

PROCEEDINGS OF A MEETING OF THE VILLAGE BOARD OF TRUSTEES
June 28, 2011 – 7:00 PM

Present

Mayor: Robert C. Corby

Trustees: Paula Sherwood

Tim Galli

Lorie Boehlert

Absent: Trip Pierson

Attorney: Jeffrey Turner

Building Inspector: Edward Bailey

Recording Secretary: Anne Hartsig

CALL TO ORDER

A **motion** was made by **Mayor Corby**, **seconded by Trustee Sherwood**, to call the meeting to order at 7:05 P.M.

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

TREASURER’S REPORT – TRUSTEE GALLI

Trustee Galli presented vouchers listed on Abstract #002 of 2011/12 fiscal year for approval. A **motion** was made by **Trustee Galli**, **seconded by Mayor Corby**, to approve payment of vouchers listed on Abstract #002 in the amounts stated below and to charge them to the appropriate accounts.

Abstract #002 – 2011/12

General Fund (#20-#62): \$ 44,418.11

Sewer Fund (#32, #36): \$ 45.19

Total vouchers for approval: \$ 44,463.30

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

Other Business:

Three quotes to repair leaking gutters on the Village Hall were received. It was noted that these quotes do not include repairs to the walls of the building. Mayor Corby said it made sense to repair the gutters first to make sure there are no other leaks taking place. It was noted that there is \$10,000 in the budget for the Village Hall for all uses for this fiscal year. Any other expenses will have to come from surplus funds.

Members discussed the quotes. A **motion** was made by **Trustee Sherwood**, **seconded by Trustee Galli** to accept a quote from Easton Specialties Inc., option #3, for repairs to the copper gutters on the Village Hall in the amount of \$9,875.00.

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

The bank balances were included in the written report.

The Treasurer noted in her written report that she received a check for \$8,050 from Mark IV to cover fees for John Steinmetz and SRF Associates.

BUILDING INSPECTOR’S REPORT – SKIP BAILEY

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Mr. Bailey's report included updates on 18 Washington Road, the worker who was injured at 5 State Street, interior ADA improvements and a new handicapped ramp at the Bank of America, a yoga studio that is under construction at the Pickle Factory, a basement conference room that is being built at 63 Monroe Avenue, remodeling at 9 East Jefferson Road, a potential 3rd floor conversion at 55 South Main Street and the possible conversion of 21 Lincoln Avenue into a location for religious youth activities.

The following situations were mentioned: plastic on windows at a home on Washington Road, a banner and fluttering devices on Canandaigua National Bank, glass block windows that have been installed at Christ Church on the South Main Street elevation, illegal windows on the 3rd floor at 55 South Main Street, and banners at Soho Salon and Label 7 restaurant. Mr. Bailey sent a letter to Hungry's Restaurant regarding overflowing garbage. Mayor Corby has also talked to the manager about this.

There is a new owner for 19 & 23 South Main Street. Some improvements will be made to those properties. The lease for the Burdett parking lot is still in effect. It expires in 2012. It is hoped that the new owner may wish to make improvements to the directory sign on Monroe Avenue that leads to the Burdett lot.

Maintenance has become an issue at the former Great Northern Pizza building on South Main Street. The Building Inspector recently sent a letter to the owner with a response deadline of 10 days. The owner is a LLC.

The Building Inspector secured a grant through the Monroe County Stormwater Coalition to have the Village Hall parking lot resurfaced. The grant is good for two construction seasons. Mr. Bailey will follow up with Paula Smith. The surface would be porous asphalt and would not have to be resealed. Mayor Corby saw a parking lot like it in Henrietta. He said the Village needs to take advantage of this grant due to the deteriorating condition of the parking lot. It was noted that matching funds can be in the form of supplying the labor. John Cufari mentioned in the past that the Town may be able to assist with breaking up the existing lot.

RELAY FOR LIFE

Patty Lovallo and Lynn Davis, representatives for the upcoming Relay for Life, addressed the Board about the "Painting the Town Purple" campaign they are holding to draw attention to the event. Not knowing that approval was required from the Village Board, the organizers placed purple ribbons and flyers on the village lamp posts. Board members are not opposed to this event or to the desire to want to advertise it. However, they expressed concerns about the length of time that the ribbons would be up and about the need to seek approval. Ms. Lovallo said the group would make sure they seek approval in subsequent years. Members explained that the paper flyers could not be approved because of the damage that the tape used to secure them causes to the lamp poles.

To assist the group in their advertising efforts, Trustee Sherwood offered to help remove the ribbons and to make bows for the urns at the Four Corners and for the lamp posts that do not already have hanging flower baskets. On the day of the event, bunches of purple balloons will be set in the urns. The group will ask the merchants to display the paper flyers in their windows. The group will also be placing signs in residents' yards and on the school property. A volunteer group will be removing the ribbons, balloons, and signs at the conclusion of the event.

NON MUNICIPAL USE PERMIT – BREAST CANCER WALK

Lisa Schwingle addressed the Board to seek a non municipal use permit to hold a fundraising walk for recipients and their families who are faced with a diagnosis of breast cancer. The walk is planned for Sunday, October 9th from 10 AM to 3 PM and will take place on village streets and along the towpath. A detailed plan of the event was presented to the Board. Members were in favor of the plan. However, it was noted that the Village has a policy that prohibits the use of banners. Instead of the requested banners, Trustee Sherwood will assist the group with pink ribbons and balloons for the urns at the Four Corners at the time of the event.

A **motion** was made **by Trustee Sherwood, seconded by Mayor Corby**, to approve a non municipal use permit for a Breast Cancer Walk to be held on village streets and along the towpath on October 9, 2011, including entertainment in the Port of Pittsford Park following the event. The permit is granted with the following conditions and understanding:

1. The applicant is required to provide the Village with a copy of a Certificate of Liability Insurance naming the Village of Pittsford as additional insured on a primary and noncontributory basis. It must reflect a \$1,000,000 single limit of liability for bodily injury and property damage. The applicant is also required to submit a copy of the actual endorsement of the insurance policy. The endorsement document must list the policy number and set forth the Village of Pittsford as an additional named insured. These certificates must be current and on file in the Office of the Village Clerk prior to the event.
2. As indicated in the application letter, the group will not be taking any additional parking from the businesses in the village.
3. The applicant has agreed to have a volunteer crossing guard to help walkers cross to Lincoln Avenue.
4. Volunteer firemen will assist with crossing walkers on the corner of South Main Street and Monroe Avenue.
5. The applicant has agreed to contact St. Paul's Lutheran Church to see if they desire the posting of a "quiet zone" as the group passes in the vicinity of the Church.
6. The applicant has agreed to notify the Monroe County Sheriff's Office, the Pittsford Fire Department, and the Pittsford Volunteer Ambulance prior to the event.
7. Local Girl Scouts will pick up any litter that may be left by the walkers.
8. The applicant will obtain all required permits from the Town of Pittsford prior to the event.

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

PUBLIC HEARING – PROPOSED LOCAL LAW TO AMEND §161 SCHOEN PLACE WATERFRONT PARK

Proof of the legal notice below having been published, a **motion** was made **by Mayor Corby, seconded by Trustee Galli** to open the public hearing.

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

***CHANGE OF PUBLIC HEARING DATE
for
Proposed Local Law #6 of 2011
Amend Chapter 161 Schoen Place Waterfront Park (Erie Canal Park)***

*Please take notice that the date of the Public Hearing previously scheduled for Tuesday, June 14, 2011 at 8:00 PM at the Village Hall, 21 North Main Street, Pittsford, NY, to consider proposed Local Law #6 of 2011, which law will **Amend Chapter 161 Schoen Place Waterfront Park (Erie Canal Park)** has been changed and will now be held before the Village of Pittsford Board of*

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Trustees, at a meeting on June 28th at 8:00 PM at the Village Hall, 21 North Main Street. The proposed local law is as follows:

Amend:

162 A (9) (a) Smoking (defined as the burning of a lighted cigar, cigarette, or pipe, or any other matter or substance which contains tobacco) is prohibited on Park property, including parking areas and sidewalks adjacent to such property.

(b) Notice of prohibitions contained in this subsection shall be conspicuously posted by signs stating "No Smoking Permitted Beyond This Point" or "No Smoking Permitted On This Property," and shall reference the applicable Code provision.

(10) Littering in the Park is prohibited.

Questions about enforcement were discussed, particularly the installation and location of signs that prohibit smoking. It was noted that this law will not be enforceable without posted signs.

Mayor Corby and Trustee Galli will discuss this law with Supervisor Carpenter to see if the Town would like also like to prohibit smoking in the Port of Pittsford Park.

There being no one further wishing to speak for or against the adoption of this local law, a **motion** was made by **Mayor Corby, seconded by Trustee Sherwood** to close the public hearing.

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

A **motion** was made by **Mayor Corby, seconded by Trustee Boehlert**, to approve this local law to amend §161 as written.

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

PUBLIC HEARING – AMEND THE COMPREHENSIVE PLAN

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 regarding amendments to the Comprehensive Plan.

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

***VILLAGE OF PITTSFORD
NOTICE OF PUBLIC HEARING***

Please take notice that a Public Hearing will be held before the Village of Pittsford Board of Trustees, at meeting on Tuesday, June 28, 2011 at 8:00 PM at the Village Hall, 21 North Main Street, Pittsford, NY, to consider amending the Village's 2002 Comprehensive Master Plan known as "A Destination for the Ages" by incorporating a Speed Hump Policy, adopted December 14, 2010, the Pedestrian Safety-Traffic Calming Plan of December 2005, the Town and Village Erie Canal Master Plan, dated June 30, 2010 and the Complete Streets Policy, adopted March 8, 2011.

On June 17th, the Village Clerk sent a Development Referral Form to the Monroe County Planning Department for comments regarding the proposed amendments. The County has thirty days to respond. Therefore, Mayor Corby announced that this public hearing will be left open

and the discussion will continue at the Board of Trustees meeting that will be held on August 9, 2011.

CLG GRANT CONTRACT APPROVAL

Landmark Society representatives Maranne McDade Clay and Caitlin Meives, addressed the Board Members regarding the history of this CLG grant that was awarded to the Village of Pittsford to provide training and educational services to certified local government employees and regional preservation and zoning board representatives, in conjunction with other local CLG municipalities. One goal of this grant was to have a positive influence on neighboring municipalities.

A contract between the Village and the Landmark Society was distributed to Board members. Attorney Turner made some recommendations for minor changes to the contract. A **motion** was made by **Trustee Boehlert, seconded by Mayor Corby**, to authorize the Mayor to sign the revised contract which will include the changes noted by Attorney Turner.

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

In addition to training programs, the production, design, marketing, and distribution of a preservation planning brochure for CLG's and potential CLG communities was included in the scope of this grant. Ms. McDade Clay and Ms. Meives presented a draft brochure. Members discussed the content of the brochure and suggested that photos taken in local CLG's be included in the brochure.

The Treasurer and the Village Clerk will have to document the hours they have spent on this grant so a funding request can be submitted.

PITTSFORD NURSERY SCHOOL SIGN REQUEST

The Board received a request from Pittsford Nursery School to place temporary event signs in the village to advertise new fall programs. An email specifying dates and locations was received on June 13th.

There being no conflicts with other signs on the dates and locations requested, a **motion** was made by **Trustee Galli, seconded by Mayor Corby**, to approve the request made by Pittsford Nursery School to place two a-frame signs in the village from July 11-July 17, 2011 at the following locations:

- One sign on the southwest corner of the Four Corners (near the former Pendleton Shop)
- One sign at the intersection of South Street and State Street

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

ISO UPDATE

Mayor Corby has not received an update report. Therefore, this topic will be added to the July agenda.

FIRE ALARM INSPECTIONS

As a result of a recent fire in an apartment on South Main Street, Board members discussed enacting legislation to provide for fire alarm inspections in village residential rental properties. Members agreed that this should be done.

GIS AGREEMENT

This issue was tabled until the July meeting.

STORMWATER COALITION PUBLICATION

A village resident suggested that a copy of a Stormwater Coalition publication regarding the use of fertilizers be mailed to all village residents. Members discussed including the publication in a newsletter. However, they determined that the most cost effective and timely way to “get the word out” would be to include the publication on the Village website.

MEMBER ITEMS

- Trustee Galli reported on the most recent Leadership Meeting. He told members about the formation of a task force whose charge it would be to investigate further methods of collaboration between the School, Town, and Village. The task force members would be comprised of members of the public and two representatives from each of the School, Town and Village entities. These members would not be Leadership Committee members.
- As a result of citizen complaints, Mayor Corby will discuss the two parking spots on Monroe Avenue near the former Pendelton Shop at the next meeting that the Village has with the DOT. The consensus of the Board was that while cars parked in those spots tend to slow traffic, the area should be more clearly marked to warn motorists that they may need to get into the left hand lane at that corner.
- Four large trees on South Street were removed by Chase Bank. Mayor Corby talked to the Manager. He was told that the bank would come in with a new plan. Mayor Corby will follow up with this. Some concrete may be removed to accommodate replanting new trees.
- Trustee Boehlert reported on the morning she spent working with the DPW crew. Whether or not to cut the sidewalks on Wood Street was a question that arose. Mayor Corby will discuss this with Superintendent Cufari.

EXECUTIVE SESSION

A **motion** was made by **Trustee Boehlert, seconded by Mayor Corby**, to enter executive session to discuss the employment history of a specific employee and to discuss a matter of potential litigation.

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

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

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

TOLLING AGREEMENT

Attorney Turner told the Board that the Tolling Agreement with St. Louis Church will expire soon. Rather than holding a special meeting for purposes of renewing it, he suggested that the Board authorize the Mayor to sign an extension at this meeting, if an extension is requested. A **motion** was made by **Trustee Galli, seconded by Trustee Boehlert**, to authorize Mayor Corby to sign an extension of the tolling agreement with St. Louis Church for a time that he deems reasonable if St. Louis asks for an extension.

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

FLAG POLE DEDICATION

Board members discussed the dedication of a new flag pole that will be installed on North Main Street. Mayor Corby will contact the new BP Post reporter.

MINUTES

June 7, 2011: A **motion** was made **by Trustee Galli, seconded by Mayor Corby** to approve these minutes with one spelling correction.

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

EXECUTIVE SESSION

A **motion** was made **by Trustee Boehlert, seconded by Mayor Corby** to enter executive session to discuss a matter of potential litigation.

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

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

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

ADJOURNMENT

There being no further business, a **motion** was made **by Mayor Corby, seconded by Trustee Boehlert**, to adjourn the meeting at 10 PM.

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

Anne Z. Hartsig, Recording Secretary