

**PROCEEDINGS OF THE REGULAR MEETING OF THE  
VILLAGE BOARD OF TRUSTEES  
JANUARY 11, 2005**

**PRESENT:**

<b>Trustees</b>	Robert C. Corby Thomas Farlow Paula Sherwood Steven Maddox Tim Galli
<b>Attorney</b>	John C. Osborn
<b>DPW Superintendent</b>	Scott Spencer
<b>Building Inspector</b>	Skip Bailey
<b>Treasurer</b>	Mary Marowski
<b>Recording Secretary</b>	Anne Hartsig

Mayor Corby called the meeting to order at 7:00 PM.

**APPOINTMENT OF NEW TRUSTEE**

Mayor Corby appointed Tim Galli to the position of Trustee. Tim's appointment will run from today's date until April 1, 2005. The Oath of Office was administered.

**REPORT OF MEETING WITH SUPERVISOR CARPENTER**

Mayor Corby and Trustee Farlow met with Supervisor Carpenter this morning. Mr. Carpenter discussed parking plans for the municipal lot next to the new library. He would like the Village to monitor parking in that lot and to share the revenue from parking tickets. Mayor Corby said there would be a total of approximately 180 parking places. He said there is a possibility of permit parking for a limited number of places.

There was no discussion on the Monoco Oil site.

The Town has announced plans to purchase property along the Western part of the Canal. Mayor Corby said he had received a grant application from SHPPO that could possibly be considered for a joint application with the Town to be used for a cooperative project for that area. Trustee Maddox will speak to Stu Brown and to Councilman John Higgins.

**BUILDING INSPECTOR'S REPORT – SKIP BAILEY**

The Building Inspector reported on the following issues. The owner of the **Phoenix Building** responded to notices of violation regarding the replacement of a fanlight with a letter that implies that no changes will be made. Since it is a corporation that owns the building, Mr. Bailey will work with Attorney Osborn to resolve the issue. Mr. Bailey reported on the condition of the **Parker House** on South Main Street. He said Mrs. Parker's estate has not been settled. Her son indicated to him that violations would be corrected once the estate is settled. The **oil tank** at the Village Hall is underground, very old and should be removed before a leak occurs. The Board asked Mr. Bailey to obtain three quotes for removal by a licensed company. Some funds for this project are in the current budget. A court order has been issued to remove part of the second driveway at **6 Boughton Avenue**. The owner of **Pittsford Wine and Spirits** is investigating the construction of a canal dock and will provide the Board with more specific information at the February meeting. The owner of **21 Monroe Avenue** has agreed to replace vinyl windows that were installed without approval. These window will be replaced with wood windows. Mayor Corby brought the following issues to the attention of the Building Inspector. Unapproved vinyl windows have been installed in the building housing **Up the Creek**. An unapproved door was installed at the **Del Monte property**. Mr. Bailey responded that the corporation plans to apply for approval for this door, which is located on the front of the brick building. On **Schoen Place on the red barn building**, a gutter has been installed along the front and left side of the building. At **Baresse's gas station on Monroe Avenue**, cars are being stored near the railroad tracks. A discussion about the possibility of placing bollards in that location took place. In addition, Trustee Sherwood said a second business is being run in that location. **Leon's Doll-Up and**

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**Wash & Wax** is being advertised by an a-frame sign on Sundays. She asked the Building Inspector about possible violations as a result of that second business. The **Pittsford Little League** has given permission to the YMCA to use the ball field for parking. Construction workers are also using this area. Trustees are concerned because this space backs up to a residential area and there is no screening. It is not a permitted use in this area. A variance is needed for this to continue. Mr. Bailey will contact Russ Smith to find the name of the Little League official who should be notified of this violation. Trustee Farlow asked about the status of the **Black Bear Computer Program**. Mr. Bailey responded that the data input is about 66% completed. Trustee Farlow requested a demonstration of how the program works for next month. Board members said this would be beneficial.

**TREASURER’S REPORT – MARY MAROWSKI**

The Treasurer presented vouchers for approval. She pointed out that Voucher 323 should be written in the amount of \$34.05 rather than \$1.00. A **motion** was made **by Trustee Maddox, seconded by Trustee Sherwood** to approve the following vouchers and charge them to the appropriate accounts:

General Fund (#306-#311, #313-#332)	\$ 7,799.26
Sewer Fund (#312)	<u>3.10</u>
	\$ 7,802.36

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

The Treasurer reported the following: She and Mr. Spencer have been working on an application to obtain FEMA money for the Pre-Disaster Mitigation Grant. The Village requested funds for a Village Hall generator, erosion damage near a sanitary sewer and a dozen ice storm damaged tree replacements. Ms. Marowski will be contacting Karen Serinis at CNB about the process of designating a Trustee to replace former Trustee Glenn Brown in his role as check signer. The Board decided that Tim Galli should be designated to sign Village checks along with Mayor Corby, Mary Marowski and Anne Hartsig. She reminded Board members that the first budget meeting is scheduled for the following evening. She asked them to bring the budget packet they were given last month.

**DPW REPORT – SCOTT SPENCER**

Mr. Spencer reported on all of the **routine projects** that took place during the past month. He reported on the following **projects that have been completed**. The department has been **repairing street signs** that were damaged as a result of cars sliding into them. Because they are only **salting** curves, hills and intersections, they have had to plow more than usual. Mr. Spencer has a safety concern about **Stonegate Lane**, which has become pure ice. **East and West Jefferson Circle** are also a concern. He said that the plow truck slides in those areas. The Board discussed how much salt should be applied. Mayor Corby said the Board would rely on Mr. Spencer to use his judgment in finding a balance for sensible salting. Mr. Bailey will look for printed guidelines from the Stormwater Coalition regarding salting of the roads. Trustee Galli mentioned that water is dripping off the new **copper roof at the pavilion** causing very icy conditions on pavement surfaces below. Mr. Spencer will monitor that situation and will try to determine whether gutters or snow guards are needed. The **installation of snow guards** on the roof of the Village Hall was also discussed. Mayor Corby is continuing to try to contact a copper roof specialist to obtain his opinion. The department members did a thorough cleaning of the **Village Hall basement** and installed a sump pump. They rebuilt the wall that was eroding around the **entrance sign on State Street**. **Snowplow repairs** have been made. **Holiday lights and wreaths** will be taken down. Mr. Spencer reported that a **State bid for loaders** has not yet been announced.

The Board and Mr. Spencer discussed agenda item #4, the **parking issue at 53-55 South Main Street**. As a result of a complaint made by Jonatha Rand at the March 2003 meeting, it was decided that the Village would mark an area on either side of the driveway at 53-55 South Main to indicate that parking would not be available in those areas for safety purposes. The marking did not take place and Ms. Rand reported that the unsafe conditions still exist. Mr. Spencer is concerned that if markings were placed on the road by this driveway, all South Main Street residents would expect similar markings. He also said the markings would not prevent people from parking in those spaces. He suggested that a mirror be installed as was done at another South Main Street driveway. Mayor Corby said mirrors do not address the issue of cars parking over the ends of driveways and he said the driveway should be marked in the spring as promised. He said the Monroe County Sheriff should be alerted so that tickets can be issued on Sundays. It was also

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suggested that a notice be placed in church bulletins in all Village churches. The suggestion of installing a mirror will be made to Ms. Rand.

### **GOLF AVENUE SEWER HOOK-UP STATUS**

Scott Harter, Engineer, was asked to review the Town's plans for hooking the Town garage into the Village Sewer system. In a letter to the Board dated 1/5/05, Mr. Harter listed some areas that in his opinion, needed further clarification. Attorney Osborn advised that the Town of Pittsford should make the installation of this project, continue the maintenance and notify the Village whenever anyone new hooks into the Village sewer system. He said approval from Monroe County Pure Waters is needed and that the Village should collect sewer rents from this proposed hook-up. The Clerk will provide Mr. Osborn with the latest proposed contract and drawings. Mr. Osborn will then revise and rewrite the contract taking Mr. Harter's comments into consideration.

### **VILLAGE ELECTION RESOLUTIONS**

#### **RESOLUTION #1 OF 2005**

**Be it resolved on a motion made by Trustee Maddox, seconded by Trustee Sherwood,** that there shall be no Village Registration Day for the March 15, 2005 Village Election.

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

#### **RESOLUTION #2 OF 2005**

**Be it resolved on a motion made by Trustee Maddox, seconded by Trustee Sherwood** that the polling place for the March 15, 2005 Village Election shall be the Pittsford Village Hall at 21 North Main Street, Pittsford, NY and that the polls will be open from 12:00 noon until 9:00 PM on that day.

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

#### **RESOLUTION #3 OF 2005**

**Be it resolved on a motion made by Trustee Maddox, seconded by Trustee Farlow** that the following Village residents be appointed as Election Inspectors for the March 15, 2005 Village Election: Barbara Mattingly, Rod Mattingly, Dorothy Meusberger and Ken Willard.

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

### **PUMP OUT STATION – REMEGIA MITCHELL**

Ms. Mitchell presented updated drawings of the pump out station. The following decisions were made. Railings will be omitted and replaced with large bollard-type posts. A front guard that will prevent small boats from going under the dock should be installed. Pressure treated lumber will be used for the decking material.

Scott Harter, Engineer, presented written comments for consideration regarding the project in a letter dated January 5, 2005.

Ms. Mitchell will discuss with Dr. Fiens the possibility of one or two floater docks being donated by the Pittsford Crew organization. The height of the stationary dock must still be determined and any regulations from the Canal Corporation should be incorporated. If floating docks will be installed, the method of transition from the stationary dock to the floating dock must be determined. Mr. Spencer will look at the

docks at the Great Embankment Park. It was decided that if Pittsford Crew doesn't intend to donate floating docks, the Village may plan for a floating dock another year.

### **PITTSFORD LITTLE LEAGUE REQUEST FOR NON MUNICIPAL USE PERMIT**

Board members received a letter requesting a non municipal use permit for purposes of holding the annual Pittsford Little League parade scheduled for Opening Day, April 30, 2005. The parade route will remain as it has been in past years and a Certificate of Liability Insurance will be provided naming the Village as additional insured. A **motion** was made **by Mayor Corby, seconded by Trustee Farlow** to approve the request made by the Pittsford Little League for a non municipal use permit to hold the annual Little League Parade on Village streets on April 30, 2005 with the condition that a current Certificate of Liability Insurance will be provided naming the Village as additional insured.

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

**RESOLUTION #4 OF 2005 – ENVIRONMENTAL PROTECTION FUND GRANT**

A municipal resolution is necessary in order for the Stormwater Coalition to be eligible to receive funding from the Environmental Protection Fund from the New York State DEC. Therefore, the following resolution was offered on a **motion made by Mayor Corby, seconded by Trustee Farlow:**

**RESOLUTION #4 OF 2005**

Resolution authorizing the items listed below pursuant to the Clean Water/Clean Air Bond Act of 1996.

**Whereas,** the Village of Pittsford, herein called the “Municipality”, after thorough consideration of the various aspects of the problem and study of the available data, has hereby determined that certain work, as described in its application and attachments, herein called the “Project”, is desirable, is in the public interest, and is required in order to implement the Project; and

**Whereas,** Article 56 of the Environmental Conservation Law authorizes State assistance to municipalities for water quality improvement projects by means of a contract and the Municipality deems it to be in the public interest and benefit under this law to enter into a contract therewith;

**NOW, THEREFORE, BE IT RESOLVED BY** the Village of Pittsford Board of Trustees

1. That Robert C. Corby, Mayor, or such person’s successor in office, is the representative authorized to act in behalf of the Municipality’s governing body in all matters related to State assistance under ECL Article 56, Title 3. The representative is also authorized to make application, execute the State Assistance Contract, submit Project documentation, and otherwise act for the Municipality’s governing body in all matters related to the Project and to State assistance;
2. That the Municipality agrees that it will fund its portion of the cost of the Project and that funds will be available to initiate the Project’s field work within twelve (12) months of written approval of its application by the Department of Environmental Conservation;
3. That one (1) certified copy of this Resolution be prepared and sent to the Albany office of the New York State Department of Environmental Conservation
4. That this resolution takes effect immediately.

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

**DISCUSSION – TRAFFIC LIGHT AT SUTHERLAND AND MONROE INTERSECTION**

The Village office has received telephone requests for a traffic light at the intersection of Monroe Avenue and Sutherland Street. In the past, the NY State DOT has not allowed a light at that intersection deeming it unsafe due to the proximity to the railroad tracks. Ron Johnson, a Sutherland Street resident stated that at times the traffic situation is stressful for residents of that street. He suggested that the railroad crossing might be coordinated with the traffic light. Trustee Farlow will discuss this issue with a DOT representative. In the meantime, the office staff has been instructed to record the names and numbers of the callers and to ask them to contact Larry Sherman at the NY State DOT. The Board asked Mr. Spencer to put pedestrian crossing signs in the middle of Monroe Avenue in the spring. If the signs are damaged, this decision will be revisited.

**SIGNAGE**

Trustee Sherwood stated that there are many sign violations outstanding. She is continuing to work on a draft signage memo. In addition, PZBA member Linda Lanphear is drafting a memo about the outside sale of merchandise, which is also prohibited.

**TRAFFIC CALMING STUDY**

Mayor Corby discussed a letter he received dated January 9, 2005 from residents Michael and Nancy LaHaye. The letter expressed their concerns about the building of a roundabout at the Jefferson Road and Main Street intersection. He said that in response to the letter, he had spoken to Mr. LaHaye about this issue and told him that at this time, the Village Board believes that a roundabout is probably not the best solution for that intersection. He told him there would be an opportunity for public comment and discussion.

Trustee Farlow requested that comments from the Board on the draft Traffic Calming Study be submitted to him by January 18<sup>th</sup>. A meeting with Steve Ferranti will be set for January 25<sup>th</sup> to discuss the desired

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changes in the draft. When the second draft is complete, other interested agencies will be given a copy for comment. It is Trustee Farlow's plan to then have a final draft for public review. Mayor Corby said a public hearing is necessary to give the general public an opportunity to express comments and concerns. A public hearing to adopt the Traffic Calming Plan as a guideline is also necessary. The Board must draft a philosophical statement, set a policy, determine short and long term priorities and provide a master plan so that implementation can take place as the budget permits.

### **VILLAGE MAPS**

Trustee Farlow presented draft copies of a zoning map, a village street map and a "historic places" map that were drawn by Ferranti and Associates. He asked Board members, Mr. Bailey and Mr. Spencer to review the maps for accuracy. This issue will be on the February agenda.

### **BICYCLE RACKS**

Mr. Spencer was unable to provide examples of bike racks for this meeting. He will research examples and prices to be presented at the February meeting.

### **EVENTS COMMITTEE REPORT**

Dr. Fiens requested permission to hold the annual Pittsford crew regatta on June 4<sup>th</sup> and 5<sup>th</sup>. This will be the weekend prior to Positively Pittsford. Board members approved the change.

### **USE OF THE VILLAGE LOGO**

A Village merchant requested permission to use the Village logo on souvenir items. The request prompted a discussion about the "rights" to use the Village logo. Attorney Osborn believes that when the logo was adopted, an exclusive right was given to the Idea Works allowing them to reproduce the logo on any item that was approved by the Village Board. He will research his file and the Village Clerk will also research the files to clarify this question of use. The Clerk will also check with the sign maker about the exclusive use of the artwork on the Village entrance signs.

### **CDBG 2005 GRANT APPLICATION**

The deadline for submission of the CDBG grant application is February 7, 2005. Mayor Corby and Trustee Maddox will review the list of qualifying projects and determine if the Village will submit an application this year.

### **CHANGE IN COMMITTEE REPRESENTATIVES**

With the appointment of Trustee Galli, the Board decided to make some changes in committee representatives. It was decided that Trustee Galli would replace Trustee Farlow as one of the Leadership Committee representatives. It was noted that Trustee Maddox is no longer the DPW representative.

Trustee Farlow has taken that role. Trustee Maddox has replaced Trustee Farlow as the enforcement representative.

### **PARKING MONITOR POSITION**

The Clerk reported that a "help wanted" advertisement was placed in the BP Post two separate weeks for the position of Part Time Parking Monitor. The Board would like to receive a greater number of applications. It was suggested that depending on the cost, an advertisement be placed in the following locations: the Penny Saver, [www.craigslist.org](http://www.craigslist.org), [www.rochesterhelpwanted.com](http://www.rochesterhelpwanted.com), the NY State Department of Labor, and the Senior Citizen center. Trustee Farlow will post the ad at the Fire Department.

### **EMPLOYEE PERFORMANCE EVALUATIONS**

Trustee Maddox reminded the Board that yearly performance evaluations are due in the month of January. It was agreed that Trustee Farlow will review the DPW Superintendent and Trustee Maddox will review the Treasurer, Building Inspector and the Village Clerk. Mr. Spencer will review the DPW crew.

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**EXECUTIVE SESSION**

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

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

No action having been taken, 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, Sherwood – yes, Galli – yes, Maddox – yes., Farlow – yes. **Motion carried.**

**MINUTES**

**December 14, 2004** – A **motion was made by Trustee Maddox, seconded by Mayor Corby** to approve these minutes as written.

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

**December 21, 2004** - A **motion was made by Trustee Maddox, seconded by Trustee Farlow** to approve these minutes as written.

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

**ADJOURNMENT**

There being no further business, Mayor Corby adjourned the meeting at 10:30 PM.

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Anne Z. Hartsig, Recording Secretary