

**PROCEEDINGS OF A MEETING OF THE VILLAGE BOARD OF TRUSTEES**  
**August 10, 2011 – 7:00 PM**

**Present**

**Mayor:** Robert C. Corby  
**Trustees:** Paula Sherwood  
Lorie Boehlert  
Tim Galli  
Trip Pierson  
**Treasurer:** Mary Marowski  
**Building Inspector:** Skip Bailey  
**Recording Secretary:** Anne Hartsig

**CALL TO ORDER**

A **motion** was made by **Mayor Corby**, **seconded by Trustee Boehlert**, to call the meeting to order at 7:04 P.M.

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

**MONROE COUNTY SHERIFF’S DEPUTY**

Trustee Galli introduced Monroe County Sheriff’s Zone A Captain, Steve Siena.

**TREASURER’S REPORT – MARY MAROWSKI**

The Treasurer presented vouchers listed on Abstract #004 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 #004 in the amounts stated below and to charge them to the appropriate accounts.

**Abstract #004 – 2011/12**

General Fund (#96-105;#107-#112; #114-#128; #130-#141; #143-#144; #146-#155):	\$63,616.57
Sewer Fund (#106, #113, #124, #129, #142, #144-#145):	<u>\$ 1,475.03</u>
<b>Total vouchers for approval:</b>	<b>\$ 65,091.60</b>

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

**Bank Balances:** The Treasurer included the bank balances in her written report.

**Tax and Sewer Collection:** Ms. Marowski reported the amount of outstanding tax and sewer bills.

**Other Business:**

- A cash flow statement will be emailed to Board Members.
- A quote for storm sewer work on Locust Street was received from C.P. Ward, Inc. Trustee Boehlert is gathering additional information.
- Trustees discussed property maintenance fees and the procedure that they would like to follow when property maintenance executed by the Village DPW becomes necessary. Members agreed that fees should be high enough to be punitive. Ultimately, it was decided that the fee would be determined by multiplying the number of hours times the wages of the crew members involved, plus an administration fee. In the future, if the DPW Superintendent sees a concern, he will report it to the Code Enforcement Officer. Mr. Bailey will then follow his established procedure of violation notification. The Village Clerk will include property maintenance on the fee schedule for 2012/13.

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**BUILDING INSPECTOR'S REPORT – SKIP BAILEY**

Mr. Bailey reviewed items on his submitted report including the following:

- Reminder letters and certification forms were sent to owners of residential rental properties regarding smoke alarm and carbon monoxide detectors.
- Installation of the roof, windows and concrete is taking place at the bakery at 5 State Street. Trustee Boehlert noted that the construction site is untidy and should be cleaned up. She said there should be a permit for the equipment trailer that is on the site. Other members voiced concerns about the trailer being used as an advertising sign. They agreed it is an eyesore.
- A new yoga studio will open soon at the Pickle Factory.
- The Exxon gas station on Monroe Avenue is installing code compliant exterior lighting. It was noted that there are two cars for sale on the right of way.
- The owner of 21 Lincoln Avenue has applied for a use variance to convert the property into four residential units.
- St. Louis Church has applied for an area variance to create a lot with a depth that is less than required as part of their request to subdivide 21 Rand Place.
- A Notice and Order was issued to the owner of 14 South Main Street for violations regarding roof top screening at that property. The property owner has several violations at other locations in the village. Mr. Bailey was asked to provide a list of those violations and to send a letter to the owner regarding all of the outstanding violation issues, including the lack of a site plan for Northfield Common.
- There has been no activity at the Pittsford Dairy project for several months.

Other items of discussion included the need for a violation notice regarding trees that were cut down at Chase Bank. Trees were included as part of the original site plan; unapproved banners at Soho Salon, CNB, and Label 7 restaurant; status of approved porch columns at 18 Washington Road and plastic coverings on the windows at 17 & 17 ½ Washington Road; the status of the violation notice sent to the owner of 5 South Main regarding the paint that was spilled on the village sidewalk; a wine bar at Hicks & McCarthy; a request from the Trustees for a list of the number of approved seats for all of the village restaurants; the installation of a pool on South Street; and cars that have been parked on lawns in various locations within the village. Board members asked for Code clarification regarding parking in the R5 district as it pertains to multi-family housing.

**TEMPORARY EVENT SIGN REQUESTS**

**Women's Club of Pittsford and One World Goods**

Members discussed concerns about both of these groups holding events in locations that are outside of the Village, while requesting use of village locations to advertise these events. Trustee Sherwood will draft language for a possible modification to the sign Code.

A **motion** was made by **Trustee Sherwood, seconded by Trustee Pierson**, to approve the sign requests as follows:

**Women's Club of Pittsford:**

- One sign may be placed on the SE (Phoenix Building) corner of the Four Corners.
- The sign may be installed on September 2<sup>nd</sup> and must be removed on September 9<sup>th</sup> at the conclusion of the event.

**One World Goods:**

- One sign may be placed on the SW corner (former Pendleton Shop Building) of the Four Corners.

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- The sign may be installed on October 3<sup>rd</sup> and must be removed on October 9<sup>th</sup> at the conclusion of the event.

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

**AMEND THE COMPREHENSIVE PLAN**

Mayor Corby explained that a public hearing to consider amending the Comprehensive Plan of 2002 was opened on June 28<sup>th</sup> and had been left open to allow time to receive comments from Monroe County following the submission of a Development Review Form. Members were given copies of comments that had been received. There being no one further wishing to speak for or against amending the Comprehensive Plan, a **motion** was made **by Mayor Corby, seconded by Trustee Sherwood**, to close the public hearing.

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

**RESIDENT CONCERNS**

The following residents addressed the Board regarding traffic speed on Jefferson Road and various safety concerns:

Beth and Dan Varrenti 17 Eastview Terrace

Nancy and Mike Mooney 18 Eastview Terrace

Charles Konar 3 Courtenay Circle

Roger and Catherine Hawthorne 15 West Jefferson Road

Stacey Freed Jefferson Road resident

Residents expressed concerns about dangerous situations resulting from excessive speeding on Jefferson Road. Mr. and Mrs. Mooney have witnessed accidents whereby cars have ended up in their yard on two occasions. Other residents complained of close calls with respect to pedestrians and cars. The residents asked what can be done to control the speed of the traffic.

The Board received a letter from resident Glenn Wallace expressing concern about the intersection of Elmbrook Drive and Eastview Terrace. He asked if the Village Board could investigate a triangle shaped median with a stop sign or some alternate means of controlling traffic in this area for the purpose of safety.

Zone A Captain Steve Siena reported Sheriff's Department statistics regarding the number of accidents and tickets that have been issued for speeding, stop sign violations, and red light violations. He explained that there are two patrol cars assigned to the whole Town of Pittsford, including the village. He said he does not have enough resources to assign more cars. He said if there is a major event, he is able to draw resources from other locations on a temporary basis. He noted that he currently has 13 requests for special attention in Pittsford. He said the requests exceed the resources that are available. Captain Siena said he meets monthly with Trustee Galli. As a result of the concerns conveyed to him by Trustee Galli, the Jefferson Road area is now on the list for special attention. Services have been beefed up and the department is attempting to increase enforcement on a temporary basis. He assured the residents that if a car is stopped, a ticket will be written. He encouraged the residents to contact Trustee Galli or the A Zone with concerns.

Mr. Konar pointed out that pedestrian "near misses" are not reflected in the Sheriff's statistical report. He suggested speed humps as a solution. Stacey Freed asked how residents can convince the DOT to make changes. In her opinion, there should not be right hand turn lanes anywhere in the Village. Residents agreed that the DOT's priority is to move traffic.

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Mayor Corby said that the most effective, long run solution is to change the physical environment of the street by using traffic calming measures such as planting trees, installing curbs and sidewalks and narrowing the street. Funding is a big issue so sidewalks and curbs will probably not happen in the near future. He said the Village has plans to remove some of the asphalt and to plant grass to visually narrow the street down. He also plans to schedule a meeting with DOT representatives sometime after Labor Day.

In regards to the Elmbrook Drive and Eastview Terrace intersection, Mayor Corby said the Board will consult with traffic expert Steve Ferranti to obtain suggestions for the intersection to improve safety.

Mr. Mooney noted that DOT solutions will not be immediate. He asked what residents can do right now to stop the serious safety issues that are taking place due to speed on Jefferson Road. Mayor Corby suggested that residents contact Dave Goehring at the DOT. Trustee Galli advised that the residents inform Mr. Goehring that they have met and discussed their concerns with the Village Board of Trustees. Trustee Pierson said that as many residents as possible should contact the DOT.

Mayor Corby was asked if residents can come to the meeting that the Village will have with DOT representatives. When he schedules the meeting, Mayor Corby will ask if village resident representatives can attend.

Mr. and Mrs. Hawthorne addressed the Board with concerns about the shuttle buses for the Buffalo Bills training camp. They also stated that when the Village Board passed a law regulating smoking in public parks, they should have also banned duck "poop" and gum chewing. In their opinion, litter from smoking, gum chewing, and duck "poop" is one and the same. They said the smoking restriction law represents too much government. Lastly, they expressed displeasure with the wood smoke caused by neighborhood outdoor fire pits.

#### **GIS COLLABORATIVE AGREEMENT**

Board members authorized the expenditure of funds for this collaborative agreement at the July 12, 2011 meeting. Attorney Turner and Town Attorney Rich Williams concurred that hold harmless language should be added to the draft Agreement. The language was added, reviewed, and approved by both attorneys. Therefore, a **motion** was made **by Trustee Boehlert, seconded by Trustee Sherwood**, to authorize Mayor Corby to sign the Intermunicipal GIS Cooperation Agreement.

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

#### **LOCAL LAW #5 OF 2011**

The Village Clerk explained that the legal notice advertising a public hearing for local law #5 of 2011, a local law to restrict smoking on the Schoen Place Waterfront Park, was erroneously published with an incorrect chapter number. Upon advice from legal counsel at NYCOM, a new legal notice should be published and a new public hearing should be held to correct this error. Therefore, a **motion** was made **by Mayor Corby, seconded by Trustee Sherwood**, to hold a public hearing at the Trustees meeting on September 13, 2011 to consider the re-adoption of this local law with the correctly identified chapter number.

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

#### **SEQR – AMENDING THE COMPREHENSIVE PLAN**

Having closed the public hearing earlier in this meeting, the Board of Trustees reviewed Part II of the SEQR long form. Members determined that amending the Comprehensive Plan would not

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result in a significant impact on the environment. Therefore, a **motion** was made by **Mayor Corby, seconded by Trustee Galli**, to affirm a negative declaration for SEQR and to amend the Comprehensive Plan by incorporating the Speed Hump Policy adopted 12/14/10, the Pedestrian Safety-Traffic Calming Plan of 12/2005, the Town and Village Erie Canal Master Plan adopted 6/30/10, and the Complete Streets Policy adopted 3/8/11.

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

**WOOD STREET**

Members received a letter from a Boughton Avenue resident who expressed his support for restricting traffic on Wood Street to one-way from Boughton Avenue to South Street. He said the amount of cut through traffic creates safety issues. The Board discussed this suggestion and other traffic calming measures that could be taken. Before the street could be made one-way, there would need to be consultation with the Fire Department, the Monroe County Sheriff's Office, Pittsford Ambulance, and the School District. It was decided that Mayor Corby and Trustee Boehlert will make a site visit to determine the best course of action for that street.

**SECTION 308, COMPUTER NETWORK, EMAIL & INTERNET POLICIES**

Trustee Galli explained measures he has taken to lesson the Village's financial risk. Insurance to cover computer and funds transfer fraud has been secured. He and the Treasurer met with management personnel from CNB to discuss best practices and capabilities. They also met with a representative from Integrated Systems to review the Village's current computer configurations. Several suggestions were made by Integrated Systems which would offer the Village increased protection. A quote to implement these improvements was secured. Trustee Galli recommended that Board members consider spending funds to upgrade the computer systems to increase protection of the Village's computer system. In addition, Trustee Galli conferred with the Village's audit firm to explore enhanced procedures and controls. Lastly, Trustee Galli revised Section 308 of the Employee Handbook to include computer security and additional prohibited practices.

A **motion** was made by **Mayor Corby, seconded by Trustee Galli**, to expend \$1300 to upgrade the Village's current computer and network system.

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

Members discussed the proposed handbook changes. It was suggested that if approved, office personnel and the DPW Superintendent be required to sign off that they have received and read the policy changes to this section.

A **motion** was made by **Trustee Pierson, seconded by Trustee Boehlert**, to approve changes to Section 308 of the Employee Handbook as presented by Trustee Galli.

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

Board Members expressed their thanks to Trustee Galli for the time and effort he spent investigating ways to improve the Village's security.

**COLLABORATION TASK FORCE**

Trustee Galli explained that the Leadership Team would like to identify new ways that the School, Town, and Village can work together in the best interest of the community. Therefore, volunteer members willing to serve on an ad hoc committee are being sought. It was decided that Mayor Corby will be the point person for the Village and that Trustees Pierson and Boehlert will be the Village representatives on the task force. Members identified various residents who might be interested in serving on this committee to ensure that the mission of the village moves forward.

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Mayor Corby will contact some of the suggested residents to determine their interest in serving. A letter of interest and a resume must be submitted by August 16<sup>th</sup>.

**OFFICE COVERAGE DURING FALL TRAINING SCHOOL**

The Clerk and Treasurer will be at the NYCOM Fall Training School from 9/19 through 9/22. Mayor Corby will ask Linda Habeeb and Terry Robins if they are willing to consider working extra hours on those days. Trustees agreed that the office could be closed a couple of those afternoons if other arrangements cannot be made.

**ISO INSURANCE RATING**

This topic was deferred to the next meeting.

**FLAG POLE DEDICATION**

Trustee Boehlert reported that the new flag pole has been installed on North Main Street. A new American Flag has been purchased and a smaller, 9/11 remembrance flag has been ordered. Both will be flown for the first time at the dedication ceremony. Lighting for the flag pole needs to be completed. Trustee Boehlert has coordinated a dedication and remembrance program with American Legion Rayson Miller Post Commander Roland Schindler. Board members discussed participants for various portions of the ceremony as well as invited guests. The program has been set for September 11<sup>th</sup> at 12:00 PM to avoid conflicts with church services. Other details such as publicity and parking were discussed. Trustee Galli will contact the Sheriff's Office. Trustee Sherwood will contact the Allyn's Creek Garden Club. The Pittsford Pub and Jojos will be contacted regarding vehicle parking during the event. Members discussed ordering a dedication plaque and suggested names for the park area. Members thanked Trustee Boehlert for all of her efforts in organizing the many aspects of this ceremony.

**VILLAGE HALL TREE**

Mayor Corby said that in spite of efforts to save it, the Village Hall Christmas tree is diseased and should be removed. He asked permission to receive quotes to have the tree removed. Members agreed that the tree should be cut down. Ideas for the location of a Village Christmas tree for future years were discussed.

**MEMBER ITEMS**

**Flower baskets/beautification:** At the Organizational Meeting held in April, Trustee Sherwood was appointed the liaison for flowers and village beautification. She would like to continue in that role. She said she will be happy to work with the DPW crew and instruct them when they trim the flower baskets.

**Communication:** Members discussed the need for better communication among themselves, other boards, and with employees.

**Crime Prevention Program:** Trustee Galli suggested that the Village sponsor a crime prevention program for village merchants put on by the Sheriff's Department. Members were in favor of this event. Trustee Galli will coordinate a date with the Sheriff's Department. Linda Habeeb will be asked to reserve a room at the library on the chosen date. The Trustees will divide the village into quadrants and will hand distribute a flyer to the merchants in their designated quadrant.

**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.

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

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

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

**75 MONROE AVENUE MEETING**

Board members decided upon September 6<sup>th</sup> at 5 PM for a meeting with Pittsford Canalside Properties LLC, pending the availability of Attorney Karl Essler. The Village Clerk will contact him and the applicant and chairpersons for PZBA and APRB.

**MINUTES**

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

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

**July 7, 2011:** A **motion** was made by **Mayor Corby, seconded by Trustee Boehlert,** to approve these minutes as amended.

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

**July 12, 2011:** A **motion** was made by **Mayor Corby, seconded by Trustee Sherwood,** to approve these minutes as amended.

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

**August 2, 2011:** A **motion** was made by **Mayor Corby, seconded by Trustee Pierson,** to approve these minutes as submitted.

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

**ADJOURNMENT**

There being no further business, Mayor Corby adjourned the meeting at 10:50 P.M.

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Anne Z. Hartsig, Recording Secretary