

**PROCEEDINGS OF THE REGULAR MEETING OF THE
VILLAGE BOARD OF TRUSTEES**
September 9, 2003

PRESENT:

Trustees	Mayor Robert Corby Steven Maddox Paula Sherwood Glenn Brown Tom Farlow
Attorney	John Osborn
Treasurer	Mary Marowski
DPW Superintendent	Scott Spencer
Building Inspector	Edward Bailey
Recording Secretary	Anne Z. Hartsig

Mayor Corby called the meeting to order at 7 PM. The Pledge of Allegiance was recited.

BUILDING INSPECTOR'S REPORT – EDWARD BAILEY

Mr. Bailey reported on the following: there will be a subdivision application at 85 West Jefferson Rd. Interior construction will begin at Great Northern Pizza at 14 South Main Street. Simply Crepes will be asking for a modification of their Special Use Permit. Jeff Mason submitted a new site plan for 45 Schoen Place incorporating suggestions made by the Planning Board and Trowbridge & Wolfe. He will be asking for approval to combine lots. The Village Attorneys are waiting for the judge to convene a jury trial regarding the Schoen Place Auto case. A complaint was received about the "headhouse" on the roof of the Powers' barn on Schoen Place. Mr. Bailey will look into the issue. Mr. Bailey was asked to check on the screening at St. Louis. He reported that the dumpster photos are $\frac{3}{4}$ complete. The Black Bear System has not been installed. Mr. Bailey will install it in the coming week. Representatives from DelMonte Lodge intend to form a separate corporation to operate a spa in the former railroad station building. Mr. Bailey met with John DelMonte who said that the issue of the connection between the hotel and the railroad building will be resolved. Mr. Bailey also said a sign might be requested for the entrance to the spa. Mr. Bailey suggested that because the Planning Board will have to approve the proposed addition for the spa, it may be a good time to discuss the wire fence along the canal. Trustee Maddox said he would like to see this fence issue as part of the Canal project along with placing the fire truck access on the west side of the bridge. Mr. Bailey reported that the landscaping is progressing at Jojo. A final site plan will be requested.

TREASURER'S REPORT – MARY MAROWSKI

The monthly abstract was reviewed. A **motion** was made by **Trustee Maddox, seconded by Trustee Brown** to approve the following vouchers and charge them to the proper account.

General Fund Vouchers	#122-159:	\$35,683.02
Sewer Fund	#129 #140, 149:	<u>\$10,415.43</u>
Total		\$46,098.45

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

DPW REPORT – SCOTT SPENCER

Mr. Spencer reported on **Routine Activities**. Regarding **Completed Projects**, Mr. Spencer said he rented a sidewalk grinder from Keystone Building Supply. It worked very well and enabled the crew to repair several sidewalks. Trustee Farlow asked to arrange a time when he would be able to see the grinder in use and suggested that the Village consider purchasing one. Mr. Spencer said the speed bumps on Elm Street have been redone in asphalt and have worked well. Informational issues that were discussed were as follows: **commemorative benches** have been delivered. Trustee Sherwood will go with Mr. Spencer to determine the placement of the benches that have been purchased. Mr. Spencer has been researching the most suitable **trees** for planting on Main Street. It has been decided that the grates will not be used. Mr. Spencer received a quote from Urban Forestry for a **tree survey** for the Village. The cost is \$3300 and the RG&E will pay half of the cost. The purpose of the survey is to determine that the correct trees are planted in the correct locations. This would enable the Village to keep a complete record. A **motion** was made by

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Trustee Brown, seconded by Mayor Corby to authorize payment to Urban Forestry for a survey/inventory of all Village trees.

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

Mr. Spencer told the board that many of the old Village **signs** have been replaced. There are more to be done. Mayor Corby asked about the 30-mph sign on Monroe Avenue. He said it has been missing for three years. The State said they would replace it. Regarding **damaged trees**, Mayor Corby said that the tree by the Brizee house should be removed due to ice storm damage. Mr. Spencer said he has a contractor working on removing hanging branches. Mayor Corby said he would like all dead or damaged trees removed by November. Mr. Spencer reported that he has hired a new seasonal worker to water the **flowers** until they are removed in the fall. **Lighting** for the entrance signs and under the North Main Street Bridge will be installed next week and installation of new light poles has begun. Trustee Brown asked about the lights along the towpath to the west of the North Main Street bridge. He said the budget includes four fixtures. Mayor Corby replied that he would talk to Owen McIntee regarding cost because they are different from the other lights.

NYCOM CERTIFICATE OF SERVICE

Mayor Corby presented a certificate of service awarded by NYCOM to Attorney Osborn for his service to the Village for the past 47 years. The Board, as well as all those present, expressed deepest appreciation to Mr. Osborn for his dedication to Pittsford Village.

SPEED PROBLEM – LINE STREET

Beth Perzel-Kravitz and her husband David reported to the Board that since the installation of speed bumps on Elm Street, the amount of traffic has increased on Line Street. They said motorists are using excessive speed. They asked the Board for a solution to this safety issue. Trustee Farlow said he would do research to determine a strategy of traffic calming techniques for the entire Village. Trustee Maddox said he would like to see the Village take immediate action in some way rather than to wait for research. Superintendent Spencer will place “Slow Children” signs on the street. He will request the speed monitor to be placed on the street.

Other ideas that were mentioned as traffic calming devices are concave speed bumps, portable sand filled fire hoses, random one-way streets, rubber mats on the streets, bump outs, medians, and a “dummy” police car. Trustee Sherwood said the 1988 Traffic Study of the Village should be reviewed. The study would offer recommendations for traffic control. Mayor Corby will mention the problem on Line Street to Captain Letteney at their next meeting. Peter Brizee suggested that the sub-committee from the Implementation Task Force be involved in finding a solution. Ron Schmidt, 5 Line Street asked if there had been a study to see how much the traffic has increased on Line Street since the speed bumps were installed on Elm Street. A study has not been conducted.

In conclusion, the Board said they would study this problem and the overall traffic problem in the Village to find a solution that would benefit all. Ms. Perzel-Kravitz asked that the subject be placed on the agenda again next month.

RESIDENT CONCERNS – BOUGHTON AVENUE

Valerie Coushaine told the Board that the resident at 32 Boughton Avenue was parking on the grass. The resident has now widened the driveway. Vehicles are parking so that they are blocking the sidewalk. The Board agreed to patrol for parking on the sidewalk. Mr. Bailey was instructed to write a violation letter. If necessary, he will follow up with appearance tickets.

RESIDENT CONCERNS – VILLAGE GROVE

Mr. and Mrs. Donald Anderson read a letter to the Board stating objections to six-foot high chain link fences being permissible in the Village. They urged the Board to change the Code to limit such fences to a four-foot height unless a special need is demonstrated. Mayor Corby explained that when the Code was written, it was not anticipated that a six-foot chain link fence would be installed in a residential area. He said this is not neighbor-friendly and that this aspect of the Code should be examined.

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In addition, the Anderson's letter urged the Board to change the Code regarding the number of dogs allowed per Village property. They would like to see the ordinance changed from four dogs to two dogs per household.

ITF UPDATE – PEGGY BRIZEE

Ms. Brizee told the Board that the Task Force has been participating in the implementation of the Canal Project. They have created an ad hoc work group composed of members of the Task Force and the Board of Trustees. They met with Trowbridge and Wolfe to discuss the parameters of the contract for the project.

The Task Force has also been participating in the review of the proposed community library project and the Sutherland High School project.

The steering committee will be developing a work plan for the year including involvement in the canal project, incentive zoning, traffic calming and code review.

RENEWAL OF THE BURDETT PARKING LOT LEASE – UPDATE

Attorney Osborn stated that he has been in communication with Town Attorney Jared Lusk. Mr. Lusk told him the documents would be ready soon.

EASEMENT ISSUE – 21 COURTENAY CIRCLE

Attorney Osborn explained to the Board that the residents at 21 Courtenay Circle applied for a variance to construct a front porch. The proposed porch contains a 3' encroachment on a Village easement for a future sewer line or water main connection that was put in at the time the subdivision was built. The variance was granted with the condition that the Board of Trustees approves this encroachment. Attorney Osborn advised that the Village obtain a release for any damage that the encroachment on the easement may cause. A **motion** was made by **Mayor Corby, seconded by Trustee Brown** to grant the encroachment into the Village easement conditioned upon receiving a waiver from the owner relieving the Village of responsibility for damages to the house or property.

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

CDBG GRANT – TRUSTEE MADDIX

Design issue: Bero Associates presented three conceptual drawings for handicap access to the North side of the Village Hall. Option 1 includes a ramp with a roof over it. This creates a large visual impact. Options 2 and 2a are similar. Option 2a has more detail on the door and shows a window above the door. There is no roof above the ramp but the concrete would be heated to prevent snow and ice build-up. The only change to the exterior of the building would be the addition of a door. This design is architecturally compatible to the building.

Board members discussed having the access placed on the west elevation. An entrance on this side would be problematic. ADA rules state that the access should be as close to the main entrance as possible. Entrance on that elevation would require a 90' ramp that would zigzag six times. This would be cost prohibitive, aesthetically displeasing and would consume a large portion of the parking lot.

Trustee Brown and Trustee Sherwood expressed concerns that this plan does not include access to the lower level of the building. Trustee Brown would like to encourage senior citizens to use the building. An elevator could be placed in the northwest corner of the Boardroom. Mayor Corby said the minimum cost for an elevator would be \$80,000. He stated that an elevator in that location would affect the interior space and would not allow office staff to see who is entering the building. It could also be disruptive to the various functions that are held in that room. Mayor Corby said this could be a phased project and that the Village could actually receive a greater amount of grant money by phasing the project than it would if all improvements were done at one time. He said the priorities should be 1)access to the building, 2)bathroom facilities and, 3)access to other floors within the building. He said the points to consider are the concerns for the building, the cost, the function and ADA mandates. He stated that option 2a meets all four of those points. In addition, the APRB approved this option at a meeting held on September 8th.

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A **motion** was made by **Trustee Maddox, seconded by Trustee Farlow** to approve option 2a as presented on plans submitted by bero architecture p.c. with the condition that as a Board, members are committed to pursuing as the next phase the addition of handicap bathroom facilities and accessibility to other levels of the building.

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

A **motion** was made by **Trustee Maddox, seconded by Mayor Corby** to authorize the bid procedure for this project.

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

PUMP-OUT STATION – REMEGIA MITCHELL

As part of the Clean Vessel Assistance Program for grant money, Ms. Mitchell reported to the Board that she and Mr. Bailey looked at boating facilities in Fairport, Macedon and Palmyra. All three of these locations are equipped with water and electricity. In Fairport, the pump-out station was municipally installed. The DPW built the housing for the station and the dock it sits upon. Fairport has a Harbor Master to assist at the station. The station was installed near the DPW. Fees are included in the overnight dock fee. Ms. Mitchell reported that the pump out station in Fairport is inexpensive to operate and has no odor. It discharges directly into the sewer. Macedon and Palmyra use holding tanks, one above ground and one underground. Board members discussed possible locations for a pump-out station and agreed that a location near the DPW would be most suitable due to the proximity of the sewer line.

Mayor Corby suggested that the Implementation Task Force review this subject to see if the effort and investment is worth it to the Village and also, what location would be most suitable. The Board asked Ms. Mitchell to enlist the services of an engineer to obtain a proposal for a schematic design including a work list and budget for the scope of work involved in this project.

A **motion** was made by **Trustee Brown, seconded by Mayor Corby** to proceed with a grant application that will help us to fund a pump-out station in the Village.

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

Mayor Corby commended Ms. Mitchell for her diligence and effort as Planning/Zoning Board Chairperson. He said she has done a super job and he expressed appreciation on behalf of all Board members.

PROCLAMATION OF COMMENDATION

Mayor Corby told the Board that Lynn Todd, school-crossing guard at South Main Street and Locust Street decided to retire this year. Mayor Corby said that Mr. Todd was the crossing guard when he attended St. Louis School. A **motion** was made by **Mayor Corby, seconded by Trustee Brown** to declare a Proclamation of Commendation for Lynn Todd for 29 years of loyal service as a school crossing guard in the Village of Pittsford.

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

AUBURN RAIL TO TRAIL UPDATE

Mayor Corby reported on the proposed trail along the former Auburn railroad bed from Monroe Avenue to Fishers, NY. He attended a planning meeting on this project. Concerns for the Village are the routing of the trail through Schoen Place, the conservation easement that exists adjacent to Schoen Place and the treatment of at-grade crossings of roadways within the Village. He said there would be another planning meeting followed by a public hearing. A final plan will be presented to the Board in late winter. Board members agreed that this would be an opportunity to consider beautifying the area near the Village DPW. It was suggested that the Beautification Sub-Committee of the Task Force could research this issue.

COMMUNITY LIBRARY AND SUTHERLAND HIGH SCHOOL UPDATE

On September 3rd, Town and School officials presented an informational meeting on both the proposed community library and the school renovations to members of the Planning/Zoning Board, the APRB, Trustees and members of the Implementation Task Force.

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Regarding the library project, Board members agreed that it is a valuable addition to the community and to the Village. They are pleased that ongoing discussions will take place regarding the planning of the project. A **motion** was made by **Mayor Corby, seconded by Trustee Brown** to authorize himself as Mayor to write a letter of support to Supervisor Carpenter on behalf of the Board of Trustees regarding the concept of the community library.

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

Mayor Corby requested that drawings of the school renovations be sent to the Village for review. He said comments would be presented at the Leadership Meeting. Sutherland Street resident Ken Morrow intends to provide his written concerns and those of his neighbors to Mayor Corby to be submitted to the Leadership Committee.

CANAL PROJECT UPDATE

Mayor Corby said he received a letter from Stu Brown informing him that the State has added more requirements to the proposed contract. Issues include documentation of south boundary lines and the right of way along Schoen Place. He said there would be a special meeting to review and approve the contract when it arrives.

FRONT YARD PARKING ISSUE

A resident on Boughton Avenue installed a curved driveway in her front yard prompting the Board to discuss pertinent sections of the Village Code. The Building Inspector was asked to research policies of front yard parking in other municipalities. A **motion** was made by **Mayor Corby, seconded by Trustee Brown** to review a draft of amendments to the code that would clarify the language to prevent areas for parking in the front yards of residential areas of the Village at the October meeting with the idea of holding a public hearing at the November meeting.

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

INSURANCE RENEWAL

Trustee Brown will meet with the Village insurance agent tomorrow to review the 2003/04 policy. Mr. Wilkins told Trustee Brown that there could be an increase in cost of 5-10% this year.

LEADERSHIP COMMITTEE UPDATE – TRUSTEE FARLOW

At the last Leadership Committee meeting, two companies presented plans for a GIS system that the Town, Village School, Ambulance and Fire Department could share. The approximate cost split would be as follows: 30% paid by the Town, 30% paid by the School District, 15% paid by the Village and the remainder paid by the Fire District and the Ambulance Corp. Village cost would be approximately \$5000-\$6000. Leadership Committee members would like Paul Schenkel to do a presentation on how the entities would interface, how they would interface with the County and what the GIS can provide for us.

Peggy Brizee told the Trustees that she would like the notes and agendas of the Leadership Meetings posted on a website. Mayor Corby will look into this.

SPOTLIGHT ON PITTSFORD

Two local radio stations are spotlighting a different community for one week each month. Pittsford will be the featured community during the week of 9/22-28. For a price, Mayor Corby would do a live radio show about the Village of Pittsford. Supervisor Carpenter and Fairport Mayor King are two local municipalities that will partake. Mayor Corby will discuss this with Mayor King and then make a decision on whether or not to participate.

MINUTES

August 12, 2003: A **motion** was made by **Trustee Brown, seconded by Trustee Sherwood** to approve these minutes as amended.

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

EXECUTIVE SESSION

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A **motion** was made **by Mayor Corby, seconded by Trustee Brown** to enter executive session to discuss the employment history of a particular individual.

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

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

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

ADJOURNMENT

There being no further business, a **motion** was made **by Mayor Corby, seconded by Trustee Brown** to adjourn the meeting.

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

Anne Z. Hartsig, Recording Secretary