

PROCEEDINGS OF A MEETING OF THE VILLAGE BOARD OF TRUSTEES
June 26, 2007

Present:

Mayor	Robert C. Corby
Trustee	Paula Sherwood
	Steve Maddox – arrived at 8:15 PM
	Tim Galli
	Mary Beth Cleary
DPW Superintendent	John Cufari
Building Inspector	Skip Bailey
Treasurer	Mary Marowski
Recording Secretary	Anne Hartsig

Mayor Corby called the meeting to order at 7:05 PM.

TREASURER’S REPORT

Treasurer Marowski presented the vouchers listed on Abstract #002 for approval. Following discussion of the vouchers, a **motion** was made by **Trustee Galli, seconded by Trustee Sherwood**, to approve the following vouchers and to charge them to the appropriate accounts.

General Fund (#16-36):	\$30,823.74
Sewer Fund (#24):	<u>24.01</u>
Total vouchers for approval:	\$30,847.75

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

The Treasurer reported that she met with FEMA representatives regarding Rand Creek. She presented a Balance Sheet reflecting beginning budget balances as of June 1, 2007.

Resolution 14 of 2007, Appropriation of Fund Balance

Following discussion regarding this proposed resolution, the Treasurer presented the resolution for adoption by the Board.

BUDGET AMENDMENT TO APPROPRIATE FUND BALANCE TO PAY FOR THE REMAINDER (Village Share) of the HA (Handicap Access Project: Ramp and Bathroom) and for the HC (Pump Out Station), and to fund the HD (Canal Project: Greenway Grant) as follows:

Appropriated from the Sewer Fund (G) for the Pump Out Station (HC)	\$ 32,959.50
Appropriate from the General Fund (A) for the ADA projects (HA)	\$ 31,792.75
Appropriate from the General Fund (A) for the HD (Canal/Greenway)	\$ 258,000.00

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

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

Remegia Mitchell is in the process of completing grant applications for matching funds to put towards the Greenway Grant. The following resolutions are required as part of the applications:

Resolution 15 of 2007 – CGL Grant Funding
Creation and Distribution of Architectural Design Guidelines

Whereas: The Village of Pittsford is committed to historic preservation of all Village structures and properties and,

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- Whereas:** The Village of Pittsford recognizes that the education of residents and business owners will further promote good architectural preservation and,
- Whereas:** All non-maintenance, exterior work and construction projects in the Village of Pittsford requires the approval of the Architectural and Preservation Review Board and,
- Whereas:** The Village of Pittsford wishes to develop and make available to the public a set of guidelines for the preservation and rehabilitation of properties and,
- Whereas:** The Village of Pittsford received designation as a Certified Local Government on September 22, 2005 and,
- Whereas:** The New York State Office of Parks, Recreation and Historic Preservation (SHPO) makes funding available to Certified Local Governments for projects related to historic preservation and surveys and,
- Whereas:** The SHPO requires cost sharing for these subgrant awards,
- Therefore:** The Village of Pittsford authorizes Mayor Robert C. Corby to apply for a Certified Local Government subgrant, to commit local matching funds to the project and to enter into a contract if the subgrant is awarded.

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

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

Resolution 16 of 2007- Reaffirmation of Commitment to Comprehensive Plan

WHEREAS, The Village of Pittsford Board of Trustees adopted the Comprehensive Master Plan on January 30, 2002, and

WHEREAS, The policies and directives of the Comprehensive Master Plan continue to serve the Village's planning objectives, and

WHEREAS, The State Office of Parks, Recreation and Historic Preservation and the Heritage Areas Program require reaffirmation of support within five years of the date of application for grant funding,

THEREFORE BE IT RESOLVED that the Board of Trustees reaffirms its commitment to the 2002 Comprehensive Master Plan.

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

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

Resolution 17 of 2007 – Approval to file application for SHPO funding

RESOLVED:

That Robert C. Corby, as Mayor of the Village of Pittsford, is hereby authorized and directed to file an application for funds from the New York State Office of Parks, Recreation and Historic Preservation in accordance with the provisions of Title 9 of the Environmental Protection Act of 1993, in an amount not to exceed \$500,000 and upon approval of said request to enter into and execute a project agreement with the State for such financial assistance to this Village for Erie Canal Improvements Project Phase VI and, if appropriate, a conservation easement/preservation covenant to the deed of the assisted property.

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

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

Memorial Bench Placement Request: The Treasurer reported that a resident who is considering the purchase of a memorial bench would like to have it located in front of Saints Place. The Board of Trustees said it would have to be on Village property. The location will be looked at to see if there is room for this bench on Village property.

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Clock Painting Proposal: Bud Frame, the donor of the village clock at the Four Corners, noted that the clock is in need of painting. He secured a quote from a painter he recommends. Board members reviewed the scope of the quote. A **motion** was made **by Mayor Corby, seconded by Trustee Sherwood** to approve the proposal of \$490 submitted by Joseph Kasprzycki to paint the village clock in early August.
Vote: Corby – yes, Cleary – no, Galli – yes, Sherwood – yes. **Motion carried.**

BUILDING INSPECTOR'S REPORT – SKIP BAILEY

Mr. Bailey reported that maintenance issues at **73 South Main Street** are being addressed and that the owner agreed to complete the work in 90 days. A representative from **ESL** said the driveway to Church Street will be narrowed the week of June 25th. **Christ Church** will have a dumpster on their lawn while interior renovations occur.

Mr. Bailey received an estimate of \$1599.20 to secure the **Monoco Oil Building**, which has become a safety issue. Previously, Attorney Osborn expressed concerns about the Village securing the building since it is located on private property. Mr. Bailey will discuss the issue further with the Village Attorney and will follow his directive.

Mr. Bailey provided each Board Member with a copy of the **code enforcement flow chart** that was developed by former Trustee John Limbeck.

The **Code Violation Status** spread sheet was reviewed. Mr. Bailey will update the list on a regular basis. Mr. Bailey presented a **Vehicle Immobilizer proposed policy**. Board members discussed the policy. A **motion** was made **by Mayor Corby, seconded by Trustee Sherwood** to approve the proposed policy.
Vote: Corby – yes, Cleary – yes, Galli – yes, Sherwood – yes. **Motion carried.** Mr. Bailey will forward the approved policy to Attorney Osborn so that it can be incorporated into the draft local law regarding the vehicle immobilizer device.

A **motion** was made **by Mayor Corby, seconded by Trustee Sherwood** to hold a public hearing at the August 28th Board of Trustees meeting to consider the adoption of a proposed local law regarding the vehicle immobilizer device.
Vote: Corby – yes, Cleary – yes, Galli – yes, Sherwood – yes. **Motion carried.**

PUBLIC HEARING – PROPOSED LOCAL LAW #3 of 2007 - CHAPTER 173 – SOLID WASTE

Proof of the legal notice below having been published, a **motion** was made **by Mayor Corby, seconded by Trustee Sherwood** to open the public hearing to discuss amendments to Chapter 173 of the Village Code.

*Please take notice that a public hearing will be held before the Village of Pittsford Board of Trustees, Tuesday, June 26, 2007 at 8:00 PM at the Pittsford Village Hall, 21 North Main Street, Pittsford, NY, to consider the adoption of **Proposed Local Law #4 of 2007**, which local law would amend **Chapter 173 SOLID WASTE** of the Code of the Village of Pittsford. A copy of the proposed changes is available for review Monday through Friday during the hours of 8 AM to 3:30 PM in the Village Office, 21 North Main Street, Pittsford, NY.*

Trustee Galli presented the background surrounding this proposed local law including results of a survey that was included in the Fall, 2006 Newsletter. He recapped meeting discussions that have taken place with trash haulers who operate in the village.

Trustee Maddox arrived at 8:15 PM

Trustee Galli continued by explaining that some of the proposed changes include defining holidays, required timing for placing trash containers at the curb, prohibiting refuse in the village right of way, regulation of pick-up hours, realigning dumpster pick-up hours, issuing annual permits, regulating the days of the week for pick-up and the provision for no pick-up on Sundays and holidays.

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Mayor Corby summarized a letter that was received from village resident Timothy Haines. Mr. Haines questioned the need for the changes to Chapter 173.

Village resident Janet Reynolds said that 6 AM is too early in the morning for trash pick-up in her opinion. Members explained that the law was written so that pick up can take place before or after rush hour traffic. It was noted that the inconvenience will take place only once or twice a week. Ms. Reynolds said it is wasteful to have several different haulers' trucks using fuel on the streets. She said there should be only one hauler in the village. Board members explained that some people surveyed wanted to have a choice and that it would be a major move if the Village mandated a single hauler.

Resident John Limbeck stated that a permitting process for dumpsters is a valuable tool to regulate problematic owners. Ms. Reynolds asked for the advantages and penalties. The response was that the Code Enforcement Officer can address violations and if necessary, eventually issue an appearance ticket.

There being no further discussion, a **motion** was made by **Trustee Galli, seconded by Trustee Maddox** to approve the adoption of Local Law #3* of 2007 as written.

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

** Please note that the time of publication of the legal notice, this proposed law was entitled Proposed Local Law #4. Because Proposed Local Law #3 was not passed, this local law changed from #4 to #3 to comply with the rule that local laws must be consecutively numbered (Municipal Home Rule Law, Articles 2 and 3).*

DUMPSTER DISCUSSION

Mayor Corby presented photos of dumpsters that are located in the village. He said most dumpster areas were cleaner than he anticipated. However, he said common problems are dumpsters that are left open or that have missing tops, and those that are not screened. Members discussed a permit process for dumpsters. Trustee Maddox said that a permit process would allow Mr. Bailey to interpret the code and individualize it. A permit would ratify his decision. Code language that would help regulate the use of dumpsters included the topics of screening all dumpsters from public streets, residences, abutting properties and the canal, requiring screening for more than three totes in one area, requiring that all tops remain closed, and requiring proper maintenance of enclosure areas. The Board asked Mr. Bailey to write draft language regarding the regulation of dumpsters. Resident Janet Reynolds asked about regulating odors. Mr. Bailey said he would review the language that is in the Code.

DPW REPORT – JOHN CUFARI

The size of parking places was discussed. Mr. Cufari reported that 8'x19.9' is the standard size of a parking spot. Members agreed that some designated parking spots in the village are too small. Mr. Cufari said they will be adjusted.

Mr. Cufari reported that the DPW crew did a great job with parking, clean-up, public relations and other aspects of the many events that have taken place this season. Trustees agreed that the crew did a fabulous job on all events but especially for the RPO concert. Mr. Cufari noted that the crew has earned great respect from village residents. He said they work in a professional and courteous manner "which we should all be proud of."

Garbage removal along Schoen Place continues to be a problem. Canal vendors have not been emptying the containers in front of their businesses.

Mr. Cufari reported on the MCWA project. He said that residents will be notified by the Water Authority when their properties will be affected.

The Village loader is having mechanical problems. Mr. Cufari said it is a necessary piece of equipment and the DPW would not be able to function without it. It is estimated that it would bring \$10,000-\$12,000 at auction as is right now. However, if it "goes down", it would not be worth anything. Trustee Maddox will review options with Mr. Cufari and make a recommendation to the Board of Trustees.

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The Town of Pittsford is not certain about their availability to assist the Village DPW with sidewalk repairs this season as was the original plan. Mr. Cufari said the budget would allow replacement of approximately 1/3 of the repairs that have been planned if the Village has to contract the project out using the County bid. Members decided to discuss the issue again at the July 10th meeting. The Town will hopefully have an update on their schedule at that time.

Trustee Sherwood complimented the DPW on how great the flowers look this year.

Other topics of discussion included the replacement light on South Street. Mayor Corby will ask Owen McIntee about this when he meets with him on June 29th. The new doors for the DPW and for the American Legion at the Village Hall have been ordered. The DPW garage will be painted in July.

MCCORD LANDSCAPE ARCHITECTURE CONTRACT

Attorney Osborn reviewed the contract documents from McCord Landscape Architecture for the planning phase of the Schoen Place project (Greenway Grant). He approved the contract with the condition that McCord Landscape supply the Village with a certificate of liability insurance naming the Village as additional insured and that proof of workers compensation coverage is provided. A **motion** was made **by Trustee Galli, seconded by Trustee Maddox** to approve the contract with McCord Landscape Architecture in an amount not to exceed \$45,650 and to authorize Mayor Corby to sign this contract after receipt and approval of the certificate of liability insurance and after proof of workers compensation insurance has been provided and reviewed.

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

COMPREHENSIVE PLAN UPDATE PROCESS

Mayor Corby said it is time for the 2002 Comprehensive Plan to be updated. He suggested that a committee be formed to begin the following overall process:

1. evaluate the present plan and augment it with new ideas
2. review a consolidated list of future capital projects with traffic calming projects
3. hire a consultant to make minor updates and fine tune recommendations of the committee.

Mayor Corby suggested that in 2007, a time table should be set up. A list of business owners, residents and others who would be valuable on the committee should be assembled. The Comprehensive Plan Committee should be convened in winter of 2008 and should compose a job list for the consultant. Funds for the comprehensive plan update project should be budgeted in the 2008/09 fiscal year. Trustee Maddox will consolidate the list of capital needs drafted by Mayor Corby with the spreadsheet he has developed regarding traffic calming projects for review at the July meeting.

STARBUCKS

Mayor Corby has not been able to reach the owner of 5 State Street to discuss the ongoing parking problems. He will continue to try to reach him. In the meantime, the parking monitor has been on duty at the Starbucks parking lot on a frequent basis. He has reported that patrons obey the regulations if they see him on duty but otherwise, they are apt to park on the sidewalk.

LOGO REQUEST

The Village Board received a request from a resident who is designing a t-shirt to be used at an event called The Network of Complementary Schools. This event will take place in Pittsford in July. He would like to include the Village logo in his design. Board members commented that in the past, Attorney Osborn recommended that the village not share the logo so that its use can be controlled. Trustee Sherwood will check with the resident to verify that this is a not for profit event and will then contact Attorney Osborn for his opinion.

TRAFFIC CALMING

Scott Harter attended the meeting to discuss preliminary ideas for the **State Street gateway** into the village. The DOT was supportive and open to thoughts about constructing a median, although there are no major DOT projects planned for this area in the near future. Mayor Corby and Trustee Galli will discuss the issue

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and preliminary drawings with the Supervisor. Mr. Harter stated that there is a significant crown in the road which will increase the cost of the project. Shoulders of the road would have to be built up. Trustee Sherwood suggested that the continuation of the sidewalk on the south side of State Street be included in plans for this area.

The 2007/08 budget allows for \$5000 for traffic planning for the **Jefferson Road gateway**. A schematic and conceptual design could be drawn to include lights, trees, a median and other components. If drawn, this plan would be shown to the Superintendent of Schools and to the Supervisor. A green strip could be restored without approval from the DOT. Mayor Corby suggested that the Village Board itemize what needs to be done section by section.

Board members discussed the traffic calming proposal versus a traffic calming plan. The Board decided to hold a traffic calming workshop meeting in place of the second regular meeting in the month of July. Members agreed that prioritization of projects should take place and that there should be multi-year plans. Mayor Corby said projects should be prioritized according to which ones will have the biggest impacts. Mayor Corby presented a colored visual display which will be helpful as a starting point at the traffic calming workshop.

HISTORIC SPENDING ON STREETS AND SIDEWALKS – TRUSTEE MADDOX

This topic will be discussed at a future meeting.

MEMBER ITEMS

Meeting schedule: Members discussed changing the meeting schedule for the months of July and August. There will be a regular meeting on July 10th. The traffic calming workshop meeting will be held on July 24th and will include vouchers for approval. The August 14th meeting is canceled. There will be a regular meeting on August 28th.

Signs and Banners: Mayor Corby will firm up the sign policy with Supervisor Carpenter.

Merchant meeting: The Clerk will arrange a time for the Mayor, Trustee Sherwood and a PZBA member to meet with one of the merchants to discuss concerns about South Main Street.

Open Space Overlay District: Input from the Supervisor is needed regarding this topic.

MINUTES

June 12, 2007: A **motion** was made by **Trustee Sherwood, seconded by Trustee Galli** to approve these minutes as submitted.

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

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

A **motion** was made by **Trustee Maddox, seconded by Mayor Corby** to permanently appoint John Cufari to the position of Superintendent of Public Works for the Village of Pittsford.

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

A **motion** was made by **Trustee Maddox, seconded by Mayor Corby** to leave executive session and reenter the regular session of the meeting.

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

ACTION SECURITY

Board members discussed the use of the fire alarm system in the Village Hall. The Clerk will distribute directions that were given to her by the alarm company. Mayor Corby will contact the company for additional information.

ACTION ITEM LIST REVIEW

The Board updated the Action Item List.

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ADJOURNMENT

There being no further business, Mayor Corby adjourned the meeting at 10:25 PM.

Anne Z. Hartsig, Recording Secretary