

**PROCEEDINGS OF A MEETING OF THE VILLAGE BOARD OF TRUSTEES
February 9, 2010 – 7:00 PM**

Present:
Mayor Robert Corby
Trustees Tim Galli
Steve Maddox
Trip Pierson
Absent Paula Sherwood
Treasurer Mary Marowski
Recording Secretary: Anne Hartsig

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

TREASURER’S REPORT – MARY MAROWSKI

The Treasurer presented vouchers listed on Abstract #12 for approval. A **motion** was made by **Trustee Galli, seconded by Mayor Corby**, to approve payment of vouchers listed on Abstract #12 in the amount stated below, and to charge them to the appropriate accounts.

General Fund (#356, #384-#395, #397-#413):	\$ 17,064.32
Sewer Fund (#403):	\$ 41.38
<u>Canal Improvements – Greenway Grant (#396)</u>	<u>\$ 294.00</u>

Total vouchers for approval: \$ 17,399.70

VOTE: Corby – yes, Galli – yes, Pierson – yes, Maddox – yes. **Motion carried.**

Other Business

- **RG&E Street light fixture replacement authorization:** Board members received a quote for the cost to replace three decorative street light fixtures that are no longer operative and require replacement. A **motion** was made by **Trustee Maddox, seconded by Trustee Pierson** to approve the cost quote from the RG&E in the amount of \$1033.32 to replace three decorative street light fixtures at 57 Monroe Avenue, 35 State Street, and 6 Washington Road and to authorize Mayor Corby to sign the cost authorization.
VOTE: Corby – yes, Galli – yes, Pierson – yes, Maddox – yes. **Motion carried.**
- The Treasurer presented budget status information.

CORN HILL NAVIGATION REQUEST FOR NON-MUNICIPAL USE PERMIT

Representing Corn Hill Navigation, Victoria Schmitt requested permission to dock the *Sam Patch* at Schoen Place during the 2010 season. A **motion** was made by **Trustee Maddox, seconded by Trustee Galli**, to approve the request for a non-municipal use permit to allow docking for the *Sam Patch* for the 2010 boating season with the following conditions:

1. Corn Hill Navigation must attempt to coordinate signage with Ted Collins to direct customers to parking areas.
2. The landscaping around the ticket pavilion must be improved and maintained in a tidy fashion by Corn Hill Navigation personnel and ARC throughout the boating season, including elimination of weeds and litter.
3. Village trash receptacles must not be used for trash, food waste, recycle waste, or other debris generated by the *Sam Patch* boating operation.

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4. Customers must be informed by phone about designated parking areas for *Sam Patch* tours to avoid conflicts with merchants in the area.
5. Trash and recycling waste must be removed from the site daily and must not be left overnight on Village or Canal Corporation property.
6. Chains may not be used to moor the Sam Patch to Village owned wooden bollards unless they are covered in some manner to protect the bollards.
7. Corn Hill Navigation must provide the Village with a copy of a Certificate of Insurance naming the Village of Pittsford as additional insured. The certificate must reflect a \$1,000,000 single limit of liability for bodily injury and property damage. This certificate must be current and on file in the Office of the Village Clerk prior to docking the vessel.

VOTE: Corby – yes, Galli – yes, Pierson – yes, Maddox – yes. **Motion carried.**

Other discussion:

- Ms. Schmitt said additional signage with arrows saying “boat tours this way” and public bathrooms with showers and water would be helpful for the business and for patrons.
- Ms. Schmitt offered to work with the Village on economic development ideas as they pertain to the Canal.
- Mayor Corby suggested that a boat launch for canoes and kayaks could possibly be developed in the proposed 23 acre park west of the railroad bridge. He also suggested that the dock for the pump-out station might be used as a launch site.
- Mayor Corby will meet with Ms. Schmitt to discuss the possibility of conducting a tour along Schoen Place during the 2010 World Canal Conference and to discuss other ways to promote the canal in the future.
- Ms. Schmitt asked the Board if they were aware that the Colonial Bell picked up passengers on Schoen Place near Aladdin’s last year. The Board was not aware and noted that a permit would be required.

Ms. Schmitt was reminded that in addition to a non-municipal use permit, Corn Hill Navigation must apply for a Temporary Zoning Permit from the Village Zoning Board to dock the *Sam Patch*. Therefore, the following resolution was offered and approved:

RESOLUTION #2 OF 2010

WHEREAS, the historic packet boat replica *Sam Patch* has docked on the Erie Canal at Schoen Place during the boating season for many years, and
WHEREAS, the *Sam Patch* is a fleet member of Corn Hill Navigation, a non-profit organization that promotes tourism, education, and public programming including cultural history lectures,
NOW THEREFORE BE IT RESOLVED that the Village of Pittsford Board of Trustees hereby waives the \$100 application fee for a Temporary Permit from the Zoning Board, a permit which is required by the Village for docking during the 2010 boating season.

A **motion** was made **by Mayor Corby, seconded by Trustee Maddox** to approve Resolution #2 of 2010 as written.

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

INCIDENT MANAGEMENT POLICY

Superintendent Cufari attended a safety meeting at the Town of Pittsford whereby an incident management policy was adopted. He recommended that the Village Board adopt a similar policy. He provided a draft for consideration. Members reviewed the draft and suggested that some changes might need to be made to insure that there are no conflicts with other Village documents. The Superintendent will be asked to compare the draft policy with other documents to look for

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conflicts and to discuss potential changes with Trustee Maddox. Trustees were in favor of adopting the policy subject to future changes. Therefore, the following resolution was presented.

Resolution #3 of 2010

Whereas, it has been recommended that the Village Board adopt an Incident Management Policy including procedures to be followed for incidents involving property damage and/or personal injuries, and

Whereas, a copy of this procedure, with additional procedures for motor vehicle accidents and an incident report form, will be kept in the Village Office, the Highway Garage and in all Village vehicles for reference and use by the drivers,

Now therefore be it resolved, on a **motion by Trustee Galli, seconded by Mayor Corby**, that the Board of Trustees of the Village of Pittsford does hereby adopt the Incident Management Policy presented at the 2/9/10 meeting, subject to review and changes that may be recommended by Trustee Maddox.

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

BUILDING INSPECTOR'S REPORT

Mr. Bailey submitted a written report regarding the hazardous condition of a property on Schoen Place. His report stated that a long term solution would be for the Trustees to meet with the owner to encourage or facilitate redevelopment of the property. Trustees determined that these unsecured buildings are a potential fire issue and that as Fire Marshal, Mr. Bailey will be asked to meet with the property owner to develop a plan to secure the buildings on the property. All concurred that because the buildings are large, wood-frame buildings, if left unsecured, they will continue to be a fire hazard.

FOIL POLICY

The Clerk reported that currently, the Village's Foil Policy states that the Village Attorney is the person to whom a FOIL Request appeal regarding the denial of access to records, should be directed. According to §89 (4) (a) of the Public Officer's Law, appeals should be directed to the head, chief executive, or the governing body of the entity. Therefore, on a **motion made by Trustee Pierson, seconded by Trustee Galli**, the following resolution was presented to amend the policy:

Resolution #4 of 2010

Whereas, the Village of Pittsford wishes to comply with Public Officer's Law §89 (4) (a),.

Now therefore be it resolved that *Section 7 c. Denial of Access to Records* of the Village of Pittsford's FOIL Policy, originally adopted on August 14, 2008, shall henceforth read that the Mayor shall be the person to determine appeals regarding denial of access to records under the Freedom of Information Law.

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

TEMPORARY SIGN REQUEST – PITTSFORD COOPERATIVE NURSERY SCHOOL

On January 28, 2010, the Village Board received a request from the Pittsford Cooperative Nursery School to erect two signs at village intersections to advertise an open house that will be held on March 14th. In addition, the school is requesting permission to erect an A-frame sign on the lawn of the First Presbyterian Church to advertise the fall 2010 pre-K program. Board members reviewed the chart of requests and approvals for temporary signs and did not find any

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conflicts. Therefore, a **motion** was made by **Trustee Maddox, seconded by Trustee Galli**, to approve the request as follows:

- One sign at the northeast corner of Locust Street and South Main Street.
- One sign on the southwest corner of Locust Street and South Street.
- One sign on the Church lawn on Church Street.
- Signs may be placed on March 7th and must be removed at the end of the day on March 14th. Signs must be put out and taken in daily to avoid causing a hazard.

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

LYTLE PROPOSAL

The Board of Trustees reviewed a new proposal from Paul Lytle to act as project manager on behalf of the Village in the development process of 75 Monroe Avenue and to protect the Village's interest in regards to the environmental review process of the project. The proposal is dated 2/5/10. Members concurred that the Village's attorney and insurance agent should review the liability section of the proposal to make certain that the Village would be adequately covered. Mayor Corby agreed to contact Ken Moore, the Administrator of the Village of Fairport, to discuss liability protection as it pertained to the Village of Fairport when they were going through the development process for a similar sized project in their village.

Trustee Maddox said he has not yet discussed this proposal with Remegia Mitchell, the PZBA Chairperson. Trustee Galli stated that if hired, the expectations of the Village Board should be made very clear. No work should commence until all issues have been resolved. Members agreed that a meeting to lay out expectations should be scheduled with Mr. Lytle.

Action on this proposal was delayed until the liability portion of the proposal is resolved to the satisfaction of the Village Board.

RAND PLACE SURVEY

Trustee Galli presented a summary of the survey results received from Rand Place South residents regarding traffic calming and pedestrian safety. Members concluded that speed humps, which are low cost, temporary, and flexible, seem to be the best and quickest solution. Sidewalks on that portion of the street would be a longer-term issue. Trustee Galli will draft a letter to the residents regarding the resulting conclusions from the survey. He will share the draft with the Trustees.

Mayor Corby said he contacted Sally Schrecker at St. Louis Church. Ms. Schrecker said she is willing to meet with Mayor Corby and Trustee Sherwood to discuss other Rand Place issues.

EMPLOYEE HANDBOOK AMENDMENTS

Board members considered amending sections of the employee handbook so that they conform to corresponding sections of the Union contract. The Clerk presented draft amendments for discussion. A **motion** was made by **Mayor Corby, seconded by Trustee Maddox** to amend sections of the Village of Pittsford Employee Handbook regarding sick leave and dental insurance to conform to language and intentions of the language in the 2010-2012 union contract as follows:

203 Sick Leave Benefits

Benefits

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Eligible employees accrue sick leave benefits at the rate of one day per month up to a maximum of 12 days per fiscal year (June 1 to May 31). Sick leave benefits may be used for an employee's own illness or injury, or for the illness, injury, medical appointments and illnesses of members of the employee's immediate family. Sick Days may be used in two-hour increments.

and

205 Dental Insurance

Cost

The Village shall pay 100 percent of the dental premiums for the appropriate plan in the dental insurance plan of the Village's choice for full time employees. However, if the employee's spouse is eligible to receive dental insurance coverage from the spouse's employer, the employee's spouse and family shall not be eligible for coverage through the Village.

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

MEMBER ITEMS

- **Performance Evaluations:** Some employee evaluations have been completed. Others are in the process of being completed.
- **Newsletter:** Mayor Corby discussed important topics for potential articles for the next newsletter.
- **NIMS:** Mayor Corby said the Building Inspector/Fire Marshal is the logical person to complete and manage the Village's NIMS program. He will ask Mr. Bailey to begin the process of bringing the Village into compliance.

MINUTES

January 26, 2010: A motion was made by Trustee Galli, seconded by Mayor Corby to approve these minutes as presented.

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

ADJOURNMENT

There being no further business, Mayor Corby adjourned the meeting at 9:45 PM.

Anne Z. Hartsig, Recording Secretary