

PROCEEDINGS OF A SPECIAL MEETING OF THE VILLAGE BOARD OF TRUSTEES
November 25, 2013 – 4:00 PM

Present

Trustees: Lili Lanphear
Lorie Boehlert
Frank Galusha
Tim Galli

Building Inspector: John Limbeck

Recording Secretary: Lorie Boehlert

Excused: Mayor Corby

CALL TO ORDER

A **motion** was made by **Deputy Mayor Lanphear, seconded by Trustee Boehlert**, to call the meeting to order at 4:05 PM.

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

BUILDING INSPECTOR MATTERS – JOHN LIMBECK

Non-municipal use permit for Annual Menorah Lighting: Rabbi Hein requested a non-municipal use permit to hold the annual Menorah lighting on December 1, 2013 at the Four Corners. A **motion** was made by **Trustee Galli, seconded by Trustee Boehlert**, to approve the request for a non-municipal use permit as follows:

1. The Village must have verification that permission has been granted by the property owner for the Menorah Lighting prior to the event.
2. Prior to December 1, 2013, the applicant will contact in writing the Monroe County Sheriff's Department, the Pittsford Fire Department, the Pittsford Volunteer Ambulance and Pittsford Fire Marshal Kelly Cline to notify them that the event will be taking place.
3. As required for all Nonmunicipal Use Permits, the applicant must provide a current Certificate of Insurance naming the **Village of Pittsford as additional insured on a primary and noncontributory basis**. The certificate must show \$1,000,000.00 single limit of liability for bodily injury and property damage which may result from this event. This certificate must be on file in the Village Office prior to December 1, 2013. **The wording must be exactly as shown and it must identify the activity being covered as the 2013 Menorah Lighting.**
4. The applicant is required to submit a copy of the **actual endorsement of the policy**. This endorsement **must list the policy number and must list the Village of Pittsford as an additional named insured. The wording must be exactly as shown and it must identify the activity being covered as the 2013 Menorah Lighting.** This endorsement must be on file in the Village of Pittsford prior to December 1, 2013.

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

Meatball Truck application: In October, the Village received an application for a hot dog cart to be placed on Sutherland Street. The applicant paid a fee and proceeded to the Zoning Board for approval. At the meeting, the Zoning Board informed the applicant that approval could not be granted because such a cart was not permitted on Village property. Mr. Limbeck suggested that the application fee be refunded since the applicant had no chance of being granted approval. Board members agreed this would be the proper action to take.

Burdett Parking Lot: Mr. Limbeck noted that he has received inquiries regarding the status of the Burdett Parking lot, now owned by Mr. Weis.

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Mr. Limbeck was excused from the meeting at 4:30 PM.

BURDETT PARKING LOT LEASE

Trustee Galusha told the Board he received a copy of a letter written by the current 19 South Main Street parking lot owner Larry Weis. As background, the current lease expires on 11/30. The cost to renew the lease will increase significantly. After extensive research and discussion, the Board of Trustees decided they were unable to renew the lease. Over the weekend, Mr. Weis emailed a letter to merchants to inform them that the lot would become a private lot beginning in January. Trustee Galusha spoke to Mr. Weis on the phone to explain that the Board of Trustees could not use tax payer dollars to pay for this lease when the lot for the most part, benefits the tenants of 19 South Main Street. Mr. Weis offered to extend the lease under the current agreement for a six-month period of time.

The Board reviewed the pros and cons of this offer. It was suggested that the Village Attorney be involved. After consideration and discussion, a **motion** was made **by Trustee Boehlert, seconded by Trustee Galli** to authorize Trustee Galusha to relay to Mayor Corby the Board's decision to extend the current lease until December 13, 2013 with the approval of the Town of Pittsford, who would be plowing the lot in the event of snow, and the Village and Town Attorneys, the purpose of the extension being to allow time to discuss the possibility of a new lease.

Vote: Lanphear - yes, Galli – yes, Boehlert – yes, Galusha – no. **Motion carried.**

Trustee Galusha is drafting a letter to send to the merchants to explain the Village's position regarding the parking lot. Members discussed what the content of the letter should be and agreed that it should be distributed as soon as possible.

CANDLELIGHT NIGHT SECURITY

Swoop 1, the security company on duty for Candlelight Night, informed the Village that their insurance company will charge them an extra \$519.00 to have the Village of Pittsford named as additional insured on their liability policy. They were not willing to pay that extra cost. Therefore, the Chamber of Commerce has agreed to waive the \$350.00 charge the Village usually pays towards the wagon rental. The cost to the Village this year would be \$169.00 more than originally agreed upon. Because of the importance of being named as additional insured, Board members agreed to pay Swoop 1 \$519 to be named as additional insured on their insurance policy.

Trustee Galusha left the meeting at 4:50 PM

A **motion** was made **by Trustee Lanphear, seconded by Trustee Galli**, to pay \$519 to Swoop 1 in addition to the normal charges incurred for security services, so that the Village of Pittsford will be named additional insured on Swoop's insurance certificates for Candlelight Night with the knowledge that \$350 of that charge will be off-set by the Pittsford Chamber of Commerce.

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

Trustee Galli noted that the correctly worded insurance certificates must be received in the Village Office prior to Candlelight Night.

FLEXIBLE SPENDING DECISION

Trustee Galli explained that at the November 12th meeting, the Board of Trustees voted to pay a one-time charge of \$300 for the option of rolling over \$500 per year into the following year's Flex Spending plan. Since that time, the Village Clerk learned that the Village is not allowed to have both a grace period, which is what is currently offered, and a roll-over of \$500. The Board must choose one or the other. EBS, our Flexible Spending provider strongly recommends the grace period. Trustee Galli concurs. A

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motion was made by **Trustee Galli, seconded by Trustee Boehlert**, to rescind the motion made on 11/12/13 and to stay with the current plan which allows for a grace period from January to March of the following year.

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

TREE GRANT RESOLUTION

Mayor Corby asked Sophie Bennett to apply for an Urban and Community Forestry Grant for the village. The grant application is due on December 5th. One of the required documents is a resolution of the Board of Trustees whereby the Board agrees to pay for the matching funds portion of the grant if it is awarded. Therefore Resolution 8 of 2013 was offered and passed as follows:

Resolution 8 of 2013

A **motion** was made by **Trustee Galli, seconded by Trustee Boehlert**, to authorize the submission of the Urban and Community Forestry Grant application with the stipulation that the village's portion of the matching funds will not exceed \$15,000.00 and with the condition that any expenditure will be subject to the Village budget that is current at the time.

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

CLOSING TIME ON 11/27/13

Board members agreed that the Village Clerk could close the Village Hall at 1 PM on Wednesday, 11/27/13 for the Thanksgiving holiday. Notice of the closing should be posted as well as the reopening date and time.

PUBLIC EMPLOYEE DISHONESTY INSURANCE

Currently, five scheduled positions (those handling money) are insured for \$200,000. The Village Board has the option to change the limits on the policy for a small increase in cost. For \$266 more, coverage can be increased to include all employees, rather than only those handling money, to a limit of \$1,000,000. A **motion** was made by **Trustee Galli, seconded by Trustee Boehlert**, to increase the public employee dishonesty coverage from the current limits to \$1,000,000 at an additional cost of \$266.00.

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

ADJOURNMENT

There being no further business, a **motion** was made by **Trustee Lanphear, seconded by Trustee Boehlert**, to adjourn the meeting at 5:20 PM.

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

Trustee Lorie Boehlert, Recording Secretary