

PROCEEDINGS OF A MEETING OF THE VILLAGE BOARD OF TRUSTEES
July 12, 2011 – 7:00 PM

Present

Mayor: Robert C. Corby
Trustees: Paula Sherwood
Lorie Boehlert
Absent: Tim Galli
Attorney: Jeffrey Turner
Attorney: Karl Essler
Treasurer: Mary Marowski
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 7:03 P.M.

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

TREASURER’S REPORT – MARY MAROWSKI

The Treasurer presented vouchers listed on Abstract #003 of 2011/12 fiscal year for approval. A **motion** was made by **Trustee Boehlert**, **seconded by Mayor Corby**, to approve payment of vouchers listed on Abstract #003 in the amounts stated below and to charge them to the appropriate accounts.

Abstract #003 – 2011/12	General Fund (#63-#69; #71-#95):	\$19,185.88
	Sewer Fund (#70, #86, #93):	<u>\$ 231.43</u>
Total vouchers for approval:		\$ 19,417.31

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

Bank Balances: The Treasurer included the bank balances in her written report. It was noted that the majority of the balances were moved to CD’s with the prior approval of Trustee Galli.

Other Business:

To complete the Heritage Area grant, the purchase and installation of brochure racks on Schoen Place is required. Doug McCord researched brochure racks and recommended that the Village purchase 4 brochure racks at a cost of \$13.16 each. A **motion** was made by **Mayor Corby**, **seconded by Trustee Boehlert**, to approve the purchase of four brochure racks at a cost of \$13.16 each, to be installed on the Schoen Place pavilions to comply with the terms of the Heritage Area grant.

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

The Treasurer reported on the June budget status, that \$399,200 in 2011/12 taxes have been collected thus far, and that the sewer billing will be mailed this month.

FIRE MARSHAL’S REPORT – KELLY CLINE

Ms. Cline presented a written report on the activities she completed dating from June 12-July 12, 2011. The report has been filed.

Proceedings of a Meeting of the Village Board of Trustees
July 12, 2011

Ms. Cline also presented a packet regarding ISO requirements. Mayor Corby will review the packet with Ms. Cline.

Ms. Cline reported that there have been code changes regarding not only the interior of buildings but also in regards to fire apparatus access and the needs of fire departments. Those changes are driven by the insurance companies. Rules have been changed in terms of how far away a building can be from hydrants, how close fire apparatus has to be able to get, and regarding aerial apparatus access for new buildings or additions to buildings. Fire apparatus must be able to be within 150 feet of all portions of a building if the building is not sprinklered and 300 feet if it is sprinklered. To that end, Ms. Cline said, she needs to see a site plan for the bakery at 5 State Street, which Ms. Cline considers to be a new building. She said she needs to make sure it is compliant. She has not seen a site plan or building plans for that building.

It was noted that all construction drawings should be reviewed by the Fire Marshal and the Building Inspector for both commercial and residential properties. Two copies are required but the Village Board will now require the applicant to supply three copies, one for the file, one for the building inspector and one for the Fire Marshal. Mayor Corby said that changes in the procedure are necessary to ensure adequate documentation of approvals, permits, and inspections, and to ensure that adequate communication and information are being conveyed to the Fire Marshal to allow her to fulfill her responsibilities to the Village.

§ 105-10 of the Village Code addresses operating permits. This section of the code must be enforced regarding public assembly places with occupancy of 100 or more and for places of potential high hazard.

A **motion** was made by **Mayor Corby, seconded by Trustee Boehlert**, to approve an amendment to the 2011/12 Fee Schedule to include a fee of \$75 for an operational permit for a place of public assembly and \$100 for a place of high potential hazard as is consistent with the fees charged by the Town of Pittsford, and to designate the Fire Marshal as the person responsible for securing operating permits for the Village of Pittsford.

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

Trustee Boehlert noted that better access to building permits is needed. She said that the permits should be in the Building Inspector's cabinet in clearly identified files so that others can locate them if necessary. Others should not have to look through papers on the Building Inspector's desk to locate information regarding permits or applications.

EXECUTIVE SESSION

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

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

Having taken no action, 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, Sherwood–yes, Boehlert–yes, Pierson–yes, **Motion carried.**

PITTSFORD MERCHANT PARTNERSHIP FUNDING REQUEST

Bob Michaels, Joanna Palvino, and Joan Hildebrand presented a plan designed to achieve exposure for businesses in the village. Mr. Michaels said that initially the hope was to come up with a merchant generated and managed concept. However, the reality was that the merchants were too busy trying to keep their businesses alive in this weak economy. As a result, Mr.

Proceedings of a Meeting of the Village Board of Trustees
July 12, 2011

Michaels met with Joanna and Joan who are both advertising and marketing professionals to discuss partnering in a project that will generate business and bring back a sense of vibrancy to the commercial area of the village.

Ms. Palvino and Ms. Hildebrand presented their proposal for an afternoon event called “*Shop, Sip and Stroll*”. The plan was designed to highlight shopping in the village as well as create sustained success for the village merchants.

The cost for this proposal is \$5000 and a 50% deposit is requested. It was noted that \$2500 would be spent on media advertising.

The Board of Trustees discussed the proposal and expressed some concerns. The concerns included 1) the use of public dollars for private merchant promotion, 2) no mention of other funding sources such as money donated from the merchants themselves, 3) the sense that if the village is the sole funding source, there is not a true “partnership”, and 4) the unknown of whether or not all of the Village merchants will buy into the idea. Members agreed that more discussion is needed. The Village Board would be required to act within the very strict guidelines of what municipalities are allowed to do. No action was taken.

EXECUTIVE SESSION

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

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

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

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

ATTORNEY TURNER UPDATES

- Mr. Turner has not heard back from the CSX police about parking on the right of way.
- Mr. Turner talked to a representative at RG&E. He was told he would be sent a proposed lease agreement. He has not received it yet.
- Mr. Turner received a preliminary report from Engineer Scott Harter regarding snow storage and the St. Louis site plan. Mayor Corby suggested that snow storage could take place on grass.

REQUEST FOR TEMPORARY EVENT SIGNS

The Village Board received a request for temporary event signs from the First Presbyterian Church to advertise their 2011/12 Concert Series. The dates of the concerts were 10/29/11, 11/18/11, 1/22/12, 2/26/12, 4/1/12, and 5/6/12. There were no conflicts for the locations and dates that were requested. A **motion** was made by **Trustee Pierson, seconded by Mayor Corby** to approve the request as follows:

- One sign may be placed at the Route 96 and South Street intersection.
- One sign may be placed on the southwest corner of the Four Corners (former Pendleton Shop corner)
- Signs may be placed in those locations five days prior to each event and will be removed on the day of the concert.

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

NON-MUNICIPAL USE PERMIT – WOOD STREET BLOCK PARTY

Proceedings of a Meeting of the Village Board of Trustees
July 12, 2011

The Village Board received a request from village resident Jesse Hollenbeck for a non-municipal use permit to close Wood Street for a neighborhood block party on Saturday, August 6, 2011 from noon to 8 PM. The request letter stated that the following issues would be addressed:

- The noise level and music will be kept low through out the day.
- The Monroe County Sheriff and the Pittsford Fire Department will be notified prior to the event.
- The street will be kept clear as much as possible to accommodate emergency vehicles and local traffic.

A **motion** was made **by Mayor Corby, seconded by Trustee Pierson**, to approve the request for a non-municipal use permit to close Wood Street for a block party on August 6th with the condition that all issues stated in the request letter dated June 17, 2011 and received in the village office on July 9, 2011 will be addressed.

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

GIS AGREEMENT

Trustee Boehlert presented examples of applications that a GIS system can be used for. Board members discussed the benefits that the system could provide to the Village. It was noted that money has been budgeted for the Village’s portion of the Collaborative Agreement. A **motion** was made **by Mayor Corby, seconded by Trustee Sherwood**, to approve the expenditure of allocated funds for the GIS Cooperation Agreement and to authorize Attorney Turner to revise the Agreement as discussed.

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

REQUEST FOR BUFFALO BILLS PARKING AT SUTHERLAND HIGH SCHOOL

The Village Board received a letter from the Pittsford School District requesting the Board’s consent for the Buffalo Bills to use the Sutherland High School parking lot during the annual training camp at St. John Fisher. The Buffalo Bills will provide parking attendants and there will be a shuttle service to the training camp.

Board members did not have any objections but noted that the Buffalo Bills will have to apply for a temporary zoning permit from the PZBA.

EMPLOYEE HANDBOOK REVIEW

The Village Clerk reported that the cost to have HR One review the Village’s Employee Handbook would be \$250. Following the review, recommendations for changes may be made. If the Board decides to have recommended changes incorporated into the book, there will be additional costs. The \$250 would be applied towards the additional costs.

A **motion** was made **by Mayor Corby, seconded by Trustee Sherwood**, to authorize the Clerk to arrange for HR One to review the Employee Handbook for the cost of \$250.00.

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

MEMBER ITEMS

- Members agreed that Mayor Corby should obtain quotes to have the site plan part of the Village Code updated.
- Trustee Boehlert will check with George Easton to see when he is planning to begin the Village Hall roof repairs.
- Mayor Corby will follow-up with Doug McCord regarding the sidewalk installation on Schoen Place.

Proceedings of a Meeting of the Village Board of Trustees
July 12, 2011

- A meeting with the DOT will be discussed at the August meeting. The Clerk will put this on the agenda.
- Mayor Corby and Trustee Sherwood will arrange a meeting with the new Pastor at St. Louis Church at the end of the month.
- Members discussed the installation of the new flag pole on North Main Street. A dedication ceremony was also discussed. Trustee Boehlert will contact Carl Webeck regarding lighting for the pole.
- Trustee Boehlert reported that she is researching signage to be posted on the towpath regarding the regulations for the Erie Canal Park.
- Trustee Boehlert will represent the Village of Pittsford at the Corn Hill Navigation 20th anniversary celebration.

MINUTES

May 31, 2011: A **motion** was made by **Trustee Sherwood**, seconded by **Trustee Pierson**, to approve these minutes as written.

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

June 9, 2011: A **motion** was made by **Trustee Boehlert**, seconded by **Mayor Corby**, to approve these minutes as written.

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

June 14, 2011: A **motion** was made by **Trustee Boehlert**, seconded by **Trustee Pierson**, to approve these minutes as written.

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

June 22, 2011: A **motion** was made by **Trustee Boehlert**, seconded by **Mayor Corby**, to approve these minutes as written.

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

June 27, 2011: A **motion** was made by **Trustee Pierson**, seconded by **Mayor Corby**, to approve these minutes as written.

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

June 28, 2011: A **motion** was made by **Mayor Corby**, seconded by **Trustee Boehlert**, to approve these minutes as amended.

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

EXECUTIVE SESSION

A **motion** was made by **Trustee Sherwood**, seconded by **Mayor Corby**, to enter executive session to discuss the employment history of specific employees.

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

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

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

STREET SWEEPING

A **motion** was made by **Mayor Corby**, seconded by **Trustee Pierson**, to approve four hours of overtime for street sweeping every week so the entire village will be swept on Fridays.

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

Proceedings of a Meeting of the Village Board of Trustees
July 12, 2011

AUGUST MEETING

Members agreed to change the meeting date for the regular August meeting of the Board of Trustees from Tuesday, August 9th to Wednesday, August 10th.

ADJOURNMENT

There being no further business, Mayor Corby adjourned the meeting at 10:38 PM.

Anne Z. Hartsig, Recording Secretary