

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

**PRESENT:**

**Trustees**

Mayor Robert Corby

Paula Sherwood

Thomas Farlow

Steve Maddox

Glenn Brown

**Treasurer**

Mary Marowski

**Recording Secretary**

Anne Z. Hartsig

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

**Treasurer Marowski** prepared and distributed information regarding tax rate increases, an equalization rate history of the Village, a tax rate memo from the Village Assessor, personnel wage percentage increase information, a list of budget item concerns and quotes for various services for discussion at this meeting. She also prepared and distributed a 2003-2004 proposed budget printout for Board members to review.

**Town Taxes paid by Village residents**

Board members discussed the amount of Town tax that Village residents pay. They will request a meeting with the Assessor to discuss this issue in greater depth. Ms. Marowski will arrange a meeting with the Assessor.

**Salaries for 2003/2004**

Trustee Brown added 3% for salary increases for full time staff for the next fiscal year. He totaled all DPW crew salaries and added 3% to that amount. He said Mr. Spencer as Superintendent, will divide that total amount among the crew in a way he feels is fair.

**Health benefits**

The discussion regarding the rising cost of health benefits was continued at this meeting. The Clerk will obtain information about the availability of a flexible-spending plan. As the year progresses, Board members will continue to discuss having employees pay part of the cost for health benefits.

**Booie's Cleaning Service**

Members discussed the cleaning service for the Village Hall. Trustee Maddox will speak to Jim Aures, the business owner, regarding some changes in cleaning procedures that the Board and staff would like to see.

**List of Budget Concerns**

The Board decided to spend funds included in the 2002/2003 budget on the following projects: glass tops for the board room and conference room tables, light pole re-wiring on South Main Street for vendors, paint touch up for the Village Hall, thorough interior "spring" clean up and window washing, and two lateral files for the office.

Other concerns that were resolved were the added number of flower baskets, Village election expenses for next year if necessary, code updates, conference money for the DPW Superintendent, food budget for Village hosted Leadership meetings, Task Force budget, clarification of funds needed for Courtenay Circle project, dumpster permit income, and funds for Village clean-up day.

**Village tax rate**

Board members discussed the need for and amount of a tax rate increase for the next fiscal year. Taxes have not been raised for many years. Costs have gone up while income from taxes has remained flat. The Village Board, after considerable and thoughtful discussion, determined that an increase is needed in order for the Village to be viable and to provide services to the residents. A **motion was made by Trustee Brown, seconded by Mayor Corby** to approve a 9.9% increase in the Village tax rate for the fiscal year 2003-2004, raising the tax rate to \$2.25 per thousand.

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

## **Village Board of Trustees Special Meeting of April 10, 2003**

### **Office Staff**

Board members discussed budgeting funds for a second permanent part-time office member who would be hired as a secretary to the Planning and Zoning Board and the APRB. This person would take on all duties relating to those Boards as well as other duties as assigned if time permits. The position would be for twenty hours per week and would start in the \$10 per hour range. The position would fall under the rules of Monroe County Civil Service. Board members determined that an added staff member is needed. Trustee Brown will include the necessary funds into the budget for 2003-2004.

### **Follow-up Meeting - Trustee Brown and Treasurer Marowski**

Trustee Brown and Treasurer Marowski will meet on April 11<sup>th</sup> to incorporate into the proposed budget the changes that were discussed at this meeting.

### **Next Meeting**

A special meeting to adopt the final budget will be held on April 21, 2003 at 5:30 PM in the Village Hall. Following the adoption of the budget, the Board will hold the Annual Organizational Meeting for 2003.

### **ADJOURNMENT**

There being no further business, Mayor Corby adjourned the meeting at 7:30 PM.

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Anne Z. Hartsig, Recording Secretary