

**PROCEEDINGS OF A MEETING OF THE VILLAGE BOARD OF TRUSTEES  
October 10, 2006**

**Present:**

<b>Mayor:</b>	Robert Corby
<b>Trustees</b>	Steve Maddox Tim Galli John Limbeck Paula Sherwood
<b>Treasurer</b>	Mary Marowski
<b>Recording Secretary</b>	Anne Hartsig

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

**SCOTT HARTER – PROJECT COORDINATION DISCUSSION**

Engineer Harter attended the meeting to discuss specific projects and to determine to what extent the Board would like him to be involved in those projects. The following projects were discussed: Traffic calming as it pertains to village gateways at North Main Street/Washington Road, the North Main Street island, Route 31 east of the village, and Jefferson Road east; traffic problems at 5 State Street (Starbucks); the Flour Mill project; the Coal Tower catch basin; drainage at 38 Monroe Avenue; and the Schoen Place sidewalk. Mr. Harter was asked to send a memorandum of understanding to the Board of Trustees outlining these projects. He will be asked to attend the second Board of Trustees meeting each month to discuss pertinent projects with the Board and the Building Inspector.

A **motion** was made **by Trustee Maddox, seconded by Trustee Galli** to approve Change Order #1 regarding Rand Creek Drainage Repairs. The Change Order increased the cost of the repairs by \$17,500.00 and authorize Mayor Corby to sign this Change Order.

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

**TREASURER’S REPORT – MARY MAROWSKI**

The Board reviewed the vouchers for approval. A **motion** made **by Trustee Galli, Mayor Corby** to approve the following vouchers as presented and to charge them to the appropriate accounts.

General Fund (#234-#244, #246-#262):	\$ 14,560.02
Sewer Fund (#245)	<u>\$ 3.50</u>
Total Vouchers for Approval:	\$ 14,563.52

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

**Veterans Memorial Ceremony request for funds:** The Treasurer reported that the Town of Pittsford has asked for a contribution of \$500 towards security and cookies for the dedication ceremony that will be held on Veterans Day. Board members discussed the request and the problem that short-term notification poses. A **motion** was made **by Trustee Maddox, seconded by Mayor Corby** to approve a contribution in the amount of \$500 for the Veterans Memorial Dedication Ceremony for security and cookies with the understanding that Trustee Maddox will converse with Supervisor Carpenter regarding the request.

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

**Resolution #13 of 2006:**

A **motion** was made **by Mayor Corby, seconded by Trustee Galli** to approve Resolution #13 of 2006 as follows:

**WHEREAS**, the Village of Pittsford previously established an Equipment Reserve Fund, pursuant to General Municipal Law, Section 6-C, for the purpose of purchasing Department of Public Works Equipment and providing such funds shall be used for such purposes in the future and at such time as the Village Board shall deem to be in the best interest of the Village; and

**WHEREAS**, the Village of Pittsford Board of Trustees deems it necessary to expend an amount not to exceed \$40,000 remaining in the reserve as a partial payment for the purchase of a One-Ton Dump Truck

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(Ford 550, with plow attachment and 4 wheel drive). The balance of the remaining funds, if any, after invoice purchase of the vehicle, are to be added to the General Repair Reserve Fund, thereby dissolving the Equipment Reserve Fund.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

That the Village Treasurer be hereby directed to remove from the Equipment Reserve Fund an amount not to exceed \$40,000 for the purpose of partial payment of above stated equipment. The balance, if any, above invoice, will be added to the General Repair Reserve.

This resolution is subject to permissive referendum.

**Vote:** Corby - yes; Galli - yes; Limbeck - yes; Maddox - yes; Sherwood – yes. **Motion carried.**

**Resolution #14 of 2006:**

A **motion** was made by **Trustee Maddox, seconded by Trustee Sherwood** to approve Resolution #14 of 2006 as follows:

**WHEREAS**, the Village of Pittsford previously established a Roof Repair Reserve fund, pursuant to General Municipal Law, Section 6-C, for the purpose of repairing/replacing the existing roof and its related system and providing such funds shall be used for such purposes in the future and at such time as the Village Board shall deem to be in the best interest of the Village; and

**WHEREAS**, the Village of Pittsford Board of Trustees deems it necessary to expand an amount not to exceed \$7500.00 remaining in the reserve as a reimbursement against the related roof expenses. The balance after full reimbursement, if any, be added to the General Repair Reserve, thereby dissolving the Roof Repair Reserve.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

That the Village Treasurer be hereby directed to remove from the Roof Reserve Fund an amount not to exceed \$7500.00 for the purpose of reimbursement of above stated repairs. The balance after full reimbursement, if any, be added to the General Repair Reserve, thereby dissolving the Roof Repair Reserve.

This resolution is subject to permissive referendum.

**Vote:** Corby -yes; Galli - yes; Limbeck - yes; Maddox - yes; Sherwood – yes. **Motion carried.**

**Procurement Policy:**

A **motion** was made by **Trustee Limbeck, seconded by Mayor Corby** to approve Resolution #15 of 2006 as follows:

**Method of purchase**

**WHEREAS**, in the Organizational Meeting minutes of April 2006, under the title “Method of purchase”, the purchasing department currently includes the Village Clerk, Treasurer, and Superintendent of Public Works and

**WHEREAS**, the Board of Trustees would like to amend the authorized members of the purchasing department;

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

That the purchasing department as noted in the Organizational Meeting minutes of April 2006 shall be amended to read: Village Clerk, Treasurer, Superintendent of Public Works, or their designee.

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

**GFOA Regional Workshop:** The Treasurer requested permission for herself and the Village Clerk to attend a workshop on internal controls best practices sponsored by the NYS Government Finance Officers Association to be held on November 2<sup>nd</sup>. The cost is \$100 per person. The Board asked for more information on the conference before making a decision.

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**CANDLELIGHT NIGHT DISCUSSION**

Swanda Reddington, a Pittsford Chamber of Commerce representative, addressed the Board. She stated that Chamber members would like the December event to be "Village Candlelight Night". She asked the Village Board to consider using colored lights this year rather than the white lights that have been used in the past. Merchants would prefer to see colored lights on the wreaths, and holiday trees. Trustee Sherwood will discuss this with John Cufari. Part of the decision will be based on the cost and whether or not new lights need to be purchased this year. She noted that larger wreaths and bows will be used this year and that wreaths will be placed on the gateway signs.

Ms. Reddington told the Board that the Pittsford Chamber is attempting to get all of the merchants together to agree upon a unified decorating theme for the holiday season. She said they are looking for someone who would install the holiday lights. It was suggested that landscape companies can be hired to do this. Other suggestions were the use of small trees in front of each establishment or candles in the windows of the businesses.

Ms. Reddington mentioned that the Chamber would like to publish a separate "Village Candlelight Night" newsletter.

**DPW DISCUSSIONS**

**Fuel Suppression status:** Selective Insurance is requiring a containment system for the fuel tanks at the DPW. The Superintendent would like specifics regarding the options for containment from the insurance company. The Clerk will ask the insurance company to contact the Superintendent.

**Schoen Place Sidewalk:** Scott Harter is inquiring about granite curbs for this project. Prior to the installation of the sidewalks, curbs and catch basins need to be installed. John Cufari is negotiating with the Town regarding the sidewalk.

**STREET DISCUSSION**

Members discussed the maintenance of some streets within the village pertaining to § 6-626. of the Village Law, *Streets by prescription*.

**MEMBER ITEMS**

**Change of Date for Trustee Meeting**

A **motion** was made by **Mayor Corby**, **seconded by Trustee Limbeck** to change the second monthly meeting of the Board of Trustees from the fourth Tuesday of the month to the fourth Wednesday beginning with the 2<sup>nd</sup> October meeting through the 2<sup>nd</sup> meeting in March.

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

**Tree City USA**

Mayor Corby said that as a result of discussions he had with the DEC at NYCOM fall training, he believes the Village is eligible to be designated as a "Tree City USA". He informed the Board that he would work on the application with Remegia Mitchell.

**Ribbon Cutting ceremony**

Trustee Galli will arrange a ribbon cutting ceremony to celebrate the completion of the South Street sidewalk. Trustee Maddox will discuss ADA requirements with Scott Harter and John Cufari.

**Newsletter**

Trustee Sherwood reminded Board members that the newsletter deadline is fast approaching. Including a survey in the newsletter was considered.

**Pittsford Farms Dairy**

Mayor Corby stated for the record that he is not a consultant and would recuse himself from Board discussions regarding any future projects involving the Pittsford Farms Dairy.

**CANAL RULES ENFORCEMENT**

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The Board discussed which of the recently adopted canal rules the Sheriff might be able to help the Village enforce. It was decided that a Sheriff's presence on Schoen Place as often as possible would be helpful. Trustees will make sure that Captain Nyhan is aware of our concerns. The Building Inspector will be asked to give a copy of the law to the Schoen Place merchants.

**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, Galli – yes, Maddox – yes, Sherwood – yes, Limbeck – yes. **Motion carried.**

Having taken no action, a **motion** was made by **Mayor Corby, seconded by Trustee Limbeck** to leave executive session and reenter the regular session of the meeting.

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

**\*\*Mayor Corby left the meeting at approximately 9:30 PM due to illness.\*\***

**ACTION ITEM LIST REVIEW**

Board members reviewed the ongoing action list and reported on individual items.

**MINUTES**

**September 26, 2006:** A **motion** was made by **Trustee Maddox, seconded by Trustee Sherwood** to approve these minutes as presented.

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

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:15 PM.

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Anne Z. Hartsig, Village Clerk