

**PROCEEDINGS OF A SPECIAL MEETING OF THE  
VILLAGE OF PITTSFORD BOARD OF TRUSTEES**  
February 10, 2003 at 5:30 PM

**PRESENT:**

<b>Trustees</b>	Mayor Robert Corby Paula Sherwood Thomas Farlow Steven Maddox Glenn Brown
<b>Treasurer</b>	Mary Marowski
<b>DPW Superintendent</b>	Scott Spencer
<b>Recording Secretary</b>	Anne Z. Hartsig

The meeting was called to order at 5:30 P.M.

**TREASURER'S REPORT – MARY MAROWSKI**

A motion was made by Trustee Brown, seconded by Trustee Sherwood to approve the following vouchers and charge them to the proper account.

General Fund Vouchers	#349 -#381:	\$14,555.35
Sewer Fund Vouchers	#352, #369	\$ 146.69
<b>Total:</b>		<b>\$14,702.04</b>

**Vote:** Sherwood – yes, Farlow – yes, Maddox – yes, Corby – yes, Brown – yes. **Motion carried.**

**REVIEW OF THOUGHTS AND IDEAS**

**SEWER FUND DISCUSSION**

Trustee Maddox suggested that after we are six months into the fiscal year, if necessary, funds should be moved from account to account so there is a better idea of exactly how much money is left in the budget. Board members agreed that this would work better than moving funds at year end as has been the practice.

**Flush Truck Repairs**

Mr. Spencer reported that the flush truck is very old and could need a new pump at any time. A new pump would be costly. He wondered if it would be more fiscally responsible to purchase a new truck than it would be to spend the money on a pump for this old truck. Trustee Brown said a new truck would cost too much money. He suggested repairing this truck if and when it becomes necessary and postponing the purchase of a new truck until a better economic time. Trustee Maddox said he questions the need to ever buy a new truck and suggested borrowing one instead.

**Siphons**

Mr. Spencer explained that the Village is responsible for major repairs of siphons. We have three. Monroe County Pure Waters is responsible for cleaning the siphons. Mr. Spencer stated that new government regulations might mean larger costs to the Village in the near future. The Town is considering the purchase of a sewer video. Mr. Spencer said it might be possible for the Village to borrow this camera if it is purchased.

**GENERAL FUND DISCUSSION**

Mayor Corby stated that the Board should discuss their goals and mission as the Village government. He would like the Board to identify the services that distinguish Pittsford Village from others and then continue to do those services. He said the Board should not cut so much from the budget that the Village would no longer be viable. He said the Village center provides a high level of service for the greater Pittsford community and this should be kept in mind as the budget process continues.

**Grant Writing**

Board members agreed that grant writing is extremely important to the Village. Use of grant money is the only way that some Village goals can be accomplished. It was therefore decided that rather than reduce money in the budget for this category, the Village should be even more aggressive in searching out grant funds. Mayor Corby noted that the Implementation Task Force committee would help look for grant

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money for Village projects, particularly for those relating to the canal front. It was suggested that we ask them to try to determine where municipalities such as Brockport, Lyons, Holley and Tonowanda applied for the grants they received.

### **Contractual Engineer**

Board members concluded an engineer would be needed for any street work and for bulkhead improvements on Schoen Place. As a side, Trustee Brown said the Courtenay Circle road projects would be completed.

### **Boat Ramp at DPW property**

Board members discussed the installation of a floating dock to launch canoes and kayaks at the DPW property. Trustee Farlow said the Fire Department is considering buying a patrol boat for the canal. Board members discussed the possibility of providing a location for docking this vessel in exchange for some financial help from the Fire Department. Members concluded that dockage along the west side of the North Main Street bridge would be beneficial to the Village.

### **Street lighting**

Trustee Farlow reminded the Board that he signed a contract with RG&E to install street lighting on Monroe Ave. and North Main Street. Funds from the 2002/2003 fiscal year will be used for Monroe Ave. Money for the North Main Street lighting will come from the 2003/04 budget. Trustee Brown said the Board has committed to lighting the towpath on the west side of the N. Main Street canal bridge. He said this project should be completed for the PGA. Del Monte Lodge will be headquarters for that event. North Main Street and Washington Road is another area where streetlights are needed.

The Village received a letter from Supervisor Carpenter requesting that the Village supply adequate power at electrical outlets on light poles on South Main Street to meet the needs of vendors and musicians at community events. Mr. Spencer is reviewing the situation with Tambe Electric to look for an affordable solution. It was suggested that the Village could charge a vendor fee to help with the costs. A response letter will be sent to Supervisor Carpenter.

Board members discussed lighting for the South Street/Jefferson Road intersection for safety purposes. Some members said this should be a priority and that it could be combined with lighting the entrance sign at that location.

### **Sales Tax**

Trustee Brown reported that the income from Monroe County Sales tax is on target for this year. This is a big help for the current budget. There is no way to know what it will be for the upcoming year.

### **Trees**

Mayor Corby and Mr. Spencer reported that most of the gaps on Village streets have been filled in with new trees. As a minimum, money in the budget should be set aside to replace those trees that are dead or dying. It was decided to budget for twenty new trees. Watering of the trees will still be important and should be continued. Trees that are planted in the business district in concrete are especially vulnerable. Planting time should be decided upon according to the schedule that would be best for the DPW. October was suggested as a good time.

### **Sidewalks**

Trustee Brown said that \$20,000 is budgeted for sidewalks every year. The Board said all sidewalks in poor condition that are on main roads should be fixed this year. Jefferson Road and State Street were mentioned as being in the greatest need of repair. Mr. Spencer told the Board the DPW borrowed a grinder from the Village of Fairport and that it has worked well to level off heaves in the sidewalk. Mr. Spencer and Board members will walk the Village to determine a list of sidewalk repairs that should be addressed this year.

### **Village Hall/handicap Access**

The Village has applied for a grant from Monroe County to help with the costs of making the building accessible for handicapped people.

### **Heat tape for Village Hall roof**

An unsafe condition is continually created by snow build-up on the roof at the Village Hall. Snow could slide off and hit someone. Also, it is not safe for the DPW crew to be on the roof trying to remove the snow when conditions are slippery. Mr. Spencer obtained a cost for installing heat tape and would like this quote to be considered in the budget process. Trustee Brown stated that two months of winter weather

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remains. For safety reasons, he would like to see this completed as soon as possible using funds from this fiscal year. A **motion** was made **by Trustee Brown, seconded by Trustee Farlow** to authorize the expenditure to complete this job as soon as possible.

**Vote: Corby – yes, Sherwood – yes, Maddox – yes, Farlow – yes, Brown – yes. Motion carried.**

**Attorney Fees**

Board members talked about creative ways to lower the costs of our yearly attorney fees. It was mentioned that in recent years, employee problems have increased our need for attorney services. Trustee Sherwood said the Board should be sensitive to the history the Village has with Attorney Osborn and place a value on that history. It was suggested that the Village might be using the lawyers more than is necessary. The idea of using the services of a paralegal instead was discussed. Trustees questioned whether or not there is a need to have an attorney present at the APRB and Planning and Zoning meetings. It was decided that the Board of Trustees could hold executive sessions at an earlier time so that Attorney Osborn could be dismissed from meetings at an earlier time.

**Conferences**

Trustee Maddox question the need for attendance at training conferences by staff members. Board members agreed that for educational and developmental purposes, the conferences are of value. Trustee Maddox suggested the possibility of restricting some conferences.

**Salaries**

Trustee Maddox suggested for conversation reducing the salaries of the Village Board (with the exception of the Mayor) by 50% for this fiscal year. Other Board members said they put in a great deal of time and deserve to be compensated for it. Reducing the APRB and P/Z Board stipends was also a suggestion. Trustee Brown said he will pay for his transportation back from South Carolina for Village Board meetings.

**Village Beautification**

Trustee Sherwood said because the PGA, LPGA and the Buffalo Bills will be coming to the area, it is important that the Village look its best. She would like to budget for a part-time person to water the flowers and to maintain the landscaping at the entrance signs. She would also like to see changes made to the island at Washington Road and North Main Street.

**ADJOURNMENT**

There being no further business, Mayor Corby adjourned the meeting at 7:35 PM.

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Anne Z. Hartsig, Secretary