to attend the meeting.

SPECIAL PERMIT – INFORMATION ONLY – GREG DILLINGHAM

Mr. Dillingham is the owner of Salvatore's Pizza next to Clover Lanes on Monroe Avenue in the Town of Pittsford. He is considering purchasing Guys Pizza on South Main Street and would need a Special Permit. Currently the ventilation system does not provide a workable environment. Before the purchase of the business would be viable, he would want a larger opening and a way for fresh air to get into the

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space. He will meet with Paul Zachman to discuss placement for ventilation equipment and a new opening.

Board members informed Mr. Dillingham about some of the issues that will need to be addressed if he submits a special permit application. The issues include but are not limited to delivery vehicles, staff parking, noise, hours, and trash removal.

ATTORNEY ITEMS – JEFF TURNER

5 State Street – Village Bakery: Members discussed the bakery at 5 State Street. Mayor Corby talked to the owner in September or October. The bakery has more employees and more seating that what was approved. They must apply for a modification of their special permit. The issues are seating, staff, and landscaping.

75 Monroe Avenue: Mayor Corby has asked for quotes from planning consultant John Steinmetz to assist with the project at 75 Monroe Avenue. An engineering consultant would be helpful as well. A proposal from Scott Harter will be requested. The Village would be reimbursed by the developer.

A specialized building inspector to oversee the code inspection for 75 Monroe was also discussed. Members concurred that it will be a time consuming job and were in support of this idea. The cost would be charged back to the developer. Mayor Corby will meet with someone who has been recommended to him.

Members discussed engaging a planning consultant and an engineering consultant to assist the Planning Board with site plan review for this project. A proposal for services was received from John Steinmetz. A **motion** was made **by Trustee Boehlert, seconded by Mayor Corby**, to approve the use of John Steinmetz and Scott Harter as consultants to the PZBA for site plan review on 75 Monroe Avenue and to approve the proposal for services submitted by John Steinmetz dated 12/5/12 in an amount not to exceed \$5,500.00, pending a similar proposal from Scott Harter.

Vote: Corby – yes, Galli – yes, Sherwood – yes, Boehlert – yes, Pierson – yes. **Motion carried.**

DEVELOPMENT REVIEW COMMITTEE DISCUSSION

Trustee Galli gave an overview of the history of the DRC and said that it was designed to improve communication among the village boards. He said the Chairs of the PZBA and the ARPB are interested in convening the committee to help with the review process for the 75 Monroe Avenue project.

Members agreed that the meetings held by this committee are not public meetings and the developer will be included in the meetings only by invitation. Members of the committee will consist of representatives of each of the boards, specific consultants, and a specialist building inspector. When hired, the new village building inspector should work with the specialist building inspector.

Mayor Corby said he will call Paul Lytle to discuss his potential role in monitoring the environmental clean-up of the site.

Trustee Galli will coordinate the scheduling of a DRC meeting.

EXECUTIVE SESSION

A **motion** was made **by Trustee Boehlert, seconded by Trustee Pierson**, to enter executive session to discuss a matter of the prospective appointment of a new employee.

Vote: Corby – yes, Galli – yes, Sherwood – yes, Boehlert – yes, Pierson – yes. **Motion carried.**

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

Vote: Corby – yes, Galli – yes, Sherwood – yes, Boehlert – yes, Pierson – yes. **Motion carried.**

BUILDING INSPECTOR POSITION

Mayor Corby noted that résumés have been reviewed and interviews have been conducted for the position of part time building inspector/code enforcement officer. Details will be finalized regarding this position and the position will be offered to a specific individual.

ALTERNATE MEMBER FOR THE APRB

Mayor Corby will discuss possible candidates for the position of alternate on the APRB with Chairperson Paul Zachman.

CODE OF ETHICS

A sample Code of Ethics was distributed to Board members for their review. Mayor Corby noted that the sample is more comprehensive than what is currently in the Village Code. He will ask Linda Habeeb to type in his suggested corrections and then email a copy to all board members.

TREASURER’S REPORT – ANNE HARTSIG

In the absence of the Treasurer, the Village Clerk presented a list of bills to be paid. These bills were reviewed by Trustee Galli. A **motion** was made **by Trustee Galli, seconded by Mayor Corby**, to approve payment of bills in the amount of \$47, 395.5

Vote: Corby – yes, Sherwood – yes, Boehlert – yes, Galli – yes, Pierson – yes. **Motion carried.**

Ientilucci Invoice: A **motion** was made **by Trustee Galli, seconded by Mayor Corby**, to reimburse Art Ientilucci for services regarding the SEQR process for 75 Monroe Avenue in the amount of \$1,050.00 noting that the Village received payment from Mark IV to cover this cost.

Vote: Corby – yes, Sherwood – yes, Boehlert – yes, Galli – yes, Pierson – yes. **Motion carried.**

Other business

- **Copier Lease:** The Village Clerk received estimates for the lease of an office copy machine since the current lease expires at the end of December. Members discussed the options, available features, and the costs. Following the discussion, a **motion** was made **by Trustee Pierson, seconded by Mayor Corby** to approve a 48 month lease for a Work Center 7545 Xerox Copier and to authorize the Clerk to sign the lease agreement.
Vote: Corby – yes, Sherwood – yes, Boehlert – yes, Galli – yes, Pierson – yes. **Motion carried.**
- **Office Chairs:** The desk chairs in the office are either broken or in very poor repair. The Village Board authorized the expenditure of \$600 or less for the office staff to purchase desk chairs at a used office furniture store in East Rochester. Each person should go and look for a chair that is comfortable for them.
- **Budget Process:** Realizing that the Treasurer will be absent until the middle of January, the Board discussed preliminary steps that could be taken prior to actual budget meetings next month. Members suggested thinking about equipment that will need to be replaced, and expenses such as updating the Comprehensive Plan. They were asked to think about the priorities for 2013. The Clerk will talk to the Treasurer and set up a meeting for the end of January.

TEMPORARY EVENT SIGN REQUEST

The Village Board received a request from the First Presbyterian Church to display an event sign to advertise a concert in January. A **motion** was made **by Trustee Pierson, seconded by Mayor Corby** to approve the request as follows:

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- One sign may be placed on the northwest corner of South Street and Route 96 (Little League Corner)
- One sign may be placed on the southeast corner of the Four Corners (Phoenix Building Corner)
- Signs may be placed on January 6, 2013 and removed on January 11, 2013 at the end of the concert.

Vote: Corby – yes, Sherwood – yes, Boehlert – yes, Galli – yes, Pierson – yes. **Motion carried.**

Board members discussed the approval procedure for temporary event signs. They concurred that these sign approvals should be delegated to the new Code Enforcement Officer. He would have the authority to approve the sign location according to the Code rather than having the approval requests come before the Board of Trustees during a meeting. Mayor Corby will discuss this with the new Code Enforcement Officer.

SIGN PROPOSAL DISCUSSION

The Village Board received an email from a village merchant requesting modifications to the sign policy. It was noted that the Board held a public hearing on November 13, 2012 regarding amending the sign section of the Code. Notice of the public hearing was published. There was no one in attendance to speak for or against the changes nor were any written comments received.

Trustee Pierson spoke with the merchant. Board members decided a discussion with the Pittsford Chamber of Commerce about the sign issue would be beneficial.

Board members also discussed the number of service businesses on Main Street. It was acknowledged that the retail shopping experience has greatly changed in recent years due to the Internet. Trustee Sherwood suggested scheduling a town hall-type meeting using a facilitator. She said ground rules should be set so that solutions can be investigated. Landlords should be included in this meeting. Trustee Pierson said the first step should be to discuss the issue with the Chamber.

MEMBER ITEMS

Annual Employee Performance Reviews: Board members agreed that the goal for completion of the performance reviews should be the end of January. Merit raises were discussed. Trustee Boehlert will contact NYCOM for guidance regarding merit raises as they pertain to annual reviews. Trustee Pierson noted that if the Village decides to offer merit raises, the annual budget will have to take them into consideration.

Burdett Parking Lot Lease: The current lease for the Burdett Parking lot will soon expire. Mayor Corby has discussed the issue with owners Cyndi Weis and her husband. Mayor Corby would like to proceed and have a meeting regarding a lease renewal. He will talk with Sandy Zutes, acting Town Supervisor, since the town is also part of this lease.

EXECUTIVE SESSION

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

Vote: Corby – yes, Sherwood – yes, Boehlert – yes, Galli – yes, Pierson – yes. **Motion carried.**

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

REVIEW OF MINUTES

October 9, 2012: A **motion** was made by **Mayor Corby, seconded by Trustee Galli**, to approve these minutes as submitted.

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Vote: Corby – yes, Sherwood – yes, Boehlert – yes, Galli – yes, Pierson – yes. **Motion carried.**

November 30, 2012: A **motion** was made **by Trustee Boehlert, seconded by Trustee Galli**, to approve these minutes as submitted.

Vote: Corby – abstain, Sherwood – abstain, Boehlert – yes, Galli – yes, Pierson – yes. **Motion carried.**

ADJOURNMENT

Mayor Corby adjourned the meeting at 10:05 PM.

Anne Z. Hartsig, Recording Secretary