

**PROCEEDINGS OF A MEETING OF THE VILLAGE BOARD OF TRUSTEES
October 11, 2011 – 7:00 PM**

Present

Mayor: Robert C. Corby

Trustees: Paula Sherwood

Lorie Boehlert

Trip Pierson

Absent: Tim Galli

Treasurer: Mary Marowski

DPW: Doug Yaeger

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, Sherwood – yes, Boehlert – yes, Pierson – yes. **Motion carried.**

BOY SCOUT TROOP 341 - REQUEST FOR TEMPORARY SIGNAGE

Jon Peckham, the Tree Sale Leader for Troop 341, addressed the Board with a request to place two a-frame signs in the village to advertise the tree sale which will take place in front of Marshals on Monroe Avenue. A **motion** was made by **Trustee Sherwood**, **seconded by Mayor Corby**, to approve Mr. Peckham's request for temporary signs as follows:

- One sign may be placed on the northwest corner of Jefferson Road and Sutherland Street
- One sign may be placed on the southwest corner of the Four Corners
- Signs may be placed on November 25th and removed on December 3rd

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

TREASURER'S REPORT – MARY MAROWSKI

The Treasurer presented vouchers listed on Abstract #006 of 2011/12 fiscal year for approval. A **motion** was made by **Mayor Corby**, **seconded by Trustee Pierson**, to approve payment of vouchers listed on Abstract #006 in the amounts stated below and to charge them to the appropriate accounts.

Abstract #006 – 2011/12	General Fund (#211-#233, #235-#253):	\$20,543.10
	Sewer Fund (#244):	\$ 29.68
	Grant #C006861 (#234, #239)	<u>\$ 3,946.81</u>
Total vouchers for approval:		\$ 24,519.59

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

Bank Balances: The Treasurer reviewed and discussed the bank balances.

Resolution #12 of 2011: Sewer Surplus

Be it resolved that the Village of Pittsford, as part of its intention to increase funds to the Sewer Repair Reserve by the adoption of the 2010-11 budget and now having a surplus, would like to appropriate fund balance (G909) in the amount of \$15,000 to be added to the reserve for repairs (G882). These monies will also be reflected in the Sewer Repair Reserve (G232R) and the Sewer Vehicle Repair Reserve (G232VR) each for \$7,500.

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Be it further resolved that these monies, with approval of Trustee Galli, will be withdrawn from Canandaigua National Bank, Municipal Choice account (#1100084753) and moved to the certificate of deposit account (#1100695124) and the appropriate adjustments will be made on the books reflecting this transaction in the amount of \$15,000.

A **motion** was made by **Mayor Corby, seconded by Trustee Sherwood**, to accept Resolution #12 of 2011, to approve moving monies to the Sewer Reserve as written and for the purpose as stated above.

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

RESOLUTION 13 OF 2011 - COMMUNITY DEVELOPMENT BLOCK GRANT

WHEREAS, the Village of Pittsford has received a copy of the standard contract agreement between Monroe County and the Village of Pittsford for the continuation of the Schoen Place ADA Sidewalk Project and,

WHEREAS, the “Project” has been funded in the amount of \$30,000.00 and the Village Board has agreed to fund the balance of the project and,

WHEREAS, the Village Board has reviewed and approved the contract,

NOW THEREFORE BE IT RESOLVED on a **motion** made by **Trustee Boehlert and seconded by Trustee Pierson**, that the Village of Pittsford accepts the 2009 CDBG grant in the amount of \$30,000 and authorizes Mayor Corby to sign the contract and any amendments.

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

Railing for lower level stairs: The Treasurer presented a quote from Residential Railing and Fence Company. Trustee Boehlert will call GM Welding to ask for a second quote for railings. Mayor Corby will contact another source for a third quote.

Request for Chair Lift for basement stairs: The Commander of the American Legion asked about the possibility of installing a chair lift on the basement stairs. Mayor Corby said there is no money in the budget for this installation this fiscal year. He suggested that this project might qualify for a CDBG grant. The Treasurer will call Monroe County to inquire whether or not this would be an allowable use for CDBG money. Mayor Corby will investigate the feasibility of installing a chair lift. It was suggested that a veterans’ organization might have access to funds for this type of use.

PROPERTY TAX CAP LAW

Mayor Corby, Trustee Galli, Trustee Boehlert, Treasurer Marowski, and the Village Clerk have all attended seminars regarding the new property tax cap law. It is being recommended that municipalities pass a local law to override the tax cap. This law would have to be passed every year by 60% of the Board. Attorney Turner will review the actual legislation. Treasurer Marowski will obtain a copy of the law that the Village of Honeoye Falls passed. The issue will be discussed at the next meeting.

DPW REPORT – DOUG YAEGER

Mr. Yaeger reported the following:

- Sutherland Street resurfacing has been completed.
- Rand Place residents were notified by letter that their street project has been postponed until the spring.

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- The graffiti on the bridges has been taken care of. It was noted that there is graffiti on the electric control panel box by Chase Bank, the electric panel box by the Monroe Avenue Bridge and on the signs along the tow path.
- A new DPW laborer has been hired and will begin working on October 31st.
- The department is going through the transition between brush pick-up and leaf pick-up. Mr. Yaeger said leaf pickup will begin on 10/12/11. He said brush pick up will take place through the end of October. After that, the crew will pick up spot piles of brush.
- Mr. Yaeger asked about the Howitzer Cannon which is being stored at the DPW. Restoration is needed, including new wooden wheels. He asked if the cannon should be moved indoors until repairs can be made. Permanent sites were discussed. Mayor Corby will try to obtain a Mennonite connection to get a quote on making new wooden wheels and will also try to obtain the name of a metal worker.
- The relocation of a light pole on the corner of Jefferson Road and South Main Street is still taking place. Many weeds and debris remain at the site.
- Weeds in front of the new bakery at 5 State Street should be taken care of by the owner. It was mentioned that there are some questions about the conditions of site plan approval.
- Trustee Sherwood mentioned that there is lots of heaving and bumps on village sidewalks. Mr. Yaeger said he would try to arrange to borrow or rent a grinder to work on the sidewalks.
- Mayor Corby said one light at the entrance to Heatherhurst has burned out and a high pressure sodium bulb is in the light on the west side.
- The Pittsford Garden Club will plant bulbs at the Veterans' Park. Mayor Corby and Mr. Yaeger will look at the daffodil garden by the canal to see what can be done regarding maintenance of this area.
- Mayor Corby said the catch basins should be surveyed. Plugged catch basins should be placed on a priority list. Mr. Yaeger responded that this has already been scheduled.

BOARD LIAISONS & DRC COMMUNICATION

Mayor Corby reported that he had a conversation with a member of the PZBA about communication between the three different Village boards. The member suggested that the Trustee who is appointed to be the liaison to each specific Board could be on the Board's agenda every month to inform the members about what the Trustees are working on. Mayor Corby said he would talk to Trustee Galli to see how this might be addressed.

COMMERCIAL AND SITE PLAN DRAWING SUBMITTALS

A discussion took place regarding the number of site plan submittal copies that the Village requires. As a result, the following resolution was presented and a **motion** was made by **Mayor Corby, seconded by Trustee Sherwood** to approve it.

Resolution 14 of 2011

Be It Resolved, that henceforth, the Village of Pittsford shall require enough copies of new site plan submittal documents so that there will be one site plan packet dedicated for use by the Fire Marshal and,

Be It Further Resolved, that the packet will be given to the Fire Marshal on the day it is submitted.

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

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MODEL AGREEMENT FOR CODE COMPLIANCE SERVICES

Mayor Corby discussed having an agreement with a professional regarding code compliance services for large projects that are out of the building inspector's normal realm. If such an agreement were to be in place, the cost would be charged back to the project applicant. The Town of Pittsford shared an agreement that they have used in the past for this type of service. Board members and Village Attorney Turner reviewed the agreement and suggested some minor changes.

Mayor Corby offered to contact prospective professional consultants. Board members agreed.

RESIDENTIAL CODE AND SITE PLAN REVISIONS

Mayor Corby stated that the Board should amend the residential code to require site plan approval. He said he would draft an update to the Code including the criteria of when a site plan is required. He asked the Clerk to put this on the agenda for the next meeting.

PROPOSAL FOR ELMBROOK DRIVE AND EASTVIEW TERRACE

Mayor Corby asked Steve Ferranti of SRF Associates for a proposal regarding a traffic calming/safety plan for the Elmbrook Drive/Eastview Terrace intersection. Board members discussed possible solutions including re-striping and cutting back an existing hedge to the height of three feet, as is required in the Code. Mr. Ferranti submitted a proposal for traffic engineering services for this area. A **motion** was made by **Mayor Corby, seconded by Trustee Boehlert**, to approve the proposal from SRF Associates dated September 27, 2011.

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

GENESEE TRANSPORTATION COUNCIL 2012-13 UPWP GRANTS

Mayor Corby informed the Board that Steve Ferranti provided a proposal for assistance in preparing a grant application for the Genesee Transportation Council's 2012/2013 Unified Planning Work Program (UPWP). He explained that if successful, the grant would provide funds for updating the Master Plan portion dealing with traffic and traffic calming.

A **motion** was made by **Mayor Corby, seconded by Trustee Sherwood**, to approve SRF's proposal to provide assistance in preparing the GTC's 2012/13 Unified Planning Work Program application for planning and development of an Active Transportation Safety Plan for the Village.

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

FIREWORKS PERMIT PROCESS

Some events held within the village limits include fireworks. Board members discussed the Village's liability when fireworks take place within the village but are not village sponsored events. Mayor Corby said the historic buildings on Schoen Place as well as flammable barn structures at Pittsford Farms Dairy might be at risk. The Clerk will discuss this issue with the Village's insurance agent.

STONEGATE LANE

Mayor Corby has been asked by a Stonegate Lane resident to have that street become a dedicated Village street. He said Stonegate Lane is a street with special circumstances due to the narrowness, the gates at the entrance, the special area of brick pavement, and the lack of drainage and culverts. He questioned, due to the narrow width, whether the road would meet the standards of the NYS Vehicle and Traffic Laws. Members discussed concerns of maintaining this street.

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Attorney Turner said that this is a policy issue. Certain standards are being required for the street at Westport Crossing. Some members said the standards for Stonegate Lane would have to be the same. Attorney Turner suggested that before the Village could consider making this street a dedicated Village street, 1) every property owner on the street would have to convey a right of way and deeds of dedication, and 2) the property owners would have to contribute funding to bring the street up to standard.

Some members are opposed to widening the “lane”. It was suggested that perhaps SRF Associates can advise the Village on minimum standards for a “lane” including drainage and culverts.

TEMPORARY SIGNS

Board members discussed the current temporary event sign policy as it relates to events held outside the village, and profit events vs. not for profit events. Mayor Corby suggested one two-faced event sign that could be placed on the Parker Block (former Pendleton Building). This sign would be used on a first come, first served basis. Trustee Sherwood noted that this was discussed in the past. She has files on this type of sign and will supply information to Board members on that type of permanent sign.

TEMPORARY EVENT SIGN REQUESTS

Pittsford United Nursery School requested two signs to advertise their holiday gift market. A **motion** was made **by Trustee Pierson, seconded by Mayor Corby**, to approve the sign request as follows:

- One sign may be placed on the SW corner of Jefferson Road and South Main Street
- Sign may be placed on October 29th and removed on November 5th at the conclusion of the event.

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

Pittsford Nursery School requested approval to display two signs to advertise their holiday gift market. A **motion** was made **by Mayor Corby, seconded by Trustee Boehlert**, to approve the sign request as follows:

- One sign may be placed on the SW corner (former Pendleton Shop) of the Four Corners
- One sign may be placed on the SW corner (bank corner) of South Street and State Street
- Signs may be installed on November 7th and removed on November 13th.

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

Pittsford PTSA Super Sale requested approval to display signs to advertise the Annual Sale that benefits Pittsford School Children. A **motion** was made **by Mayor Corby, seconded by Trustee Boehlert**, to approve this sign request as follows:

- One sign may be placed on the Little League Field side of the Jefferson Road/South Street intersection
- One sign may be placed at the SE corner (Phoenix Building) of the Four Corners
- Signs must be within the size listed in the code, no larger than six square feet per side
- Signs may be placed on October 21st and removed on October 29th.

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

EXECUTIVE SESSION

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

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

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There being no further business, 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, Sherwood – yes, Boehlert – yes, Pierson – yes. **Motion carried.**

CSX

Attorney Turner reported that there has been no change in the illegal parking of cars on the CSX right of way near Monroe Avenue. He suggested that the Code Enforcement Officer should issue a notice and order. Mr. Turner will supply the address of the CSX legal department. Mayor Corby will ask Mr. Bailey to issue the notice and order.

PITTSFORD TAILOR SHOP

It was noted that the Pittsford Tailor Shop had a small neon sign at one time. The sign has now been replaced with a much larger sign. Members would like the Code Enforcement Officer to look into this new sign.

MEMBER ITEMS

Entrance Signs: Members continued a discussion about refurbishing the entrance signs and will ask the Treasurer if there might be money in the budget for repairs. The concern is that without refurbishing, not only do the signs look shabby, they will continue to deteriorate until they are beyond repair.

Beautification: Members were asked to think about what items should be listed in the beautification category of the budget such as the building, a sign for the Four Corners, flowers and wreaths etc. so that a more comprehensive list can be created at budget time.

Newsletter: Trustee Sherwood said she needed newsletter articles by October 25th. Mayor Corby said the headline story should be about the planning award that the Village will be receiving. Trustee Sherwood said the target is to have the newsletter in the residents' homes before Candlelight Night.

Holiday Party: Trustee Boehlert will hold a holiday party for staff, and members of all Village Boards and their spouses/guests at her home in December. Guests will be asked to bring an appetizer.

MINUTES

September 13, 2011: A **motion** was made by **Mayor Corby, seconded by Trustee Boehlert**, to approve these minutes.

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

ADJOURNMENT

A **motion** was made by **Mayor Corby, seconded by Trustee Boehlert**, to adjourn the meeting at 10:05 PM.

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

Anne Z. Hartsig, Recording Secretary

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