

PROCEEDINGS OF A MEETING OF THE VILLAGE BOARD OF TRUSTEES
August 10, 2010 – 7:00 PM

Present:
Mayor Robert Corby
Trustees Paula Sherwood
Steve Maddox
Tim Galli
Absent Trip Pierson
Treasurer Mary Marowski
DPW Superintendent John Cufari
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 #3 of 2010/11 fiscal year for approval. A **motion** was made by **Trustee Galli, seconded by Trustee Maddox**, to approve payment of vouchers listed on Abstract #3 in the amounts stated below, and to charge them to the appropriate accounts noting that consultant fees for the 75 Monroe Avenue project will not be paid until a check has been received for the escrow account from the developer.

Abstract #3 – 2010/11

General Fund (#55-#68, #71-#74, #76-#81, #83-#91, #93-#102):	\$ 37,569.77
Sewer Fund (#69, #78, #82, #91, #92):	\$ 647.12
Total vouchers for approval:	\$ 38,616.25

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

Other Business:

- Bank balances were presented.
- The amounts of property and sewer taxes that have been collected to date were reported.
- End of year budget transfers were explained.
- A surplus/deficit history was presented and explained.
- The Stormwater Coalition Intermunicipal Agreement renewal was presented. The Village Attorney will be asked to review it and it will be put on the agenda for the September meeting. Being a member of this coalition relieves the Village of the Federal requirements because the coalition oversees the requirements for us.
- Pittsford Regatta Trophies: The Village can save money by ordering three bowls at one time rather than one each year. A **motion** was made by **Mayor Corby, seconded by Trustee Sherwood** to purchase three Waterford 6” crystal bowls with wood bases from The Idea Works, to be used as trophies for the regattas to be held in 2011, 2012, and 2013 for a cost of \$327.00, which includes engraving.

- VOTE:** Corby – yes, Maddox – yes, Galli - yes, Sherwood – yes. **Motion carried.**
- The Village received a quote to paint the Village Clock. The clock is in need of maintenance to prevent further deterioration. This is a non-budgeted item. The cost of

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the quote is \$600.00 for the labor. The paint cost is extra. A **motion** was made by **Mayor Corby, seconded by Trustee Galli**, to approve the proposal for \$600 for labor costs to paint the village clock.

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

DPW REPORT – JOHN CUFARI

Mr. Cufari reported the following:

- 517 feet of sidewalk have been replaced.
- Austin and Jackson Park road work has been completed.
- Jim Edwards has been hired to do some tree removal work next week.
- The pump at the DPW pump station is burned out. Mr. Cufari is expecting a proposal. He thinks a new style pump may be required.
- There will be an estate auction at 73 South Main Street.
- Signs have been placed on the Schoen Place drinking fountains to explain how to use them. Signs explaining how to get to the pump-out station have also been installed.
- Signs indicating the parking changes for Rand Place are still on order. Mr. Cufari will notify Trustee Galli when they come in.

VILLAGE ASH TREES

Mayor Corby reported that the Village owns slightly fewer than forty ash trees. They are mostly small trees. He suggested that they be replaced with another kind of tree because of the invasion of the emerald ash borer into the area. He said it has been recommended that ash trees be cut down to limit the spread of the disease. He said unhealthy trees in the village should be removed as soon as possible. It was noted that the Village cannot treat or remove ash trees that are not on Village property.

NON MUNICIPAL USE PERMIT REQUEST – *SUNDAY STROLL FOR HAITI*

An application was presented by Kathleen McMahon, a St. Louis Church representative, for a non municipal use permit to hold a fundraising walk in the village on Sunday, October 3rd to benefit the people of Haiti. A copy of the route and a certificate of liability insurance naming the Village of Pittsford as additional insured were presented with the application. The request letter noted that the Pittsford Fire Department, the Pittsford Volunteer Ambulance, and the Monroe County Sheriff's Office will be notified in writing. It was further noted that an application has been submitted to the NYS Canal Corporation for a permit to use the Towpath. The application letter stated that the NYS DOT has been contacted and will be notified in writing regarding the route.

A **motion** was made by **Mayor Corby, seconded by Trustee Sherwood**, to approve the application for a non municipal use permit as presented.

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

MEMBER ITEMS

Northfield Common issue: The owners of Northfield Common have graded over a Village sewer main line and pushed dirt onto the neighboring property. The building inspector sent a notice to the owner on July 19th to inform him to address these and other issues. If the owner does not comply, an appearance ticket should be issued. The Building Inspector notified the owner that site plan approval is required. It was noted that Blackwood Management, a landscaping business, is storing equipment there. Mayor Corby said this is not an allowable use.

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The Board requested that the Building Inspector email an update on the status of compliance for this property to all five Trustees.

2010 RETIREMENT INCENTIVE PROGRAM

New York State and Local Retirement System is offering an early retirement incentive to qualified employees. To participate, the Village must demonstrate a specific savings regarding salaries over a two-year period. The Village has four eligible employees. They have been surveyed. Three responded that they would not be interested if the plan was offered. One employee indicated a possible interest. Board members reviewed the requirements and determined that there would not be enough of a savings to meet the criteria put forth by the State of New York. Therefore, no action was taken.

SHARED SERVICES WITH MONROE COUNTY

Village Attorney Jeff Turner reviewed a revised and updated shared fleet services agreement from the Monroe County Department of Transportation. He determined that Resolution #5 of 2009 which was passed by the Board of Trustees on 1/13/09, allows for annual renewal without the passage of another resolution. Therefore, a **motion** was made **by Trustee Maddox, seconded by Trustee Sherwood**, to authorize Mayor Corby to sign the shared fleet services renewal agreement on behalf of the Village of Pittsford.

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

NON MUNICIPAL USE PERMIT REQUEST – PITTSFORD CREW – *PULL THE PLUG*

A letter of application was presented by Pittsford Crew to request a non municipal use permit to hold the 2010 *Pull the Plug Regatta* on November 7, 2010. A second request to hold the regatta from the DPW site was also made. Members discussed the request. A **motion** was made **by Mayor Corby, seconded by Trustee Sherwood**, to approve a non-municipal use permit to hold the *Pull the Plug Regatta* scheduled for Sunday, November 7, 2009 on the Erie Canal in the Village of Pittsford with the following conditions:

1. The applicant shall contact the Monroe County Sheriff's Department, the Pittsford Fire Department, and the Pittsford Volunteer Ambulance prior to the event.
2. The applicant is required to provide the Village with a copy of a Certificate of Insurance naming the Village of Pittsford as additional insured on a primary and noncontributory basis. 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 the event.
3. The applicant agrees to contact DPW Superintendent John Cufari to coordinate details of the regatta including specific location and time.
4. The applicant agrees to contact the landlords in the surrounding area to obtain permission to use their parking space.

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

REQUEST FOR TEMPORARY SIGNS – FRIENDS OF PITTSFORD LIBRARY

A request letter for temporary signage to advertise the fall book sale has been received from the Friends of Pittsford Library. Concerns were expressed regarding several unauthorized book sale signs that have appeared during past book sales. These signs were in addition to those that were

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approved. Trustee Maddox will look into this. A **motion** was made by **Mayor Corby, seconded by Trustee Sherwood**, to approve the following:

1. One banner to be located above the front entrance of the library from 10/7/10 to 10/25/10.
2. Two temporary signs, one to be located on the south west corner and one to be located on the north east corner of the Four Corners from 10/14/10 to 10/24/10.

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

REQUEST FOR TEMPORARY SIGNS – PITTSFORD COOPERATIVE NURSERY SCHOOL

A request letter for temporary signage to advertise openings at the Pittsford Cooperative Nursery School has been received. A **motion** was made by **Mayor Corby, seconded by Trustee Sherwood**, to approve the following temporary signs from 8/11/10 to 8/18/10:

1. One sign to be located at the corner of Main Street and Locust Street.
2. One sign to be located at the corner of Locust Street and South Street.

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

RECORDS MANAGEMENT PROJECT UPDATE REPORT

Mayor Corby presented a document listing jobs, current projects, and future projects that Records Clerk Terry Robins has been working on. Current projects include scanning 5000 documents, preparing the village property photo survey for the website, updating the village tree inventory, creating a time line of historic village events, creating a master index by subject of village board meeting minutes, purging records according to the MU-1 schedule, and conducting and completing several search projects for various Board members to assist in the review of specific applications.

Future projects include on going microfilming of various records to keep the archives up to date. Due to the lack of storage space, Terry plans to prepare years of personnel records for filming, a task that has not formerly been undertaken. Personnel records require permanent retention. The management of electronic records is a relatively new practice but is becoming increasingly essential, as is the management of email records. Training will be undertaken to learn best practices for the implementation of management programs for both.

Mayor Corby noted that the Village received recognition from the NYS Archives. The Village was selected to participate in the development of a survey because we have made significant progress toward compliance with NYS records management standards. Terry has been a tangible asset in this endeavor and is essential to the Village's records management program and its ongoing functionality.

VILLAGE PROJECT PRIORITY LIST

As suggested by some Village Board members, Mayor Corby compiled and presented a list of Village projects that require planning. The list will be of assistance during future budget discussions. Major topics include traffic calming, installation of sidewalks, installation and/or repair and replacement of curbing, restoration of medians, sewer projects, tree projects, street lights, village hall maintenance, DPW garage improvements/repairs, Schoen Place Park projects, administration needs, and planning updates. The list will continue to be included in meeting packets and at budget meeting discussions.

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RAND PLACE SOUTH – FERRANTI REPORT

Trustee Galli noted that Mr. Ferranti's Rand Place traffic report concluded that speeds on the southern portion of the street are not very high. Members said the volume and speed should be measured relative to pedestrians using the road because of the absence of sidewalks. It was stated that commuters speed through the street during rush-hour. Trustee Galli said that the Village Board committed to testing a speed bump on the south section of Rand Place. He said the Board has decisions to make. He listed the options as follows:

1. purchase a speed hump for an estimated \$1000-\$1500 for test purposes,
2. do not purchase a speed hump and return to residents to share additional information from Steve Ferranti's report,
3. purchase a set of speed lumps (speed cushions) for the approximate price of \$3500 per set, knowing that snow and ice can build up in the spaces of these devices.

Trustee Galli said that Rand Place meets the criteria of streets on which speed bumps can be installed. Other issues discussed were the need for signage if humps are installed.

The Board agreed to purchase a temporary speed hump. It was noted that this is an unbudgeted item. Prior to installation, letters will be sent to all agencies such as the Fire Department, Ambulance, and School. Letters will also be mailed to residents prior to installation. At the end of the test period, the Board agreed to do another field visit. Members hope to conclude the test before the start of winter weather.

EXECUTIVE SESSION

A **motion** was made by **Mayor Corby, seconded by Trustee Sherwood**, to enter executive session to discuss collective bargaining negotiations.

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

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

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

MEMORANDUM OF UNDERSTANDING

Board members approved a draft Memorandum of Understanding regarding the reinstatement of DPW hours. A **motion** was made by **Trustee Maddox, seconded by Trustee Sherwood**, to approve the draft MOU as presented, including the restoration of a 40 hour work week and the elimination of summer hours, and to authorize Mayor Corby to sign the agreement.

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

PART-TIME FIRE MARSHAL POSITION

Board members discussed the need to hire a part time fire marshal and the need to keep fire inspections current. Trustee Maddox will contact the Supervisor to see about using Town services until the part time position is filled.

MEMBER ITEMS

Economic Development: Trustee Sherwood reported that she met with Pamela Hines and Bob Michaels to discuss economic development in the village. She reported that the two merchants expressed opinions that the Village Board should do more to attract new merchants and to retain those already in the village. During the meeting, it was suggested to Trustee Sherwood that the

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Village Board should consider giving something up in the budget in order to be able to offer assistance to the merchants. Board members discussed what their roll as elected officials should be in this regard. Mayor Corby suggested talking to NYCOM about Main Street Programs which could possibly offer funding. Mayor Corby said one question is whether or not the Village has the correct mix of businesses to maintain a vibrant business district. It was noted that at the 2010 Organizational Meeting, Trustee Pierson was also assigned to be a co-liaison to the businesses, merchants, PVBA, and the Chamber of Commerce.

C006861 GRANT CONTRACT

The Village and Town have an Intermunicipal agreement to share in the funding from the above grant. The Village will use some of the funds on Schoen Place and the Town will use some of the funds to improve the docks at Port of Pittsford Park. The last communication from the Department of State (July 20, 2010) stated that the contract was being put together and would be sent to the Village. The Village has not received the contract. Therefore, the Board asked the Clerk to contact Scott Harter to ask him to look into the status of the grant contract. They also asked that he send the Board of Trustees a list of what he expects his roll to be in the administration of this grant.

CHANGES TO R-5 ZONING DISTRICT

The Village Board noted that when the R-5 District was developed, certain sections of §210-74 were not imported into this new section. Therefore, a **motion** was made **by Mayor Corby, seconded by Trustee Sherwood**, to hold a public hearing in September to amend Article V A, the R-5 Residential District, of the Village Code.

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

MINUTES

July 30, 2010: A **motion** was made **by Mayor Corby, seconded by Trustee Sherwood**, to approve these minutes as submitted.

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

ADJOURNMENT

There being no further business, Mayor Corby adjourned the meeting at 9:05 PM.

Anne Z. Hartsig, Recording Secretary