

PROCEEDINGS OF A REGULAR MEETING OF THE VILLAGE BOARD OF TRUSTEES
September 17, 2013 – 7:00 PM

Present

Mayor: Robert C. Corby
Trustees: Lili Lanphear
Lorie Boehlert
Frank Galusha
Tim Galli
Treasurer: Mary Marowski
DPW Superintendent: Doug Yaeger
Building Inspector: John Limbeck
Recording Secretary: Anne Hartsig

CALL TO ORDER

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

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

MOMENT OF SILENCE AND PROCLAMATION

A moment of silence was observed in memory of Mary Menzie. Mayor Corby read the following proclamation:

PROCLAMATION

On this Seventeenth Day of September, 2013, the Village of Pittsford Board of Trustees mourns the recent passing of lifelong Pittsford Resident and Community Activist Mary Knickerbocker Menzie.

***WHEREAS**, Mary worked diligently toward the betterment of the Pittsford Community through her work as an active member and President of Historic Pittsford over a period of forty years, and*

***WHEREAS**, Mary's leadership and vocal advocacy were instrumental in the outcome of many important community issues, including the establishment of the Village Preservation Code, the limiting of commercial encroachment into village neighborhoods, the resistance to widening of village streets, the administration of the village architectural consultation program, the preservation of a village library and high school, the passage of the Green Print Referendum and the promotion of the Village as a Certified Local Government, and*

***WHEREAS**, Mary encouraged the Village to plan for the renewal of Schoen Place a decade before the Village finally took action, and*

***WHEREAS**, part of the village's charm, well-preserved historic character, and status as a widely recognized historic preservation-centered municipality in part are due to the lifelong outspoken advocacy and diligent efforts of Mary Menzie,*

***NOW THEREFORE BE IT RESOLVED** that the Village Board, on behalf of the entire village community, expresses sincere gratitude for Mary's work and tonight, observes a moment of silence to mark her passing.*

Proceedings of a Meeting of the Village of Pittsford Board of Trustees
September 17, 2013

OFFSPRINGS CHARITY – PURPLE PAINT PROJECT

Mr. Gary Smith and Ms. Christine Kubida explained the Purple Paint Project “Rally Against Domestic Violence” campaign. As a part of the initiative to raise awareness about domestic violence, they requested that purple lights be displayed in the evening at a specific location in the village during the month of October. Members agreed that the tree at Remembrance Park would be an appropriate location. Offsprings Charities will supply the lights. The Village DPW will place the lights on the tree.

TREASURER’S REPORT – MARY MAROWSKI

Ms. Marowski presented vouchers listed on Abstract #006 of 2013/14 fiscal year for approval. A **motion** was made **by Mayor Corby, seconded by Trustee Boehlert**, to approve payment of vouchers listed on Abstract #006 in the amounts stated below and to charge them to the appropriate accounts, contingent upon Trustee Galli’s review of the vouchers.

Abstract #006 – 2013/14

General Fund (#150-#202, #204-#212):	\$ 63,153.79
Sewer Fund (#174, #198)	\$ 85.00
Canal Improvements – Coastal (#177, #203)	<u>\$157,403.42</u>
Total vouchers for approval:	\$220,642.21

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

Other Business

- A **motion** was made **by Trustee Galli, seconded by Mayor Corby** to approve an expenditure of \$299.00 per person for Terry Robins and Sophie Bennett to attend a Microsoft Access training class. Microsoft Access is a data based program used by the Village for archiving records. In addition, approval is granted for Sophie Bennett to attend a “nominal cost” typing course.
Vote: Corby – yes, Galli – yes, Lanphear– yes, Boehlert – yes, Galusha– yes. **Motion carried.**
- As part of the procedures recommended by the Village’s accountants, a computer used only for banking purposes should be installed. Resident Justin Vlietstra offered to donate an older computer from his work place. The topic will be discussed further at the October 8th meeting.

DPW REPORT – DOUG YAEGER

- Mr. Yaeger is obtaining quotes for landscaping the Washington Road island.
- Parking spots, stop lines and crosswalks have been restriped. The DPW will try to repaint the keyboard areas before the weather changes.
- Boy Scouts painted over graffiti under the three canal bridges. More graffiti has appeared and will need touching up.
- Many trees in the village need trimming along the streets and sidewalks. That process has begun. Mr. Edwards removed a dangerous tree at 8 Rand Place.
- Five more catch basins were repaired.
- The sweeper truck is out of service. Mr. Yaeger presented options for repair or replacement. A **motion** was made **by Trustee Galusha, seconded by Trustee Galli**, to authorize the necessary repairs for the 1997 Johnston Sweeper, the repairs to be done by Cyncon Equipment Inc., the only vendor who does such repairs, at a maximum cost of \$30,000.
Vote: Corby – yes, Galli – yes, Lanphear– yes, Boehlert – yes, Galusha– yes. **Motion carried.**
- Members agreed that the Village should develop an equipment replacement program.
- Mayor Corby directed Mr. Yaeger to have the flowers in the flower boxes on Village Hall removed. The DPW will remove flowers from the “super pots” and the civic group will take care of the urns at the Four Corners.
- Four of the DPW vehicles are in need of new tires. Lewis Tire has the State bid and can replace these tires for under \$3700. Trustee Galli said vehicle maintenance is in the budget so it is not

Proceedings of a Meeting of the Village of Pittsford Board of Trustees
September 17, 2013

necessary to obtain Board approval to purchase the tires. Trustee Galusha noted that he wanted the Board to be aware of the need for the tires.

- Mayor Corby requested a print out of the updated tree inventory.
- The DPW will install holders for the pedestrian crossing flags in two locations. As a test they will be placed at the Eastview Terrace/Jefferson Road intersection and at the Boughton Avenue/State Street intersection. Board members agreed that the holders should be painted black or dark green, and should be drainable, and durable.
- Trustee Boehlert noted that the Village should have a plan in place to take care of the older street trees. She said an expert is needed to trim these trees properly and to safely remove the entire tree or the necessary branches. She suggested that the Village could have a form for residents to fill out if they had concerns about village trees near their home. A consultant could then be called to give an assessment of the condition of the particular tree. It was suggested that Mr. Yaeger ask Jim Edwards to come and look at the village trees and present a proposal for a twelve month plan. Trustee Galli said other tree experts should also be consulted.
- The lease agreement for the Bobcat is ending. \$2000 was budgeted towards leasing a new machine. This replacement arrangement was approved a couple of years ago.
- There was a discussion about sidewalk plow damage. Mr. Yaeger said he would emphasize the need for extra care to the crew.
- Mr. Yaeger reported an on-going drainage issue at 17 and 171/2 Elm Street. Water collects in a large area and ices over in the winter. For a cost of approximately \$1000 to rent an excavator, the driveway apron could be removed and a 12" drain that feeds to the catch basin that is twelve feet away could be installed. This would solve the drainage problem. Mayor Corby authorized Mr. Yaeger to proceed considering the relatively low cost to remedy the situation.

BUILDING INSPECTOR'S REPORT – JOHN LIMBECK

- A **motion** was made by **Mayor Corby, seconded by Trustee Boehlert**, to approve a non-municipal use permit for Pittsford Crew to hold the "Pull the Plug" regatta on Sunday, November 3, 2013 with the following conditions:
 1. The applicant is required to provide the Village of Pittsford with a copy of a certificate of Liability Insurance naming the Village as additionally insured on a primary and noncontributory basis. It must reflect a \$1,000,000.00 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 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 applicant will contact the Monroe County Sheriff's office, the Pittsford Volunteer Fire Department, The Pittsford Ambulance and the Town of Pittsford Fire Marshal, in writing, to notify them of this event. The applicant will be responsible to enact any requirements of these agencies.
 3. The applicant will notify the adjoining office buildings of the event and work with them on any access issues during the Regatta.
 4. The applicant will contact the Village DPW Superintendent (Douglas Yaeger) to coordinate any site issues.
 5. The visiting crews will be allowed to practice on Saturday, November 2, 2013 based upon site access issues being resolved with the Village DPW Superintendent.
 6. The applicant will be responsible for picking up any litter, or cleaning any graffiti that occurs during the event.

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

Proceedings of a Meeting of the Village of Pittsford Board of Trustees
September 17, 2013

- A **motion** was made by **Mayor Corby**, seconded by **Trustee Boehlert**, to approve a non-municipal use permit for the Pittsford Sutherland High School Homecoming Parade to be held on October 12, 2013 with the following conditions:
 1. The parade route will be as follows:
 - Begin at Sutherland High School-Take a left onto Sutherland Street.
 - Turn right on Monroe Avenue.
 - Turn right on South Main Street.
 - Turn right at Lincoln Avenue.
 - Turn left on Sutherland Street.
 - End at Sutherland high School parking lot.
 2. The applicant will receive permission from the New York State Department of Transportation to use Monroe Avenue and South Main Street for this event.
 3. The applicant is required to provide the Village of Pittsford with a copy of a certificate of Liability Insurance naming the Village as additionally insured on a primary and noncontributory basis. It must reflect a \$1,000,000.00 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 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.
 4. The applicant will contact the Monroe County Sheriff's office, the Pittsford Volunteer Fire Department, the Pittsford Ambulance and the Town of Pittsford Fire Marshal, in writing, to notify them of this event. The applicant will be responsible to enact any requirements of these agencies. It is also suggested that the applicant notify the media so as to suggest alternate routes of travel while the event is taking place.
 5. The applicant will notify the Monroe Avenue and South Main Street merchants of the event.
 6. The applicant will be responsible for picking up any litter that occurs during the event.
- **Note:** Corby – yes, Galli – yes, Lanphear– yes, Boehlert – yes, Galusha– yes. **Motion carried.**
- Mr. Limbeck discussed Code Section 105-4. He suggested the addition of a requirement to obtain a permit when dealing with the removal of asbestos, lead and/or mold. The discussion will continue at a later date.
- Mr. Limbeck suggested holding a public forum to discuss signage with building owners and merchants. Before a decision is made about holding a public forum, Mr. Limbeck will talk to the DOT to determine if it is illegal to have A-frame signs in the right-of-way. Mayor Corby noted that if a public forum is held, there will need to be a strict agenda so that the session is productive.
- Mr. Limbeck received an inquiry about opening a micro-brewery at a location on Schoen Place. Mayor Corby said that a key element would be parking. He said the Village would need to know how much parking Mr. Collins has and how much parking would be required for this business. Format, concept and seating are elements that the Board would need to know.
- The Board discussed the issue of measurements for front yard setbacks. Mr. Limbeck said he has researched the issue. In applications that have been received for the past six years, the measurement has been from the street and not the inside of the sidewalk. Mr. Limbeck said he asked the Assessor. The Assessor said property owners own to the street. Mr. Limbeck asked the Board to specify where the measurement should be taken. Mayor Corby said he wanted to do more research and find out the history. Mr. Limbeck replied that until he receives further notice, if there is no sidewalk, he will measure from the edge of the street.
- **Elizabeth Dodge, 77 South Main St:** Ms. Dodge asked if this applies to future policy and if current policy would stand regarding her property. The answer was yes.
- Simply Crepes is exploring the possibility of changing the location of the restaurant to 45 Schoen Place.

Proceedings of a Meeting of the Village of Pittsford Board of Trustees
September 17, 2013

- There has been an inquiry about opening a wine tasting bar on State Street. State liquor laws would apply.
- Chase Bank will attend the PZBA meeting and will present a new landscaping plan.
- Label 7 Restaurant allegedly has a new owner. A change in ownership requires a new special permit. There are on-going violations that could be addressed at the time of a special permit application. Mr. Limbeck will contact the restaurant.
- Progress in the renovation of 73 South Main Street continues. The home is for sale and there will be an open house on Sunday.
- There has been a steady rate of applications and permits.
- Mr. Limbeck suggested that Kelly Cline be appointed the deputy village building inspector as part of the Fire Marshal Services Agreement with the Town of Pittsford. This would give her official capacity to act in Mr. Limbeck's absence. A **motion** was made **by Mayor Corby, seconded by Trustee Galusha**, to appoint Kelly Cline to the position of Deputy Building Inspector for the Village of Pittsford.
Vote: Corby – yes, Galli – yes, Lanphear– yes, Boehlert – yes, Galusha– yes. **Motion carried.**
- Mr. Limbeck passed along a suggestion that was made to him. The suggestion was that the Board purchase a name plaque to identify Charles Hastings Wiltsie, the man in the portrait above the fireplace. Mayor Corby said the Board would do that.

ANTI-BULLYING AWARENESS MONTH PROCLAMATION

A **motion** was made **by Mayor Corby, seconded by Trustee Galusha**, to approve the Anti-Bullying Awareness Month proclamation as follows:

Whereas, We must safeguard schools and communities for our children, and, through our recognition of the serious issues that face them each day, offer our children and environment that holds promise and security; and

Whereas, Many organizations, school districts, educators and parents have publicly expressed concern about the bullying of children; and

Whereas, Each day an estimated 160,000 children refuse to go to school because they dread the physical and verbal aggression of their peers, and the loneliness that comes from being excluded and made the target of rumors and cyber-bullying; many more students attend school in a chronic state of anxiety; and

Whereas, it is important that we acknowledge and heighten awareness about the serious issues and the negative effects of bullying, including the long-term damage it can cause in our youth as well as the risks of teenage suicide; and

Whereas, Providing a safe physical and emotional environment is a significant goal and a personal responsibility of each individual; and

Whereas, It is time to “Stand UP for Character – DOWN to Bullying!; now, therefore be it

Proclaimed, that we, the Village of Pittsford Board of Trustees do hereby designate the m month of October 2013 as Anti-Bullying Awareness Month in the Village of Pittsford as a symbol of our commitment to the year-round struggle against bullying.

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

INTERMUNCIPAL COOPERATION AGREEMENT RENEWAL

A **motion** was made **by Trustee Boehlert, seconded by Trustee Galusha** to authorize Mayor Corby to sign the Municipal Cooperation Agreement renewal with the Town of Pittsford for the period of time from the date signed in 2013 to December 31, 2018.

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

MEMBER ITEMS

Proceedings of a Meeting of the Village of Pittsford Board of Trustees
September 17, 2013

- Trustee Galli presented results from a survey mailed to Rand Place South residents in regards to the effectiveness of temporary speed humps over the spring and summer months. He noted that based on the survey results, the speed humps seem to be meeting the needs of those residents that responded. It was the consensus of the Board to continue using the temporary speed humps next season. Board members discussed placing speed humps on other village streets. Trustee Lanphear said cars do not stop at the stop sign on Jackson Park and Boughton Avenue. Trustee Galli noted that our speed hump policy requires a reason to have them on a given street. Trustee Galusha suggested that the Board take another look at the Traffic Calming Plan.
- Trustee Lanphear inquired about the status of the illegal benches along Schoen Place. Mayor Corby said they need to be removed. Trustee Lanphear informed the Board that the new bench in front of Nothnagle Realtors on South Main Street would be dedicated next month.
- Trustee Galusha reported that he called to thank Mr. Frary of Ber-National for his presentation to the Board regarding parking lot multi-space machines. He told him a determination has not been made. Mayor Corby will call Town Attorney Rich Williams to discuss this issue.
- Trustee Galusha told the Board that village merchant Jon Stadt inquired about having a farm market within the village. Mr. Stadt indicated that he may look into the possibility.

PUBLIC COMMENT

Justin Vlietstra, 19 Boughton Avenue:

- Mr. Vlietstra asked if there had been a break-in attempt on Rand Place. Trustee Galli said he was not aware of a break-in on Rand Place.
- Mr. Vlietstra asked what the policy is about submitting Findings of Fact after a decision has been rendered. Mayor Corby responded that according to counsel at NYCOM, Findings of Fact should represent the discussion of the Board but could be written after the meeting has taken place. According to Wade Beltramo, it is not appropriate to include them as part of the minutes. They should be reviewed and approved at the next meeting. **Alysa Plummer, 66 South Main Street**, asked if there was a policy. Mayor Corby responded that there is nothing in the Village Code. Trustee Galli said this issue is worthy of a discussion with Village Attorney, Jeff Turner.
- Mr. Vlietstra discussed public input at APRB meetings. He noted that residents within 300 feet of an applicant are not notified with letters prior to the meeting as is the case for zoning applications. He said the public is not publically invited to speak at these meetings. Mayor Corby said these are not public hearings but the general standard has been to allow the public to speak.

Elizabeth Dodge, 77 South Main Street:

- Ms. Dodge asked about the standards of decorum for public meetings.

Alysa Plummer, 66 South Main Street:

- Ms. Plummer said guidelines in terms of policy should be directed from the Board of Trustees to ensure an open process. Mayor Corby said that was a good idea. He said he is working on a re-draft of the APRB section of the Code. He said guidelines could be incorporated in the re-draft. Trustee Boehlert said NYCOM training should be offered to all members of the Boards.

Mayor Corby said meeting criteria, consistency and rules of the road should be discussed at the next Board of Trustees meeting.

MINUTES

August 27, 2013: A motion was made by **Mayor Corby**, seconded by **Trustee Boehlert**, to approve these minutes as presented.

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

ADJOURNMENT

Proceedings of a Meeting of the Village of Pittsford Board of Trustees
September 17, 2013

A **motion** was made **by Mayor Corby, seconded by Trustee Galusha** to adjourn the meeting at 9:30 PM.

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

Anne Z. Hartsig, Recording Secretary