

**PROCEEDINGS OF THE SPECIAL MEETING OF THE
VILLAGE BOARD OF TRUSTEES**
November 24, 2003

PRESENT:

Mayor	Robert C. Corby
Trustees	Steven Maddox Paula Sherwood Tom Farlow
Absent	Glenn Brown
Attorney	John Osborn
Recording Secretary	Anne Z Hartsig

Mayor Corby called the meeting to order at 7 PM.

BIDS – ADA PROJECT

Mayor Corby presented the Board with a breakdown of the contractor's cost for the handicap access project. Richard Osgood from Bero Associates felt that the cost of concrete was high and the general conditions were high. The estimate for the project was \$40,000 and the low bid was \$67,800. Mayor Corby said a decision should be made at the December meeting about the bids. He said the options are to accept one of the bids, re-bid or delete some of the project items such as the heated concrete ramp and the automatic door openers. Our grant was for \$45,000. Trustee Maddox said he preferred not to delete any part of the project. He will call Richard Osgood to discuss the issue. Another option would be for Richard to challenge the contractor.

DENNISON LETTER

A letter was received from Village resident Richard Dennison addressing three issues. The first issue was the request for streetlights on Golf Avenue similar to the newly installed lights along Washington Road and East Avenue. Mayor Corby said this project and finishing State Street is a part of the next phase of street lighting and should be a budget item for 2004/05. Trustee Maddox suggested putting new lighting in areas where there is no lighting at all and saving the replacement lighting, such as State Street for last. Mayor Corby said the new street lighting effectively marks the Village boundary lines. He said also that the traffic on Golf Avenue has increased.

Mr. Dennison expressed concern about the increasing traffic noise on Golf Avenue. He asked if the Village could work with the Town of Pittsford to develop an effective noise ordinance. Board members will ask the Building Inspector to review our ordinance to see if it is up to date. Members commented that a noise ordinance is difficult to enforce.

The third issue discussed in Mr. Dennison's letter was the future construction that the State will be doing at the Washington Road and Golf Avenue intersection. Trustee Farlow reported at the last meeting that the project is scheduled for 2006. He will communicate with the DOT about the project.

DRAINAGE EASEMENT FOR 20 COURTENAY CIRCLE

Because of drainage problems at 20 Courtenay Circle and nearby Courtenay Circle properties, the Village agreed to install drainage control devices to ease the situation. In order to do that, access to the property is needed. Attorney Osborn has written an easement agreement so that the Village will have the right to access the property if need be. A **motion** was made by **Mayor Corby, seconded by Trustee Sherwood** to approve the drainage easement prepared by Village Attorney John Osborn for property located at 20 Courtenay Circle and to allow Trustee Maddox to present this agreement to the property owners for their consideration.

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

PVBA CROSSING SIGN PROPOSAL – CONTINUED DISCUSSION

Trustee Farlow told the Board that the proposal presented by the PVBA to the Village (see minutes of October 14, 2003) was presented to the Leadership Committee to investigate the idea of sharing the costs for the crossing sign campaign. The Leadership Committee suggested having a week long traffic safety

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campaign at the end of the summer or beginning of the school year. The Leadership Committee would sponsor the event. The Village would be responsible for funding the crossing sign proposal. Board members decided to include this in the budget process for the next fiscal year.

VILLAGE HALL WINDOW WASHING QUOTES

At the request of the Mayor, the Village Clerk obtained and presented three quotes for having the windows in the Village Hall washed. A **motion** was made by **Trustee Maddox, seconded by Trustee Farlow** to approve the contract from Rochester Window Cleaning Co. Inc. in the amount of \$595.00 for cleaning the windows inside and out.

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

VILLAGE HALL OIL TANK DISCUSSION

For budget purposes, Mayor Corby told the Board that he learned from Mike Newcomb that an underground oil tank is a liability. Mr. Newcomb told Mayor Corby that the tank should be filled in and a new tank should be installed inside the building. Mr. Newcomb said the approximate cost to install a new oil tank would be \$700.00. At Mr. Newcomb's suggestion, a quote from Petroleum Services was obtained for "abandoning" the existing tank. That cost would be between \$2500 - \$3000, which includes testing and filling in the old tank.

PUMP OUT STATION

The Board discussed a proposal from Scott Harter for engineering services for a wastewater pump station near the Pittsford DPW garage. Remegia Mitchell, ITF member, encouraged the Board's serious consideration of this quote so that the pump out station could be constructed at the same time as the other canal improvements. It was noted that the pump out station could not be part of the same grant. Trustee Farlow said the quote was a fair assessment of the probable cost. A **motion** was made by **Trustee Maddox, seconded by Mayor Corby** to approve the proposal submitted by Scott Harter for engineering services for a wastewater pump station at a cost of \$4700.00.

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

RECORDS MANAGEMENT GRANT REQUEST

The Board of Trustees received a letter from Remegia Mitchell asking for support in allowing her to write one or two grant requests for 2004 involving records management. She has been conducting the records inventory in the Village as a result of a 2003 grant and has a good understanding of the future needs of the Village in the area of records retention. She stated she could write a grant for less money than a consultant and said that our regional representative from the State Archives encouraged her to attend training to prepare her to write the grant.

Board members discussed this idea and asked Ms. Mitchell to submit a cost proposal for the December meeting for consideration.

CANDLELIGHT NIGHT SECURITY CONTRACT

At the November 12th meeting of the Board of Trustees, the Board agreed to pay Intercept Security for their services on Candlelight Night. It was noted later that in order to have the Village listed as "Additional Insured" on a liability policy, Intercept Security would charge the Village an extra \$250.00. Having checked with the Village insurance agent, the Clerk reported that it was highly recommended that we have that "Additional Insured" certificate. Greg Messner, PVBA President said he would call Intercept Security to see if the cost could be reduced. At the time of this meeting, the Clerk had not heard back from Greg. A **motion** was made by **Mayor Corby, seconded by Trustee Farlow** to authorize Trustee Maddox to make a decision regarding the extra cost for the "Additional Insured" certificate after the Clerk checks with Greg Messner to see what the actual cost will be and after she reports this cost to Trustee Maddox.

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

EXECUTIVE SESSION

A **motion** was made by **Trustee Maddox, seconded by Mayor Corby** to enter Executive Session to discuss the employment history of certain employees.

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

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A **motion** was made **by Trustee Maddox, seconded by Mayor Corby** to leave Executive Session and reenter the regular session of the meeting.

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

AUBURN TRAIL

Mayor Corby told the Board of a public meeting regarding the plans to study the extension and enhancement of an existing multi-use trail along the former Auburn Line corridor. The meeting will be held on December 11th at the Perinton Community Center. The Village has been asked to notify the Brighton-Pittsford Post to ask for publication of this meeting as well as a news article. In addition, the Clerk will notify all property owners who border the potential trail.

MINUTES

November 12, 2003: A **motion** was made **by Mayor Corby, seconded by Trustee Farlow** to approve these minutes as amended.

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

ADJOURNMENT

There being no further business, Mayor Corby adjourned the meeting at 8:50 PM.

Anne Z. Hartsig, Recording Secretary