

**PROCEEDINGS OF A SPECIAL MEETING OF THE  
VILLAGE BOARD OF TRUSTEES**  
May 25, 2004

**PRESENT:**

<b>Trustees</b>	Robert C. Corby, Mayor Thomas Farlow Paula Sherwood
<b>Excused</b>	Glenn Brown Steve Maddox
<b>Treasurer</b>	Mary Marowski
<b>Recording Secretary</b>	Anne Z. Hartsig

The meeting was called to order at 7:10 PM.

**TREASURER'S REPORT – MARY MAROWSKI**

The monthly abstract was reviewed. A **motion** was made by **Mayor Corby, seconded by Trustee Sherwood** to approve the vouchers and charge them to the proper account with the condition that voucher #553 be reduced to \$400.00.

General Fund	#510, #540-#575	\$22, 308.84
Sewer Fund	#567, #569	<u>\$ 140.77</u>
	Total	\$22,449.61

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

The following budget issues were discussed:

1. A proposal was received from StreetPrint for Duratherm crosswalks. Funds for this type of crosswalk were requested by the ITF. The quote was for \$27,775. The Board determined this was too expensive and decided not to go forward with this project this year.
2. A quote for \$7050 was received from Tambe Electric for lighting for the gateways to the Village. A **motion** was made by **Mayor Corby, seconded by Trustee Farlow** to approve this quote as submitted. **Vote:** Corby – yes, Farlow – yes, Sherwood – yes. **Motion carried.**
3. The Board discussed the street tree planting plans. A **motion** was made by **Trustee Sherwood, seconded by Mayor Corby** to encumber funds from the 2003-04 fiscal year in the amount of \$7000 to pay for thirty-five street trees. **Vote:** Corby – yes, Farlow – yes, Sherwood – yes. **Motion carried.**
4. Funds requested by the ITF for the development of a Business District Plan were discussed. The Board decided that if there were surplus funds from 2003-04, they could be applied towards a Business District Plan. If there are no surplus funds, money would not be set aside for this plan. It was suggested that the Task Force contact some of the universities in the area to see if students might undertake this type of project.
5. Heaster Building Restoration, Inc. submitted a quote for a price to repair the existing stair treads with granite treads on the front stairs of the Village Hall. The estimate was for \$7,480.00. A **motion** was made by **Trustee Farlow, seconded by Trustee Sherwood** to encumber funds from the 2004-05 budget in the amount of up to \$7480.00 for the repair of the front steps of the Village Hall. **Vote:** Corby – yes, Farlow – yes, Sherwood – yes. **Motion carried.**

The Town of Pittsford Highway Garage would like to hook up to Village sewers. Mayor Corby suggested that assistance from an engineer would be needed to determine a cost. A fee could then be assessed to the highway garage and the houses on Golf Avenue that would also hook to Village sewers. Discussion with the Village Attorney is needed. Mr. Bailey will discuss the issue further at the June Board of Trustees meeting.

**TRAFFIC CONCERNS – SUE EMMEL**

Ms. Emmel is a Village resident who lives on South Main Street. Because she rents an apartment that does not include a parking place for her car, she has had problems in the past finding a place to park her vehicle overnight. She asked the Board to consider issuing a special permit that could be affixed to a car window.

## Board of Trustees – Special Meeting of May 25, 2004

This permit would allow overnight parking for those who rent apartments on South Main Street. Mayor Corby said research would be needed. He said the issue would be on the agenda for the June meeting.

Ms. Emmel volunteered to write an article about the Village for the Brighton-Pittsford Post so there would be coverage every week. A bi-weekly meeting with the Mayor for purposes of reviewing the article was suggested. Mayor Corby said he was willing to try this idea.

### **RFP'S FOR TRAFFIC CALMING**

The Village received four proposals for a traffic-calming plan. Board members discussed each of the plans. While there were positive aspects to all of the proposals, the Board decided that Walkable Communities and SRF seemed to most closely identify with the needs of the Village. Mayor Corby suggested that a team approach including ideas from both firms would be ideal. Board members were in agreement. Trustee Farlow will talk to representatives from both firms to see if there is an interest in putting together a joint proposal in time for the July meeting.

Ms. Emmel spoke about the speed and aggressive nature of the traffic within the Village. She said people cannot cross the street at the Four Corners in the amount of time allowed by the crossing signal. She told the Board that anything that can be done to control the dangerous nature of the traffic in the Village should be done. Mayor Corby explained that a traffic calming study would address these concerns. Board members stated that in the past, these concerns have been discussed with the DOT, the Monroe County Sheriff's Department and the NY State Police.

### **PARKING TICKET REPRINT**

Ms. Marowski told the Board that our current parking tickets are outdated. The Court address is incorrect, a handicap surcharge stamp must be stamped on each ticket and a stamp that says, "all collection fees apply" is also needed. There isn't enough room on the ticket to include any more stamps. A **motion** was made **by Mayor Corby, seconded by Trustee Sherwood** to authorize Ms. Marowski to look into the development of a new Village parking ticket.

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

### **REGATTA**

Mayor Corby will present the Village trophy at the Crew Regatta on Sunday, June 13<sup>th</sup>.

### **COPPER ROOF FOR PAVILION**

After examining a sample of the proposed copper roof for the new pavilion, Mayor Corby determined that the workmanship was lacking in quality. He contacted Trowbridge and Wolf regarding his concerns. It was suggested that someone who is an expert in the field meet with the mechanic before the work on this roof begins. Trustee Sherwood recommended that Trowbridge and Wolf ask John Bero to meet with the mechanic. Trustee Farlow agreed with this choice. Mayor Corby recused himself from this decision.

### **BRICK PROGRAM**

The Village Clerk will contact Margot at Trowbridge and Wolf to clarify who will oversee the installation of the commemorative bricks and how the program will continue once the project is complete.

### **SIGN IN/OUT SHEETS, AFTER HOURS LOG IN SHEETS, SWIPE CARDS**

Board members discussed implementing a policy requiring site visit log sheets and a policy that asks office staff members to sign in and out of the building during office hours. They also discussed the benefits of having staff members fill out daily time sheets to help during the budget process. In addition, the Board discussed the benefits of having a log in /out sheet for building use during non-office hours. Members also discussed the installation of a "swipe" card after the Monroe County Sheriff's Department suggested it as a security measure. This could be installed at the time the glass doors to the office are electrified for handicap access. Richard Osgood will be contacted about this possibility.

A **motion** was made **by Mayor Corby, seconded by Trustee Farlow** to adopt an office policy that requires staff members to use a sign-in/sign-out worksheet, a site visit log and a time sheet, in order to help us better understand the use of time of our employees and to assist us in our budgeting process for the

## Board of Trustees – Special Meeting of May 25, 2004

following year and secondly, to adopt a sign-in/sign-out log for the building during off hours to help us monitor the security of the building during those hours. The policy will be effective with the start of the new fiscal year, June 1, 2004.

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

### EXECUTIVE SESSION

A **motion** was made by **Trustee Sherwood, seconded by Mayor Corby** to enter executive session to discuss the employment history of a specific employee.

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

No action having been taken, a **motion** was made by **Mayor Corby, seconded by Trustee Sherwood** to leave Executive Session and reenter the regular session of the meeting.

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

### HEALTH CARE COVERAGE FOR TRUSTEES

The Board discussed the option of being allowed to purchase health care benefits through the Village at their own expense. Our Blue Choice representative told the Village Clerk this is feasible and would not result in any additional expense for the Village. A **motion** was made by **Trustee Farlow, seconded by Mayor Corby** to allow Trustees or past Trustees to participate at their own expense in the same health and dental care plans offered to employees by the Village.

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

### ADJOURNMENT

There being no further business, Mayor Corby adjourned the meeting at 9:30 PM.

---

Anne Z. Hartsig, Recording Secretary