

**PROCEEDINGS OF A MEETING OF THE VILLAGE BOARD OF TRUSTEES**  
**January 23, 2007**

**Present:**

|                            |   |
|----------------------------|---|
| <b>Mayor</b>               | Robert C. Corby                           |
| <b>Trustees</b>            | Steve Maddox<br>Tim Galli<br>John Limbeck |
| <b>Excused</b>             | Paula Sherwood                            |
| <b>DPW Superintendent</b>  | John Cufari                               |
| <b>Building Inspector</b>  | Skip Bailey                               |
| <b>Recording Secretary</b> | Anne Hartsig                              |

Mayor Corby called the meeting to order at 7:08 PM.

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

Mr. Bailey reported on the following concerns.

The **Village Station on North Main Street** will reopen with no changes to the site or building. A schedule timeline will be presented to Mr. Bailey. Information on **storm drain markers** was presented. Mr. Bailey will attempt to get a sample of the medallion style marker. If it blocks the storm drains, painted messages, which would require maintenance, could be used instead. There has been no response to the Building Inspector's letter regarding **10 Lincoln Avenue**. Linda Habeeb will schedule a meeting within a month's time with Paul Zachman, Jeff Turner and Skip Bailey to discuss the issue. If the violations regarding 10 Lincoln Avenue as well as **violations at 30 South Main Street and those at 10 Jackson Park** are not addressed by February 27<sup>th</sup>, further action will be taken. The letter of credit for the **Flour Mill** is about to expire. Mr. Bailey has requested a list of incomplete items for the next letter of credit. Members discussed merchant concerns about the types of businesses in the **B1 A district** and the need to preserve diversity in the business district. The Board asked Mr. Bailey to draw up a proposal for possible changes to the B1 A district with emphasis on parking requirements. The proposal will be discussed at another meeting. Mr. Bailey reported that he has done some research on the two farms that are within the village and noted that they are important attributes. The **Pittsford Farms Dairy** is on the National Historic Register. A potential expansion at the Dairy would not be permitted in the district as it is currently written in our Code. Mr. Bailey said ways this could be addressed include incentive zoning, a conditional use permit that would be granted by the PZBA or the creation of an overlay district. Any change would require a public hearing. Mr. Bailey will continue his research and will discuss the issue with the Village Attorney.

**DPW REPORT – JOHN CUFARI**

Mr. Cufari presented a written report for the months of December and January. Specifics that were mentioned were the placement of a center line on the pavement on **Schoen Place** near the Flour Mill that is working well, the effectiveness of the concrete bollards that were placed at **Starbucks** to keep drivers from driving or parking on the sidewalk, the **new truck** that has been ordered from Fairport Ford, and the repair costs for the **loader**. Mayor Corby told Board members and Mr. Cufari that he received many compliments on the holiday decorations this year.

Other discussion items were as follows. Mr. Cufari informed the Board that there were two upcoming **PERMA training** sessions and he would like to send a crew member to these sessions. **CSX railroad officials** inspected both train bridges in the village and found them to be in satisfactory condition. Mr. Cufari reported that the bridges have been inspected two times by Federal agents. The trestle over the canal is under construction and trains will not be traveling faster than 25 mph. The DPW has been experiencing problems with the pager so there is no working emergency number at this time. Mr. Cufari presented a quote for an **answering service** that is used by the Town and for our pump station. This service could replace the pager system the Village has used in the past. The service would provide a back up as opposed to the current situation in which there is no back up if the pager isn't working. Trustee Galli noted that if the Village has a published emergency number, it can't go unanswered. A **motion** was made **by Mayor Corby, seconded by Trustee Galli** to enter into a contract with Action Telephone Exchange to provide an

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emergency answering service at a monthly base rate not to exceed \$50 per month including any necessary extra calls.

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

DPW member Peter Calabrese reported on a **workplace violence** meeting that he organized to assess potential risks for Village employees and to brain storm potential solutions to mitigate those risks. Other members of the committee present at the meeting were office staff members Anne Hartsig and Linda Habeeb, Parking Monitor Steve Weinstein, and DPW member Rob Harter. Mr. Calabrese told the Board that he would like to hold monthly safety meetings with employees to keep them alert and aware of safety issues. The committee will meet again to prioritize the list of solutions according to cost and benefit. He will keep the Board of Trustees apprised of the conclusions.

After meetings and conversations with Village’s loss control insurance representative, Trustee Limbeck presented a draft letter written to the Village’s insurance agency regarding the requirements for containment for the fuel tanks. Members reviewed and approved the letter. The Village Clerk will type the letter and Trustee Limbeck will sign and mail the letter.

**PITTSFORD VILLAGE CIVIC ASSOCIATION - LISA ONOFF**

PVCA founding member Lisa Onoff explained the purpose of this newly formed organization. She said the top priority is to expand awareness in the village. Currently there is no formal structure because the group is new. However, goals and a mission statement have been developed. The group plans to develop a website and a brochure that will be delivered door to door to village residents. As more people join the organization, the group plans to develop bylaws.

Trustees asked how the Village government and this organization would help each other and communicate with each other. Ms. Onoff said the PVCA would present their ideas to a steering committee within the group. The steering committee would then contact the Board of Trustees before they moved forward with a specific initiative. It was stated that some topics might call for discussion.

Some initiatives that the PVCA has discussed include a community garden and a downtown development committee. This committee would use a community approach whereby businesses, government, and neighbors might partner to provide services to the business community targeting new businesses and businesses that the community would like to have. Another initiative that has been considered is the enhancement of pedestrian amenities such as using “crossing flags” at cross walks to provide greater visibility of pedestrians.

Ms. Onoff mentioned the opposition that the PVCA has toward the DOT project to widen the intersection at Clover Street and Jefferson Road. She said the PVCA would like feedback from the Village government and would like to make their feelings known to the DOT and the general public. She offered to hold a petition drive to obtain signatures of residents who are opposed to the plan. In spite of the knowledge that the DOT is planning to move forward on this expansion, Ms. Onoff said her group is not willing to give up.

Board members asked what the next step should be for the Board of Trustees. Ms. Onoff answered that the PVCA steering committee would discuss how to proceed. Mayor Corby and the Board thanked her for coming to the meeting to tell them about the PVCA.

**TREASURER’S REPORT – TRUSTEE GALLI**

The Board reviewed the **vouchers for approval**. A **motion** was made **by Trustee Limbeck, seconded by Trustee Maddox** to approve the vouchers as presented and to charge them to the appropriate accounts with the exception of voucher #449.

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

After further discussion, **Trustee Galli** made a **motion, seconded by Trustee Limbeck** to amend the previous motion to now include all vouchers as presented, including voucher #449 and to charge them to the appropriate accounts as follows:

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|  |                  |
|--|------------------|
| General Fund (#427 - #439, #441-#449): | \$ 19,661.87     |
| Sewer Fund (#433, #440)                | \$ <u>130.28</u> |
| Total Vouchers for Approval:           | \$ 19,792.15     |

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

**NON MUNICIPAL USE PERMIT REQUESTS**

The Pittsford Little League is requesting a non-municipal use permit to hold the annual Little League parade on Opening Day, April 28, 2007. A **motion** was made by **Trustee Maddox, seconded by Trustee Limbeck** to grant a non-municipal use permit to the Pittsford Little League for the Opening Day parade on April 28, 2007 with the understanding that the organization will be responsible for contacting the Monroe County Sheriff’s Office, the Pittsford Fire Department and the Pittsford Ambulance Corp and that they will provide an insurance Certificate of Liability naming the Village of Pittsford as additional insured prior to the date of the event.

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

Supervisor Carpenter submitted a request for a non-municipal use permit for multiple Town events scheduled for 2007 including the Memorial Day parade, the Buffalo Bills Rally, Discover Pittsford and Candlelight Night. Members noted that Candlelight Night was sponsored by several organizations in 2006. They discussed the need for a separate permit for signage and banners and the courtesy of one month’s prior notice if Village DPW assistance is needed for these events. Following discussion, a **motion** was made by **Mayor Corby, seconded by Trustee Maddox** to approve the non-municipal use permit request from Supervisor Carpenter for the Town of Pittsford events listed in his request letter to Mayor Corby dated January 18, 2007 with the understanding that signage and banners for these events would require a separate permit, the Village will be given one month’s prior notice if Village DPW assistance is needed for any of the events and with the condition that the Town will provide the Village with an insurance Certificate of Liability naming the Village of Pittsford as additional insured for all of the events listed prior to the Memorial Day celebration.

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

**GIS CONTRACT**

An updated intermunicipal GIS cooperation agreement for 2007 was reviewed by the Board of Trustees. Discussion topics were the increased cost this year due to the fact that there is one less partner in the program, the ways in which the Village will make use of the system and the need to see actual benefits for the Village and demonstrated cost control in the future. A **motion** was made by **Trustee Galli, seconded by Mayor Corby** to authorize Mayor Corby to sign the Intermunicipal GIS Cooperation Agreement for the year 2007 and to budget the appropriate dollar amount to cover the Village’s share of the collaborative budget.

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

**STARBUCKS CURBING PROPOSAL**

Mayor Corby presented a colored sketch showing a proposal for curbing at Starbucks (5 State Street). The proposal would increase pedestrian safety and help prevent vehicles from driving and parking on the Village sidewalk. Members discussed the proposal as well as the option of planters rather than curbs. Members concurred that the Village Attorney should be consulted. It was noted that as a courtesy, conversations should take place with building owner Mike Reynolds, DOT representatives, Mike Newcomb and Tom Cook.

**SIGNS AND BANNERS DISCUSSION**

Village Board members discussed concerns regarding the proliferation of banners that have been mounted on Village poles in the past to advertise events. They agreed that banners lessen the impact of the summer flower baskets that our DPW crew installs to beautify the village. In addition, the brackets for the banners cause damage to the poles which must be maintained by the Village crew. Ideas were suggested for alternate locations for the banners other than Village poles. Some alternatives were the Town parking lot, the Town Hall, the Library, banners on East Avenue and Monroe Avenue outside the village, and banners located at the gateways to the village.

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Regarding special event signs, the goal is to develop a comprehensive policy. Members agreed that if advertising signs are allowed, they should be placed only on the Northwest and Southeast corners at the Four Corners and should be limited to use by municipalities. It was suggested that the two signs be permanent and have a dark background. The signs could have interchangeable panels with a simple font and a simple message. It was suggested that the signs be owned by the Village. Criteria to define a municipal event must be written. A separate policy should be written to cover other events and other groups such as not for profit organizations and retail events. Mayor Corby and Trustee Sherwood will work on a comprehensive policy to present at the February 13<sup>th</sup> Board meeting.

**EMPLOYEE HANDBOOK PROPOSED AMENDMENTS**

DPW Superintendent Cufari pointed out that Section 109 and Section 202 of the Employee Handbook conflict with one another regarding overtime pay for Thanksgiving and Christmas. Members discussed the conflict and determined that it should be changed. A **motion** was made **by Trustee Maddox, seconded by Trustee Limbeck** to amend Section 109 of the Employee Handbook to conform to the wording in Section 202 in the **“Holiday Pay”** paragraph.

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

The change is noted in the italicized section.

**Section 109 Work Hours and Pay Practices**

**Overtime**

If unusual circumstances require an hourly paid employee to work more than 40 hours in one week, the employee is paid one and one half times his or her hourly rate. Holidays, vacations, and personal time will count as hours worked when determining overtime. *If an employee works on Thanksgiving and/or Christmas Day, he or she will receive an additional day off as well as overtime pay for the hours worked.* Sick time does not count as hours worked.

Members discussed the use of the honor system and the elimination of the time clock at the DPW. This discussion will be continued at another meeting.

**REAL PROPERTY TAX LAW AMENDMENTS**

The State Legislature has amended the Real Property Tax Law to coordinate income eligibility standards between persons with disabilities and limited income and persons sixty-five years of age or older. To be consistent with the Town, County and School, the Village Assessor recommends that the Board adopt the same levels. Therefore a **motion** was made **by Trustee Limbeck, seconded by Trustee Maddox** to hold a public hearing at the February 27<sup>th</sup> meeting to consider the adoption of proposed Local Law #1 of 2007 to amend Article VII, Exemption for Persons with Disabilities, Chapter 184-30 TAXATION, Amount of exemption and to consider the adoption of proposed Local Law #2 of 2007 to amend Chapter 184-18 TAXATION, amount of exemption.

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

**CLG GRANT**

The Village was awarded a \$13,000 CLG grant to update historic resource inventory, for which matching funding was previously approved by the Board of Trustees. When the contract arrives, it will require the Mayor’s signature. A **motion** was made **by Trustee Limbeck, seconded by Trustee Maddox** to authorize Mayor Corby to sign the contract for the CLG grant.

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

**MINUTES**

**January 9, 2007:** A **motion** was made **by Trustee Maddox, seconded by Trustee Galli** to approve these minutes as amended.

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

**January 17, 2007 Budget Meeting:** A **motion** was made **by Trustee Maddox, seconded by Trustee Limbeck** to approve these minutes as written.

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

**EXECUTIVE SESSION**

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A **motion** was made by **Trustee Maddox, seconded by Trustee Limbeck** to enter executive session to discuss the employment history of specific employees.

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

**SEQR**

**Mayor Corby** made a **motion, seconded by Trustee Galli** to declare the Board of Trustees as Lead Agency in the SEQR review of the Phase II ADA sidewalk project on Schoen Place.

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

Mayor Corby led the Trustees in the review of the SEQR form. The Board concluded that this is a Type II Action.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:10 PM.

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Anne Z. Hartsig, Recording Secretary