

**PROCEEDINGS OF A MEETING OF THE VILLAGE BOARD OF TRUSTEES**  
**January 8, 2008**

**Present:**

<b>Mayor</b>	Robert C. Corby
<b>Trustees</b>	Tim Galli Steve Maddox Paula Sherwood Mary Beth Cleary - Excused
<b>Attorney</b>	Jeffrey L. Turner
<b>Recording Secretary</b>	Anne Hartsig

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

**TREASURER'S REPORT**

The Treasurer's Report was presented by Trustee Galli.

The vouchers listed on Abstract #14 were reviewed as well as the abstract for prepaid bills. Following discussion of the vouchers, a **motion** was made **by Trustee Galli, seconded by Mayor Corby**, to approve the prepaid bills totaling **\$7,896.29**, and the vouchers listed below as presented and to charge them to the appropriate accounts.

General Fund (#351-#386):	\$ 91,452.20
Sewer Fund (#355, #379):	<u>\$ 243.23</u>
<b>Total vouchers for approval:</b>	<b>\$ 91,695.43</b>

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

The Village received an estimate from the RG&E to replace a street light at 40 State Street. The estimate included the cost for a 14 foot pole when in fact, village poles should be 12 feet high. The Clerk will verify with RG&E to make sure that that the replacement pole will be the correct height. A **motion** was made **by Trustee Galli, seconded by Trustee Sherwood** to authorize Mayor Corby to execute the proposed agreement with the RG&E to replace a light pole at 40 State Street in an amount not to exceed \$1704.28.

Board members agreed that the first budget meeting for fiscal year 2008/09 will be held on January 16<sup>th</sup> from 5 -7 PM.

**JOHN CRAWFORD – IMPROVEMENTS AT ALADDIN'S RESTAURANT**

Mr. Crawford presented photos showing improvements that are being made to the tile floor on the lower deck of his restaurant on Schoen Place. He is also repairing the handicap ramp. The number of seats will not change and there will be no change to the railing. Approval for the repairs is needed because the tile patio is located on property owned by the Canal Corporation for which the village has a right of way. A **motion** was made **by Mayor Corby, seconded by Trustee Sherwood**, to approve an amendment to the original agreement which allowed a patio expansion to be built on Canal property, for which the Village of Pittsford has a right of way, so that a reconfiguration of the east end of the lower eating terrace which will not represent a change in the number of seats in the restaurant, and a resurfacing of the terrace with decorative porcelain tile, with a possible slight expansion of the footprint as illustrated by photos submitted by John Crawford at this meeting, can take place, and to allow repairs to be made to the handicap ramp.

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

**NICK AND GAYLE MOURGIDES – INFORMATION ONLY**

Mr. and Mrs. Mourgides informed the Board that they are thinking about opening another restaurant in Northfield Common. They are considering two different buildings. They inquired about necessary procedures to open the restaurant. Board members explained that this would require a special permit and that standards "a-h" as listed in § 210-74 B. (3) of the Village Code would have to be met. They were told that comments from the PZBA would be needed. Mayor Corby explained that the next step would be to

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develop a schematic plan to be presented to the PZBA for comments. The comments would be forwarded to the Board of Trustees. Following that, a public hearing to consider a Special Permit would be held.

**PETER ABELE – CANOE AND KAYAK RENTALS**

Mr. Abele did not attend the meeting. In order to move forward, the Board of Trustees stated that Mr. Abele needs to present a level of detail of his business proposal. They concurred that the storage and retail areas would have to be in a place other than at the dock itself.

**COMPREHENSIVE PLAN UPDATE PROCEDURE**

Mayor Corby told the Board that Mary Parsons has agreed to chair a committee of 12-15 people to begin updating the Comprehensive Plan. He asked the Trustees to forward names of people who would be effective members of the committee. He suggested that an in depth development process of problem solving and brainstorming would probably take between 6-8 months to complete. He said funds for a consultant should be budgeted. The role of the Board of Trustees would be to set the completion time goal and the budget for this task. It was decided that the Trustees would hold a special meeting with the appointed chairperson to develop a schedule and to review the updating process to assure that legal criteria are met. A **motion** was made by **Mayor Corby**, seconded by **Trustee Galli** to appoint Mary Parsons as the Chairwoman of the Comprehensive Plan Update Committee.

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

**TRAFFIC CALMING REVIEW OF 2007 ACCOMPLISHED PROJECTS**

Members reviewed completed projects and discussed bulleted items listed on page two of the 2007 Village Traffic Calming initiative document written by Mayor Corby. They concluded that parking at Starbucks (5 State St.) remains a problem. Bollards are needed on both sides of the entrance and pavers need edging. A DOT work permit will be needed. Trustee Maddox will discuss this with DPW Superintendent John Cufari. He will also discuss removing asphalt from the curb/sidewalk median on the south side of Jefferson Road between Rand Place and Eastview Terrace. Street parking was added to Lincoln Avenue in front of the Spiegler Center. Mayor Corby will draft a letter to residents requesting input on the addition of two hour parking places on Lincoln. Mayor Corby will contact the American Legion and the Town Supervisor to discuss placing the WWI cannon back at the Washington and North Main intersection once the landscaping is completed. Narrower traffic lanes have been striped on State, Monroe, N. Main and S. Main streets. Adding more sidewalks on Schoen Place is underway as part of the next phase of the Canal waterfront improvement project. “Yield to Pedestrian” signs have been added to sides of the streets. Excess pavement at the intersection of Boughton and South Street should be removed to slow traffic.

The Board discussed adding parking on the sides of South Street to slow traffic, and installing a striped crosswalk with a yield to pedestrian sign at a drop-off point in front of the Presbyterian Church on Church Street. Mayor Corby said that tree “pits” should be made on the east side of South Main Street and trees should be planted approximately every 40’. Tree canopies slow traffic.

**GRANT WRITER/ADMINISTRATOR DISCUSSION**

Mayor Corby noted that the Village needs a grant writer and a grant administrator to replace Remegia Mitchell who has taken a full time position at MCC. Some proposals have been received and suggestions were made. Mayor Corby said the need to fill this position, even temporarily, is urgent so that the Village does not miss opportunities for available grant funding.

**RECORDS CLERK/MANAGER**

In addition to writing grants for the Village of Pittsford, Remegia Mitchell coordinated and managed data entry, filing, sorting, filming, purging, and many other aspects of the Village’s archives and records procedure. In order to maintain the system she has put into place, Mayor Corby said a replacement is needed as soon as possible.

**PROCLAMATION OF COMMENDATION**

On behalf of the Board of Trustees, Mayor Corby offered the following proclamation to commend Remegia Mitchell for her efforts regarding grants and record keeping for the Village of Pittsford:

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***PROCLAMATION***

**WHEREAS**, Remegia Mitchell has served the Village of Pittsford as a records management officer and grant writer for the last 5 years, and

**WHEREAS**, Remegia managed the institution of a modern archiving system for Village records and documents following the best practices recommended by the New York State Archives. Her work included inventorying existing Village records, discarding duplicate and unneeded materials, implementing a completely new filing system, microfilming village records, and digitizing records. The work was largely funded by State Archives grants, now known as the Local Government Records Management Improvement Fund (LGRMIF). Remegia successfully applied for multiple grants that largely funded the records management improvements and thus minimized expenses borne by village residents, and

**WHEREAS**, Remegia has done an outstanding job as the Village's grant writer. identifying potential funding sources for a variety of Village activities including street trees, a pump-out dock for canal boats, recycling equipment for the Village Department of Public Works, a historic resource inventory, design guidelines, handicapped accessibility improvements, and numerous waterfront improvements. Remegia also prepared applications which gave the Village recognition for its downtown revitalization efforts and as a community which has successfully used historic preservation to improve resident's quality of life and to foster economic development, and

**WHEREAS**, Remegia has managed to coordinate her work meeting all deadlines and submission dates. She also has been a great aid to others in the Village office. Her enthusiasm, efficiency, helpfulness, knowledge, and pleasant up-beat attitude have won her the respect and admiration of all who work with her, and

**WHEREAS**, Remegia has continued to lead the Planning Board and Zoning Board of Appeals with a thoughtful and fair approach ensuring the character of the village is preserved for generations to come,

**NOW, THEREFORE, BE IT RESOLVED**, that I, Robert C. Corby, Mayor of the Village of Pittsford, do hereby salute and call attention to Remegia Mitchell, and in honor of her outstanding service to the Village, do call upon all residents of the Village of Pittsford to join me in this tribute and expression of appreciation on this 8th day of January, 2008.

Ms. Mitchell thanked the Board for recognizing her efforts with this proclamation.

She reviewed the status of grant funding opportunities that are available and that will be due in the near future. She suggested that a "member item" request letter be submitted to Senator Alesi and Assemblyman Errigo.

**CODE DRAFT - §176-6 ICICLES, ETC.**

Code Enforcement Officer Skip Bailey submitted a draft local law for the Board to consider adding to the Village Code regarding icicle accumulation on buildings. The section would permit the Village to assess the cost of removing icicles to the property owner under specific circumstances. The Board reviewed the draft and made some amendments. A **motion** was made by Trustee Maddox, seconded by Trustee Galli to hold a public hearing in February to consider adding Mr. Bailey's draft legislation including amendments made this evening, to the Village Code. The legislation would be known as proposed local law #1 of 2008.

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

**RESIDENT'S CORRESPONDENCE**

Members discussed the contents of a letter received by Mayor Corby regarding the installation of a driveway. Mayor Corby will draft a written response to this letter. Members agreed that the Village should consider a permitting process regarding driveway installations which would include a site plan sketch drawn to scale that would be subject to review by the Building Inspector, so that drainage problems do not become an issue as a result of driveway installations. They agreed further that the Building Inspector cannot render an opinion as to the location of a property's boundary lines.

**APPELLATE DIVISION DECISION**

Attorney Turner reviewed the decision of the Appellate Court that disallowed a remote teller to be installed in the parking lot at ESL, 11 State Street. The Court said a use variance would be required to install a remote teller. He explained what he anticipates the next steps of the case to be.

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### **NEW HIRE DISCUSSION**

Trustee Maddox reported that labor attorney Bethany Centrone stated that the union contract does not impose any restrictions regarding the pay scale for future new hires for the DPW. The Board agreed that the Trustees would interview a candidate for the current vacant position.

### **SPECIAL USE REQUEST FOR 57 NORTH MAIN STREET**

A **motion** was made **by Mayor Corby, seconded by Trustee Galli** to hold a public hearing at the January 22<sup>nd</sup> meeting to consider a special permit for the relocation of the Newcomb Gas Station from Schoen Place to 57 North Main Street, which gas station will include the operation of a take out restaurant.

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

### **MEMBER ITEMS**

The following member items were discussed:

- Trees have been cut down on Village Grove. The Building Inspector will be asked to review the original site plan.
- Trustee Galli, following his research, determined that the Village should stay with Energetix for our electricity supplier and that we would use a variable rate for 2008.
- The Board briefly discussed limiting residential trash pick-up to two days per week. No decision was made at this time.
- The Clerk was asked to continue to follow-up with the RG&E regarding a lease for parking on the right of way behind Schoen Place.
- The Building Inspector will be asked to survey the other villages regarding fees that they charge for various building permits, PZBA and APRB applications.
- A condensed version “spring” newsletter was discussed. Ideas for articles were suggested.
- Trustee Sherwood reminded Board members to look at the clothing catalogs so that a decision could be made regarding what pieces of logo clothing might be offered for sale in the spring.
- Trustee Maddox will talk to the DPW Superintendent about the feasibility of having the DPW purchase office supplies since they are frequently on the road making necessary purchases of parts etc.

### **EXECUTIVE SESSION**

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

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

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

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

### **MINUTES**

**December 11, 2007:** A **motion** was made **by Trustee Galli, seconded by Trustee Maddox** to approve these minutes as amended.

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

**December 14, 2007:** A **motion** was made **by Trustee Sherwood, seconded by Mayor Corby** to approve these minutes as presented.

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

### **ADJOURNMENT**

There being no further business, Mayor Corby adjourned the meeting at 11:00 PM.

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Anne Z. Hartsig, Recording Secretary

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