

**PROCEEDINGS OF A SPECIAL MEETING  
OF THE  
VILLAGE BOARD OF TRUSTEES  
August 27, 2013 – 6:00 PM**

**Present:**  
**Mayor:** Robert C. Corby  
**Trustees:** Lorie Boehlert  
Frank Galusha  
Lili Lanphear  
Tim Galli  
**Building Inspector:** John Limbeck  
**Recording Secretary:** Anne Hartsig

**CALL TO ORDER**

A **motion** was made by **Mayor Corby, seconded by Trustee Galusha**, to call the meeting to order at 6:00 PM.

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

**BER-NATIONAL CONTROLS PRESENTATION**

The Village's lease for the Burdett parking lot expires at the end of October. The Village has been discussing the renewal of the lease. If the renewal is offered by the owner, the cost may increase. Part of the discussion has been the consideration of paid vs. free parking. Trustee Galusha has been consulting with Gregory Frary from Ber-National Controls Inc. He introduced Mr. Frary who gave a presentation regarding parking lot multi-space machines.

Mr. Frary described the options and recommended the Luke II parking machine. He told the Board how the machine works, described methods of payment that the machine will accept, including a credit card option, and named other municipalities and colleges that use a similar machine. Mr. Frary reviewed the cost of leasing the Luke II machine and explained the additional costs for such things as the processor and maintenance of the machine. A question and answer period followed the presentation.

Board members thanked Mr. Frary for his time. They will continue to explore the idea of paid parking in the village.

**AMENDMENTS TO §168, SIGNS**

The Board of Trustees reviewed a third draft of amendments to the sign code presented by John Limbeck. The draft was intended to address commercial sandwich board signs. Village merchant Craig Iannazzi attended the meeting to add information from a merchant's point of view.

Members agreed that there should be specific guidelines written for the use of commercial sandwich signs. They discussed color, size, and type of lettering, location, distribution, and a fee which would be set by the Board of Trustees. As a next step, Mr. Limbeck will contact the DOT to find out what the parameters are for sandwich board signs.

Trustee Galusha asked the Board to keep in mind that they should try to help the merchants. It was noted that the Board is considering a change to the Code in response to what they have heard from merchants. Trustee Boehlert said that signs bring interest to the village and show that something is happening here.

Members continued a discussion regarding the request for an A-frame sign from One World Goods to advertise their Oriental rug sale. Due to a plethora of a-frame signs in the village, the sign code was

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changed last November to prohibit temporary advertising signs for retail stores located outside of the village. The Board of Trustees denied signs requested by the Boy Scouts to advertise their Christmas Tree sale which was held outside the village. Therefore, in the interest of consistency and so as to not violate the sign code, members agreed that the request for signs from One World Goods would be denied.

**EXECUTIVE SESSION**

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

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

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

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

**NON-MUNICIPAL USE PERMIT – THRISTY’S**

Following discussion, Board members clarified that Thirsty’s does not need a non-municipal use permit from the Village to participate in the Town event “Pittsford Celebrates”. Thirsty’s would be covered under the annual event permit issued to the Town.

**NON-MUNICIPAL USE PERMIT – EMBRACE YOUR SISTERS**

Mr. Limbeck said he had spoken with organizers of this event and has received all of the required insurance certificates. He said the applicant has agreed to several conditions of approval. Therefore, a **motion** was made by **Trustee Galli, seconded by Mayor Corby**, to authorize John Limbeck to issue a non-municipal use permit to Embrace Your Sisters to hold a Breast Cancer Walk on Sunday, September 22, 2013 along the route indicated in the application letter received on August 6, 2013. The approval is granted with the following conditions:

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. 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. The applicant has agreed to have a volunteer crossing guard at the intersection of Main Street and Monroe Avenue.
5. The applicant will notify 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 will notify the Monroe County Sheriff’s Office, the Pittsford Fire Department, and the Pittsford Volunteer Ambulance in writing prior to the event. They must also notify Fire Marshal Kelly Cline in writing in advance of the event.
7. Volunteers 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 occurring.

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

**CODE BOOK REQUEST**

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Mr. Limbeck said he had been asked for a Code Book by a member of the PZBA. It is quite costly to order these books from General Code. Mr. Limbeck suggested that copies could be made for any member of the volunteer boards who would like a book. He offered to flag the sections of the Code that are relevant. Mayor Corby said he would ask Linda Habeeb, Secretary to the APRB and PZBA, to make the copies and maintain the updates for her board members.

### **ENFORCEMENT ISSUES**

Mayor Corby noted the following properties with code violations:

- 25 North Main Street has yard maintenance violations. The back yard has not been mowed in over a year and several trees along the property line need to be removed for safety reasons.
- There are yard maintenance issues at 24 Washington Road.
- Piles of tires remain at the gas station at 58 Monroe Avenue. The tires are a fire code hazard.

### **NEWSLETTER PROPOSAL**

Board members discussed a proposal from former Trustee Stacey Freed to write and mail a newsletter next month. The newsletter will contain an article regarding the regulations for brush and leaf pick-up. This newsletter would be the last hard copy newsletter. In the future, most copies of the newsletter would be sent by email in the interest of “going green” and to reduce the cost. However, members decided it was important for this newsletter to contain a request form for those residents who wish to continue receiving a hard copy rather than an electronic copy in the future. The form will also request email addresses for those wishing to receive an electronic copy.

A **motion** was made by **Mayor Corby, seconded by Trustee Boehlert**, to spend up to \$200 to have Stacey Freed produce a newsletter which will be mailed by US mail and will contain the brush and leaf pick-up rules as well as a survey asking residents to notify the Village with either an email address or a request to continue receiving a hard copy newsletter.

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

### **MINUTES**

**August 12, 2013:** A **motion** was made by **Mayor Corby, seconded by Trustee Boehlert**, to approve these minutes as presented.

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

**August 13, 2013:** A **motion** was made by **Mayor Corby, seconded by Trustee Galli**, to approve these minutes as presented.

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

**August 22, 2013:** A **motion** was made by **Mayor Corby, seconded by Trustee Lanphear**, to approve these minutes as presented.

**Vote:** Corby – yes, Lanphear – yes, Galusha – yes, Boehlert – abstain, Galli – abstain. **Motion carried.**

### **ADJOURNMENT**

There being no further business, a **motion** was made by **Mayor Corby, seconded by Trustee Galli** to adjourn the meeting at 8:15 PM.

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

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Anne Z. Hartsig, Recording Secretary