

**PROCEEDINGS OF A MEETING OF THE VILLAGE BOARD OF TRUSTEES**  
**February 13, 2007**

**Present:**  
**Mayor** Robert C. Corby  
**Trustees** Steve Maddox  
 Tim Galli  
 John Limbeck  
 Paula Sherwood  
**DPW Superintendent** John Cufari  
**Recording Secretary** Linda Habeeb

Trustee Maddox called the meeting to order at 7:05 PM. The Board recited the Pledge of Allegiance.

**TREASURER’S REPORT – Mary Marowski**

The Board reviewed the **vouchers for approval**. A **motion** was made by **Trustee Galli, seconded by Mayor Corby**, to approve the following vouchers, totaling \$24,389.17.

|   |                           |
|---|---------------------------|
| General Fund (#450-#457, #459-#482, #485-#489): | \$16,452.82               |
| Sewer Fund (#458, #480, #484):                  | <u>\$ 7,936.35</u>        |
| <b>Total</b> vouchers for approval:             | <b><u>\$24,389.17</u></b> |

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

**NOW THEREFORE BE IT RESOLVED** that the Village of Pittsford Board of Trustees approves Resolution #3 of 2007 for the allocation of surplus for the 2005-06 General Fund and Sewer Fund accounts as outlines below and to increase the 2006-07 budget line items to reflect these amounts.

The question of the adoption of the foregoing resolution was presented on a motion made by Trustee Galli, seconded by Mayor Corby and duly put to vote as follows:

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

**GENERAL FUND SURPLUS: \$32,211**

|                            |                   |          |                        |
|----------------------------|-------------------|----------|------------------------|
| Personnel Matters          | Attorney          | A1420.41 | \$22,000.00            |
| Brontmans                  | Mayor’s Desk      | A1620.4  | \$2,061.00             |
| Action                     | Fire Alarm System | A1620.4  | \$5,000.00             |
| Flower City Communications | Radio System      | A5110.21 | <u>\$3,150.00</u>      |
| Total redistribution       |                   |          | \$32,211.00            |
|                            | SURPLUS           |          | ( <b>\$32,211.00</b> ) |
|                            |                   |          | \$0.00                 |

**SEWER FUND SURPLUS: \$46,226**

|                           |   |          |                    |
|---------------------------|---|----------|--------------------|
| Misc Items                | Flush truck unbudgeted needs            | G5110.49 | \$5,000.00         |
| Mason Trenching           | Drainage issue at DPW                   | G8120.4  | \$5,100.00         |
| Flower City Communication | Radio system                            | G8120.4  | \$1,100.00         |
| Reimbursement             | Newcomb bill                            | G8120.4  | \$526.00           |
| Syracuse Casting          | DOT project/drainage castings           | G8120.4  | \$2,339.00         |
| Skaneateles               | DPW Pump Station                        | G8120.43 | \$7,920.00         |
| Skaneateles               | Wood Creek pump evaluation              | G8120.43 | \$500.00           |
| Repair Reserve            | To increase monies for possible repairs | G9950.92 | <u>\$23,741.00</u> |

**PROCEEDINGS OF A MEETING OF THE VILLAGE OF PITTSFORD BOARD OF TRUSTEES  
FEBRUARY 13, 2007**

SURPLUS

\$46,226.00  
(\$46,226.00)

**HANDBOOK AMENDMENTS**

Board members discussed the proposed amendments to the employee handbook. Mayor Corby stated that the purpose of the proposed amendments is to resolve any ambiguities in the bereavement and overtime policies.

Referring to the proposed change to the bereavement policy, Trustee Galli questioned what criteria will be used by a supervisor to determine if an employee is entitled to a day of paid funeral leave for the death of a person who is not a member of the employee's immediate family. Mayor Corby stated that an unusual circumstance, such as the death of a person with whom the employee had a uniquely close relationship, would be an example of a situation where the employee could be granted a day of paid funeral leave, based on the supervisor's discretion. He further stated his opinion that this benefit is reasonable and appropriate, and would not likely be subject to abuse by employees.

Referring to the proposed change to the random selection drug testing process, Trustee Galli asked whether it was the standard procedure in the industry that the employee pays for the second test. Mayor Corby stated that dilute tests are considered positive, and that re-testing could further diminish the chances of having an accurate test result.

A **motion** was made by **Trustee Maddox, seconded by Trustee Galli** to approve the following changes to the employee handbook:

**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, personal time, **and bereavement** will count as hours worked when determining overtime. If an employee works on Thanksgiving and/or Christmas Day, he or she will receive holiday pay as well as overtime pay for the hours worked, and will receive another day off as mutually agreed upon by the employee and supervisor. Sick time *does not* count as hours worked.

**SECTION 209 Bereavement Leave**

Up to four consecutive days of paid funeral time is provided to all full-time employees in the event of a death in the immediate family.

The Village defines immediate family as

- Parents
- Spouse
- Siblings
- Spouse's parents
- Step siblings
- Guardian
- Children
- Grandparents
- Step parents
- Step children

One day of paid funeral leave **may be granted at the discretion of the supervisor** in the event of the death of any other relative.

**PROCEEDINGS OF A MEETING OF THE VILLAGE OF PITTSFORD BOARD OF TRUSTEES  
FEBRUARY 13, 2007**

**Bereavement leave will count as hours worked in determining overtime.**

**SECTION 303: Drug and Alcohol Testing**

**Random Selection Drug Testing Process**

The specimen is divided into two containers: primary and split. If the analysis of the primary specimen confirms the presence of an illegal substance, the employee has 72 hours to request the split specimen be sent to another certified laboratory for analysis. The employee must also pay for the second test. **Dilute tests shall be considered a positive result unless conclusive documentation is provided from a medical professional that the dilute test is the result of a medical condition.**

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

**SCHOEN PLACE HANDICAP ACCESS PROJECT – PHASE 1**

**Change Order # 1:** The Board discussed the contractor’s request for a time extension for Phase 1 of the Schoen Place Handicap Access Project. Mayor Corby stated that this will include curb cuts and textured ramps to allow handicap access across Schoen Place and connecting with the trail on the canal side of the street. Board members stated that an effort should be made to encourage the contractor to complete the work prior to June 30. There was some discussion as to the meaning of the term “substantially complete,” and Mayor Corby stated that this means that the majority of the work is finished, and there are no safety concerns, such as cones left in the area.

A **motion** was made by **Mayor Corby, seconded by Trustee Sherwood,** to approve the change order request.

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

**VILLAGE WIRELESS SERVICE**

Mayor Corby stated that he had met with a representative from Frontier Mobile regarding the initial stages of investigating installation of a wireless internet infrastructure in the Village. This would be a nonexclusive right to operate the system in the Village, which means that there could also be requests from other internet providers. The representative had informed Mayor Corby that 75 percent of the phone service in the Rochester area is provided by Frontier. The service would be provided by approximately 50 small boxes, which would be mounted on existing utility poles and buildings. The maximum space permitted between the boxes is a quarter of a mile. Mayor Corby emphasized the need to adopt a wireless ordinance to regulate the placement of the boxes on historic buildings in the Village. Brighton and the Town of Pittsford have adopted such an ordinance.

Board members listed the next steps in the process:

- Research a wireless ordinance: Point persons: Mayor Corby and Trustee Limbeck
- Assess other vendors
- Consult the Town of Pittsford
- Consult NYCOM
- Check with Time Warner

**OPEN SPACE OVERLAY DISTRICT**

Mayor Corby presented a draft proposal for a change to the Village Zoning Code. He stated that the historic, environmental, and aesthetic character of the Village of Pittsford is enhanced by the existence of open lands. He further stated that the intent of the creation of an open space overlay district would be to provide performance criteria, in the context of flexible use and design regulations, so that the historic resources and unique qualities of these lands are preserved. Trustee Galli asked how the proposed change

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FEBRUARY 13, 2007**

will impact the Pittsford Dairy, and Mayor Corby said that it would not have a great impact on the dairy. He stated that the agricultural portion of the proposal is directed more toward an area such as the Powers Farm. Board members also discussed the Spiegel Center, and Mayor Corby pointed out that that property contains an historic resource with a history of public use, and that the open land surrounding the building has served as a village park. The best potential for development of the property is residential. Board members agreed to obtain feedback about the proposal from the Village Planning Board, the Town of Pittsford, and the other owners affected. Also discussed was the formation of a committee to review the issues involved.

**BOY SCOUT SIGNAGE**

Mayor Corby stated that he and Trustee Sherwood had a meeting to develop a fair and consistent policy regarding signs and banners, taking into consideration size, location, and time. Trustee Sherwood said that one suggestion for the Boy Scout Christmas tree signs would be to construct a sign in the shape of a tree, to reduce the excessive signage in the Village. The Boy Scouts will be kept informed of this ongoing process.

**MEMBER ITEMS:**

- Trustee Sherwood reported that the Garden Club has tentatively approved a proposal for a \$2,000 donation to create landscaping in the North Main Street area. Also discussed was installation of an electrical outlet for a Christmas tree on the new island.
- Action Security Update - Mayor Corby has called for cost estimates..

The Board discussed outstanding enforcement issues:

- Mayor Corby reported that there are currently six cars inside the bay area of Sutherland Auto in violation of the approved site plan. The Planning Board limited the inside bays to two vehicles for sale.
- Board members discussed the proposed demolition of the house at 10 Lincoln Avenue. Mayor Corby stated that the burden is on the applicant to prove that the building cannot be renovated, and he emphasized that the Village Boards should not set a precedent of allowing “demolition by neglect.” A meeting is scheduled with the owner to further discuss the various options for the house. Board members also discussed the Parker House, noting that it is an architecturally significant house in the Village, subject to State Building Code enforcement.
- Mayor Corby reported that Remegia Mitchell has finished a 2007 CBGB Community Development Block Grant. He stated that the \$52,500 grant would include 2 handicapped drinking fountains and a sidewalk from Bill Wahl’s to the Flower Mill..

Trustee Sherwood submitted a list of other violations for the Building Inspector to address.

**MINUTES:**

**January 23, 2007:** A **motion** was made by **Trustee Galli**, seconded by **Mayor Corby**, to approve these minutes as amended.

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

**EXECUTIVE SESSION:**

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

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

**PROCEEDINGS OF A MEETING OF THE VILLAGE OF PITTSFORD BOARD OF TRUSTEES  
FEBRUARY 13, 2007**

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

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

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:16 PM.

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Linda L. Habeeb, Recording Secretary