

**PROCEEDINGS OF THE REGULAR MEETING OF THE  
VILLAGE BOARD OF TRUSTEES  
FEBRUARY 8, 2005**

**PRESENT:**

<b>Trustees</b>	Robert C. Corby – arrived at 7:25 PM
	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

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

**DPW REPORT – SCOTT SPENCER**

Mr. Spencer reported on **Routine Activities** and **Completed Projects** for the month. Items of discussion were as follows. The cost of repair for one of the snow blowers was approximately \$1300. Mr. Spencer told the Board that the Town asked for assistance from the Village crew in **plowing the Towpath** outside Village limits. In turn, the Town helps the Village in other ways during the summer months. Both municipalities will need to obtain a permit from the NY State Canal Corporation. Board members approved of this agreement so long as Mr. Spencer feels he has an adequate number of crew members. Mr. Spencer expressed concern about a problem regarding **plowing snow**. Some private snow plowers are pushing snow into the streets. Mr. Spencer was asked to have the crew write down locations where this is happening so that homeowners can be contacted regarding this violation. Mr. Spencer received a quote of \$425.00 from Mr. Edwards for **tree trimming** in various places within the Village. The Board told Mr. Spencer to arrange with Mr. Edwards to have this work completed. Mr. Spencer informed the Board that he would like to make a \$1000 investment for **sweeper brooms**. A purchase this large will save money in the long run. He will request that this purchase be considered during the budget process. There was a discussion regarding the **purchase of two new tractors and two new blowers**. Mr. Spencer will obtain a cost estimate. YMCA patrons and library construction workers have recently been **parking on the Bob Ford Little League property**. Mr. Bailey informed the YMCA that patrons could not park there. He will contact Mike Garland regarding some sort of identification that construction workers could use to place on the dashboard since the library construction is a temporary situation. Mr. Spencer presented an option for a bike rack from the DERO Bike Rack Company. He said the cost is \$127 per rack but there would be a 10% discount for an order of ten or more. Mayor Corby suggested buying two to begin with as an amenity that the Village could offer in the business district. If they are successful, more could be ordered. He suggested they be painted black to match the benches and street lights down North Main Street.

**TREASURER'S REPORT – MARY MAROWSKI**

Ms. Marowski presented vouchers for approval. A **motion** was made **by Trustee Maddox, seconded by Trustee Sherwood** to approve the following vouchers and charge them to the proper accounts .

General Fund	(#333-#371):	\$8,881.71
Sewer Fund	(#360)	9.50
ADA Fund	(#371)	<u>540.73</u>
	Total	\$9,431.94

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

The Treasurer presented a quote for the Norton anti virus program update to be installed on the office computers. The cost of the update is \$224.75 plus \$100.00 for labor charges. A **motion** was made **by Trustee Farlow, seconded by Trustee Maddox** to approve the quote from North Coast Technology for the installation of the Norton Antivirus program for office computers at the cost stated above.

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

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The Board discussed the increased cost and new style of the commemorative bench that will be offered for sale. The new cost is \$850.00. Board members were in agreement about the cost and the style.

Trustee Maddox said the Village would be receiving the request form for reimbursement for the Multi Modal grant. When it arrives, Ms. Marowski will send it to Stu Brown.

### EXECUTIVE SESSION

A **motion** was made **by Trustee Maddox, seconded by Trustee Farlow** to enter Executive Session to discuss a matter of litigation.

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

No decision having been made, a **motion** was made **by Trustee Sherwood, seconded by Trustee Farlow** to leave Executive Session and reenter the regular portion of the meeting.

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

### BUILDING INSPECTOR'S REPORT – SKIP BAILEY

Mr. Bailey reported on the following issues. An insufficient site plan was presented by the **Pittsford Flour Mill**. It was returned for revisions. APRB and PZ are reviewing a proposal for an **addition to the “scale house”** owned by the Powers and located on Schoen Place. Mr. Bailey told the Board about current **retail vacancies**, pending business closings and about **Pontillo's Pizza moving** to the former Montana Mills building. He updated the Board on the status of the **illegal fence at 17 Eastview Terrace**. Mr. Bailey received written commitments to complete **site work from Jojo Restaurant and Great Northern Pizza**. Work will be completed by May 15, 2005. Data Input continues on the **Black Bear System**. Mr. Bailey expects the system to be operable by the end of the month. **Fire Inspection notifications were mailed** to places of public assembly, gas stations and public garages.

### MINUTES

**January 11, 2005:** A **motion** was made **by Trustee Maddox, seconded by Trustee Galli** to approve these minutes as written.

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

**January 12, 2005:** A **motion** was made **by Trustee Farlow, seconded by Trustee Sherwood** to approve these minutes as amended.

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

### GOLF AVENUE SEWER TRANSMISSION AGREEMENT

Attorney Osborn told the Board that the proposed agreement had been reviewed by all concerned parties and found to be satisfactory. A **motion** was made **by Mayor Corby, seconded by Trustee Farlow** to approve the Sewer Transmission Agreement between the Town of Pittsford and The Village of Pittsford for the construction of certain sewer facilities to serve the Town Highway Garage and residents along Golf Avenue between the Village boundary and the Town Highway Garage as written in the agreement submitted to the Board of Trustees on February 8, 2005.

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

The Village Clerk will send a copy of this approved agreement to Town Attorney, Jared Lusk for his review.

### PUMP OUT STATION

Remegia Mitchell informed the Board that the pump out station is ready to be advertised for bid. Scott Harter will deliver bidding documents to the Village Office. The legal notice will be published in the 2/16/05 edition of the BP Post. Bids will be opened on February 28<sup>th</sup> at 10:00 a.m.

### SEQR DISCUSSION

As a matter of information, Mayor Corby told the Board that he suggests that a joint meeting of the volunteer boards take place in the spring to discuss a minimum threshold for the SEQR process. There is a question about whether, the Village has the discretion to set a minimal limit for a Type 1 listed action for something less than the criteria specified in the SEQR handbook. Some of the volunteer board members question whether or not in some circumstances, the Village should have a more specific standard to deal

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with some unique issues in the Village such as the importance of architectural design and the character of the neighborhoods.

### **MICROFILMING PROJECT**

There was a discussion regarding microfilming personnel and payroll records. John Galligan, a NYCOM representative recommended not sending these records for filming by a third party due to privacy rights and because of the increase in theft identity. Attorney Osborn stated that it is not appropriate or legal to send these records out for filming. The Board discussed microfilming this series of records and concurred that there would be more value in microfilming other records such as historic records. They concluded that the Village would not greatly benefit from microfilming this record series. As a result of the discussion, a **motion** was made **by Mayor Corby, seconded by Trustee Maddox** that payroll, health and personnel records will not be included in the microfilming project.

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

### **SIGNAGE – TRUSTEE SHERWOOD**

Trustee Sherwood had nothing new to report on this issue.

### **NEWSLETTER – TRUSTEE SHERWOOD**

Trustee Sherwood gave the Board a list of topics that could be included in the Spring newsletter. She asked Members and staff to contact her with other issues that might be considered for inclusion.

### **TRAFFIC CALMING STUDY – TRUSTEE FARLOW**

Board members agreed that this plan is critical for three reasons. They are 1) safety of pedestrians: lives are endangered when crossing Village streets because of the way people drive. 2) The plan is needed to keep the Village a viable place to live on all streets. 3) A pedestrian focused environment is critical to the economic health of the business district and the Village as a destination.

Trustee Farlow said he would be meeting with Steve Ferranti on Feb. 9<sup>th</sup> to discuss the initial comments received regarding the first draft of the traffic calming study. A second draft containing recommendations will be written after this meeting. Trustees Farlow and Galli, as well as Mayor Corby, will have an annual meeting with Larry Sherman from NYSDOT on Feb. 18<sup>th</sup>. This meeting will include a discussion of traffic calming recommendations.

### **VILLAGE MAP UPDATE**

Trustee Farlow will discuss the map updates for the new zoning, historic and Village maps at his meeting with Mr. Ferranti on 2/9/05.

### **EVENTS COMMITTEE UPDATE – TRUSTEE FARLOW**

Trustee Farlow presented a draft of the events calendar for 2005. He noted that that the new **Library opening** will coincide with Pittsford Celebrates September, 9/17/05. Tentative plans included fireworks. The celebration is scheduled to take place in the library parking lot.

The **annual crew regatta** has been proposed for the weekend of June 4<sup>th</sup> & 5<sup>th</sup>. Trustee Farlow reported that the Town will set a meeting with Dr. Feins to discuss the responsibility of the Town and Village DPW crews and such issues as security.

### **VILLAGE LOGO DISCUSSION**

The question of “exclusive rights” of the Village logo was discussed. Attorney Osborn said that in approximately 1998, an agreement was drafted between The Idea Works and the Village. The draft said that the Village owns and controls the logo but that The Idea Works would be granted the exclusive license to market the logo with the stipulation the items to be marketed would be approved by the Village Trustees. Research could not determine whether or not this agreement had ever been finalized. Board members could not see an advantage to giving The Idea Works “exclusive rights” but did agree that there should be a provision for controlling the use of the logo. They discussed having applications come to the Village Board for approval and asked Trustee Sherwood to act as point person. Attorney Osborn will draft a document formalizing the logo policy after Mayor Corby has reviewed the draft agreement of 1998.

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### **BURDETT PARKING LOT**

The Board has been notified that there is an increasing parking problem within the Burdett lot. The PVBA sent a letter to merchants about employees using parking places that business customers are then unable to use. Mr. Bailey shared information with Board members about a parking kiosk that is used in other cities and would work well in the Burdett lot. The approximate cost is \$10,000. The kiosk prints a ticket that could be placed on the dashboard with the time of entry. It would simplify determining who has parked longer than two hours. Board members were interested in this idea and would like more information. They would also like input from the merchants on this idea.

### **NORTHWEST QUADRANT OF THE VILLAGE**

The Village Office has received calls and emails and some residents have spoken to Mayor Corby regarding news articles about the Northwest quadrant. Mayor Corby stated that it is important for all to know that as a Board, the Trustees haven't made any decisions about the Northwest quadrant. There has not been any discussion with the Town about this quadrant since the Comprehensive Plan of 2002 was completed and adopted. There has been general discussion with the Town about cooperatively developing that area but the Board does not have any preconceived notions (other than what is in the Comprehensive Plan) about the best use for that site. Trustee Maddox said that Councilman Higgins told him that the Town has not met or decided upon the use of that parcel despite text that has been written that implies that the development plans are further along than they actually are.

Councilman Higgins indicated to Trustee Maddox that the completion is probably years away. Trustee Maddox said that the Supervisor's Report in the Town Newsletter set expectations in the community that the Village would have a difficult time stopping. Mayor Corby stated that a desirable outcome for that area would be something with neo-traditional planning that conforms to traditional Village design as advocated in the Comprehensive Plan, a design that is architecturally sympathetic to the canal side location, is a good use of the waterfront, protects the environmental features and is sensitive to what the Village envisions for the Canal Corridor.

Trustee Maddox added that access to that location and parking are important. Mayor Corby said that opportunity for public input is key to development of this area and that the Village must be very thorough in the planning process.

### **GRANT STATUS – TRUSTEE MADDOX**

Trustee Maddox reported to the Board on the following grant information. **Traffic Calming** could be a candidate for future multi modal funding. The **pedestrian crossing bridge** was considered this year and should be in the cue for the TIP program for another year's funding. The Village is still owed \$100,000 from the **Senator Alessi multi modal grant** and the Treasurer is awaiting the reimbursement request. The **LWRP funding** for Schoen Place is complete. **Schoen Place Phase 3** concept design should be submitted by 6/5/05 for approval in 6/06. This project would qualify for LWRP and Multi-modal funding. Board members concluded that the Traffic Calming project may take precedent. The **Village Hall ADA Phase 2** project is underway. We've been funded for \$25.6 K for a project cost of \$35K+. Adding a railing to the ramp will add \$8K to the project cost. This project needs to be completed by 8/20/05. **Records Management** grants are applied for annually. Remegia Mitchell applied for additional funds to micro film the street files. \$35K has been secured from the State for the **pump out station** which will go out to bid mid month. This project must be completed by 8/30/05. A letter will be written to Assemblyman Errigo to request \$50K for **granite curbs for S. Main** to Jefferson Road.

### **ADA IMPROVEMENTS FOR VILLAGE HALL**

On behalf of Richard Osgood, Mayor Corby presented plans for the Board's review of the interior design of the office and the restroom facility for the Board's review. A **motion** was made **by Trustee Sherwood, seconded by Trustee Farlow** to approve the concept design for ADA improvements shown on the first floor plan of the Village Hall labeled A-10 and dated 2/8/05 as submitted.

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

### **WEBSITE UPDATE**

Trustee Galli will oversee the Village website and will identify items that need to be updated.

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**MONOCO OIL PROPERTY**

Mayor Corby had an informational meeting with Don Riley from Mark IV Construction Company, developers for the Monoco Oil site. Development of this site will have a potential traffic impact on Monroe Avenue. Mayor Corby said the Village needs to take an active roll in this project.

**MISCELLANEOUS BUSINESS**

Mayor Corby stated that the **LWRP, the Comprehensive Plan and the Traffic Calming Plan** are all documents used to plan future activities that are fairly consistent and will be used as a guide.

Trustee Sherwood reported that representatives from **Thrills and CC & Company have been soliciting** door to door. The Building Inspector will contact these companies to remind them that a permit is needed.

**Great Northern Pizza** has applied for a wine license.

Regarding **demolition issues**, there is a question of which Board should handle the decision of whether or not to approve demolition. Mayor Corby said the issue should be approached cautiously due to the possibility of setting a precedent. He suggested that guidelines be adopted and aid that the jurisdiction given to the APRB should not be overstepped.

**EXECUTIVE SESSION**

A **motion** was made **by Trustee Maddox, seconded by Trustee Farlow** to enter Executive Session to discuss a matter of real estate and the employment history of a specific employee.

**Vote:** Corby – yes, Maddox – yes, Sherwood – yes, Galli – yes, Farlow – 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 portion of the meeting.

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

**ADJOURNMENT**

There being no further business, a **motion** was made **by Mayor Corby, seconded by Trustee Sherwood** to adjourn the meeting at 10:25 PM.

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

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Anne Z. Hartsig, Recording Secretary