

**PROCEEDINGS OF THE REGULAR MEETING OF THE
VILLAGE BOARD OF TRUSTEES**

October 14, 2003

PRESENT:

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

Trustee Maddox called the meeting to order at 7 PM. The Pledge of Allegiance was recited.

DPW REPORT – SCOTT SPENCER

Mr. Spencer reported on **Routine Activities**. The unhealthy condition on the pier as a result of the feeding of ducks and geese and as a result of businesses selling duck food was discussed. Building Inspector Bailey said that the Village has the right to establish rules for the area of the pier. Suggestions were to call the health department and to prohibit the sale of duck food. Mr. Bailey will draft a set of rules to be presented to the Board at the November meeting. He will also call the Health Department.

Work in progress: Mr. Spencer reported on the **Courtenay Circle** project. Gutters have been poured, driveways have been cut and the road has been milled. Weather permitting, Mr. Spencer is hoping that the paving will be completed by October 17th. The **leaf machine** is circa 1955. Many repairs have been required and many parts must be custom fabricated. The machine is ready for use but due to its age, is not dependable. Mr. Spencer asked the Board to consider budgeting for a new leaf machine. The approximate cost would be \$12,000.

Completed Projects: Mr. Spencer reported that the **flower baskets** were removed, cleaned up and stored for next year. Ten **commemorative benches** have been installed along Main Street and the canal path. The Board discussed the way in which the benches were placed. It was decided that there is flexibility and the placement can be changed if necessary.

Upcoming Projects for October/November: The **Courtenay Circle** capital improvement will be completed. **Leaf pick-up** will commence and will be a daily event for the next couple of months. Mr. Spencer asked the Board to consider allowing him to discontinue brush pick-up during the leaf season due to time constraints. The Board decided that brush pick-up during this time would be limited to once a month. Notifying residents using the Brighton-Pittsford Post was discussed. No decision was made.

Concerns: Trustee Farlow said the lights on Schoen Place are not always on. He wondered about using an electric eye. Trustee Brown suggested using a photoelectric cell because it is safer. Mr. Spencer will contact an electrician for an estimate.

Informational: The RG&E **tree inventory** will proceed. A sidewalk **grinder** has been purchased. New **T-shirts** are needed. Mr. Spencer will look into the regulations about color of the shirts. If orange is acceptable, he will purchase orange shirts. The Village's **lateral sewer line map book** is so old that it does not include house numbers. Properties are identified by the names of the people living there at the time the maps were drawn. Mr. Spencer suggested that new maps would be a beneficial grant project.

Other issues: The Board of Trustees said that the **lights for the entrance signs** look "awesome". Trustee Maddox said he would like a draft copy of the **DPW work schedule** presented to him every month prior to the Board of Trustee meetings.

BUILDING INSPECTOR'S REPORT – EDWARD BAILEY

Mr. Bailey presented wording to amend the **fence code and front yard parking**. The Board decided to review this information during the next month. They will send comments to Mr. Bailey. He will update his draft for review at the November meeting. The Board will plan to hold a public hearing on this issue in December. Landscaping at **St. Louis Church** will be completed by the end of October. The **sign file update** is complete. Mr. Bailey suggested that areas of the **Burdett parking lot** that are not designated as parking spaces be posted as fire lanes. Trustee Sherwood said that vertical signs and pavement markings

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will be needed. Trustee Farlow said he would talk to the Town about this suggestion to obtain their opinion and inquire about the need to remove the vertical signs in the winter. A trial date of October 28th has been set for the **Schoen Place Auto** issue. Attorney Osborn said a pre-trial conference has been scheduled. This conference could bring about a settlement. Mr. Bailey informed the Board that a village representative is needed to serve on the **Monroe Avenue Corridor** committee. Peggy Brizee said the Task Force has reviewed the plan for the corridor and generally agreed with it. Jim Cronin, also a Task Force Committee member said that while that was true, the Task Force was concerned about the great number of signs and thought they might be superfluous for the Village. Trustee Maddox pointed out that if some communities opted out of the plan, the project could collapse. More discussion is needed. The building at **45 Schoen Place** will be demolished in October. All plans have been approved for a new building with the exception of lighting, landscaping and drainage. **Simply Crepes** plans to ask the Board for an expansion of their Special Permit at the November meeting. The Trustees were given comments from the Planning Board on this issue. Remegia Mitchell asked the Board to consider guidelines for hours of operation for the entire area. Following is a list of **current violations** that Trustee Sherwood presented to Mr. Bailey. **Election signs** have been placed in Village right of ways and should only be on private property. Trustee Sherwood suggested that the rules for election signs be published in the Brighton-Pittsford Post. There is a **pumpkin sale** that has been on going on Jefferson Road. There is more driveway construction taking place at **6 Boughton Avenue**. **Ensenatt's Deli** has an illegal sign and continues to use an A-frame sign. In addition, there is a parking issue between Fleet Bank and the Deli. The bank is allowing only bank customers to park in their private lot. Ensenatt's employees, according to bank officials, have been parking in the bank lot for the entire working day. Mr. Bailey said this is an issue between two neighbors. Trustee Maddox said the Village could be proactive and work with the two parties to solve this dispute. He volunteered to meet with them to mediate the situation. Mr. Bailey will provide the names and numbers to Trustee Maddox. The Clerk will set up the meeting. The **Village Market** and the **Mobil station** have illegal cutout signs. As a matter of information, Trustee Sherwood told the Board that there are 36 new patio homes being constructed at the Highlands just outside the Village. She expressed concerns about drainage, sewer and increased traffic and how these issues will affect the Village.

TREASURER'S REPORT – MARY MAROWSKI

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

General Fund Vouchers	#160-209:	\$39,401.21
Sewer Fund	#170 #183, 195:	<u>81.75</u>
Total		\$39,482.96

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

Trustee Maddox asked for the “cost to date” of the Courtenay Circle project. Ms. Marowski was unable to provide this information because at this time she did not have the break down of crew time, construction cost and invoices. Invoices that have been received to date were included in October's abstract.

Regarding the corn stalk decorations that were placed around the Village over the weekend, Ms. Marowski presented the Board with a list of signs that have been obstructed due to the placement of the stalks. The Village Parking Monitor made note of these signs while on patrol. In addition, there were bunches of corn stalks left on the Village Hall steps. Trustee Farlow said he would take care of the signs and the porch the following day.

PVBA CROSSWALK PROPOSAL

In March, a new state law went into effect. The law says that motor vehicles must stop for pedestrians in crosswalks. PVBA representative Jim Cronin presented a proposal to the Board that would help inform the general public that the law is in existence. The PVBA would like to create posters that area businesses could display and flyers for area businesses to distribute as an informational service. PVBA would coordinate this project. Mr. Cronin asked the Board if the Village would be willing to cover the printing costs. He estimated the cost to be approximately \$700. Trustee Farlow said this is a great idea. He said if walkers are made aware, they will transfer this knowledge to times they are driving. He suggested asking the Fire Department for a donation toward this project.

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Trustees Farlow and Sherwood asked if public funds could be used for this project. Trustee Brown said this would not be a misuse of public funds. Trustee Sherwood said since Town people also walk in the Village, the Town may wish to make a financial contribution as well. She stated that she would like to see community involvement for this project and share the cost with the Town and the Fire Department.

Mr. Cronin said he is concerned that it is getting so late in the year. He would like to begin the project before the winter. Trustee Maddox said that the project was a good one. He said further that the cost of \$700 is not great and that perhaps the Village should fund the project so that it can get underway and so that the PVBA does not become frustrated. Trustee Sherwood stated again that expenses should be shared community wide in the interest of cooperation. Trustee Farlow asked if the project should be tabled for one month to allow him time to approach the Fire Department, Town and School about this project. Mr. Cronin agreed. The Village Clerk will place this issue on the November agenda.

TRAFFIC AND SPEED PROBLEMS

Trustee Farlow was not able to offer any further information about speed bumps or speed controlling devices. He suggested posting the speed limits on more Village streets, installing speed bumps that are currently stored in the garage and planning to use speed tables for a long-term solution. Trustee Sherwood stated that the 1988 traffic study could offer solutions for the speed and traffic problems throughout the entire Village. Trustee Maddox said that the Task force could study this issue and return to the Board with recommendations of how it should be handled, what the cost would be, locations, and timing. The Board stated that this would be an effective way to begin solving the problem.

A letter was received from Amy Kruger regarding the speed of traffic at the Schoen Place/North Main Street intersection. The Board directed the Clerk to give a copy of the letter to the Implementation Task Force and to Larry Sherman at the NYSDOT. The Clerk will also call Amy to tell her what action has been taken.

An email was received from a Sunset Boulevard resident concerning traffic and speed on his street and in the Village. This letter will also be forwarded to the DOT.

Former Village resident, Phyllis Juston sent a copy of the Williamsburg Code section regarding traffic issues in historic areas for review. This will be passed on to the Implementation Task Force.

IMPLEMENTATION TASK FORCE COMMITTEE UPDATE

Ms. Brizee informed the Board of the procedure the Task Force would use to revise the Zoning Code. Each work group has been given actions and assignments. Task Force members attended meetings about the Town Library and the renovations of Sutherland High School. They asked for direction from the Board regarding the process of collaborating with the Town on the library. Task Force members have scheduled a meeting with Trowbridge and Wolfe about the Schoen Place project. An Ad Hoc committee is in place for this project. Ms. Brizee informed the Board of an upcoming training session on Arc GIS that will be offered in November. The Task Force will be providing a contribution for the November newsletter.

PUMP OUT STATION

Remegia Mitchell met with engineer Scott Harter to look at the DPW property as a possible site for a pump out station. Mr. Harter concluded that it would be a fairly simple process from an engineering standpoint to hook into the existing sewer. He did not think it would be too expensive or complicated. Mr. Harter suggested that the Village include this project with the Trowbridge and Wolfe plans for the canal improvement project rather than to hire his company to do a study, which would cost more money. Mr. Harter confirmed his conclusions with Stu Brown.

WASHINGTON ROAD ISLANDS BEAUTIFICATION

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Ms. Mitchell told the Board that Suzanne Johnston, a Town resident, completed plantings on the Washington Road islands. She spent numerous volunteer hours and a great deal of effort to beautify the area. She recently planted mums and daffodil bulbs. A thank you note will be mailed to Ms. Johnston.

NON-MUNICIPAL USE PERMIT FOR MENDON HIGH SCHOOL HOMECOMING PARADE

The Village Clerk received a request from Mendon High School asking for permission to hold the homecoming parade on Village streets. The request was received after the event had taken place. Mayor Corby was a float judge for the parade and a certificate of insurance was received prior to the parade. As a matter of official record, a **motion** was made by **Trustee Brown, seconded by Trustee Maddox** to approve the request by Mendon High School to hold their homecoming parade on Village streets.

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

Jim Cronin, a Village merchant, stated that it was helpful when high school representatives notified merchants in advance of parade dates. Trustee Maddox will contact Betsy Balling, the Student Activities Director at Mendon High School, to ask if this notification could take place next year.

BLUE CHOICE BENEFIT DISCUSSION

The Village was notified that in 2006, Blue Choice Senior would be discontinued. This will affect current retirees and future retirees. Board members reviewed and discussed three options proposed by Blue Choice that will be available. A **motion** was made by **Trustee Brown, seconded by Trustee Maddox** to adopt Medicare Blue Choice Benefit 2 as described in literature received and date stamped 8/25/03 for use when the current plan expires, all expenses to be paid by the retiree.

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

RENEWAL OF THE BURDETT PARKING LOT LEASE

Attorney Osborn reviewed the lease agreement prepared by Town Attorney Jared Lusk. He had a concern about paragraph #6, IMPROVEMENTS AND MAINTENANCE. His concern is that the paragraph does not specify who will be responsible for specific duties. He recommended that a separate agreement specifying these duties using the former lease as a model be written. He said that Mayor Corby should sign the lease as it is but that this additional document was needed. Trustee Farlow said he would talk to Attorney Lusk about a separate agreement.

TROWBRIDGE AND WOLFE DESIGN CONTRACT PROPOSAL REVIEW

Upon review, Board members had questions about the reconfiguration of Schoen Place, the bulkhead and an updated scope of the project. Trustee Maddox stated that the project is behind schedule. Board members requested that Mayor Corby not sign this agreement until Trustee Maddox discusses it with him.

INTERMUNICIPAL AGREEMENT FOR SHARED SERVICES - REVIEW

Attorney Osborn reviewed this agreement written by Town Attorney Jared Lusk. He suggested that the Village Insurance agent review the document to insure the liability of the Village in connection with this operation. Mr. Osborn wanted to be sure that our crew is protected when working outside the Village limits. If the Village insurance agent approves, he said there was no reason for the Mayor not to sign the agreement.

INTERMUNICIPAL AGREEMENT FOR GIS STUDY – REVIEW

Attorney Osborn reviewed the draft agreement for a shared GIS Needs Assessment. He informed Board members that the agreement is for an initial study. The cost to the Village is \$3600. A **motion** was made by **Trustee Farlow, seconded by Trustee Maddox** to accept the terms of the agreement setting forth a cost sharing formula for the GIS needs assessment.

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

SCHOEN PLACE IMPROVEMENT PROJECT CONTRACT REVIEW

Board members had many questions about the scope of the Schoen Place project as stated in the contract sent to us by the Department of State. Trustee Maddox will discuss the contract with Mayor Corby. No action was taken.

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NAME BADGES DISCUSSION AND QUOTE

The Clerk received a quote from The Idea Works for name badges requested by Trustee Farlow. The cost will be \$223.75 for 25 badges. Members decided they would like the badges to be imprinted with two colors. It was decided that the badges would be left in the office. The Clerk will order the badges.

REVIEW OF COST/SCOPE OF ADA ACCESSIBILITY TO VILLAGE HALL

Trustee Maddox informed the Board about the results of a meeting held with Richard Osgood regarding the plans for the handicap access. There was a discussion about including an automatic door opener for the glass doors leading into the office area. Board members decided to include the door opener in this phase of improvements.

DRAINAGE ISSUE FOR 20 COURTENAY CIRCLE

Poor grading at the time the Courtenay Circle subdivision was built has caused erosion to the foundation of the home at 20 Courtenay Circle. It has also contributed to drainage problems to other lots on Courtenay Circle. Mr. Spencer previously told the Board that the situation could be fixed easily by installing a catch basin on 20 Courtenay Circle property that would tie into the existing sewer. The owner of the property has agreed to give the Village an easement. Attorney Osborn will need an easement map and description. The easement will have to be filed with the County Clerk's office. Trustee Farlow will obtain a rough cost from Sear Brown. Engineer Scott Harter will give a "meets and bounds" description to Attorney Osborn. This issue will be reviewed at the November meeting.

DISCUSSION – ELECTRICAL REVIEW OF THE DPW

The Village insurance agent suggested that there be an electrical inspection of the DPW buildings to determine if updating is needed. Mr. Spencer will be asked to obtain an estimate for such an inspection.

RED RIBBON WEEK

The Village Board was encouraged to participate in this year's 2-mile walk or 1 mile run in support of Red Ribbon Week. Board members were given the date and time.

FALL DECORATIONS IN THE VILLAGE

The Town Events Committee installed corn stalks on Village light poles in the Four-corners area. Board members agreed to look upon this as an experiment to see if the stalks would remain attractive as the weather declines. Concerns were also expressed about seasonal decorations and banners being placed on Village poles.

DECEMBER STAFF DEVELOPMENT MEETING

Board members determined to hold the staff development meeting on Friday, December 12th.

COMMUNITY LIBRARY PUBLIC HEARING

A **motion** was made by **Trustee Farlow, seconded by Trustee Maddox** to hold a Public Hearing at the November 12, 2003 meeting to determine whether to grant the Town of Pittsford Immunity from Village Zoning regulations for the Community Library Project.

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

MINUTES

September 9, 2003: A **motion** was made by **Trustee Brown, seconded by Trustee Maddox** to approve these minutes as written.

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

ADJOURNMENT

There being no further business, Trustee Farlow made a motion, seconded by Trustee Maddox to adjourn the meeting at 10:50 PM

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

Anne Z. Hartsig, Recording Secretary

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