

PROCEEDINGS OF A REGULAR MEETING OF THE VILLAGE BOARD OF TRUSTEES
April 28, 2015 – 7:00 PM

Present

Mayor:	Robert C. Corby
Trustees:	Lili Lanphear Frank Galusha Alysa Plummer Margaret Brizee
Town Fire Marshall:	Kelly Cline
Recording Secretary:	Dorothea M. Ciccarelli

CALL TO ORDER

Motion Mayor Corby and seconded by Trustee Brizee called the meeting to order at 6:45 PM.

EXECUTIVE SESSION

Motion Mayor Corby, seconded by Trustee Lanphear, to enter into executive session to discuss a specific employee performance.

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

Having taken no action, a **motion** was made **by Mayor Corby, seconded by Trustee Galusha,** to leave executive session at 7:00 PM and reenter the regular session of the meeting.

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

PUBLIC COMMENT

John Limbeck, 62 State Street – Submitted correspondence to the Board. Mr. Limbeck questioned the status of the correspondence that at the previous meeting, Mayor Corby had indicated he was working on with the Village’s law firm. Mr. Limbeck asked when the letter would be revised and returned. Mayor Corby informed Mr. Limbeck that he had reviewed the letter, and he was under the impression that the correspondence had been sent to Mr. Limbeck. He informed Mr. Limbeck that he would follow up with the firm.

Michael Tomaino, 24 Monroe Avenue – Commented on his concerns for the 2015-2016 Village Budget. He urged the Board to end the litigation expenses, and he reviewed the actions the Village Boards have taken related to 75 Monroe Avenue. Mr. Tomaino asked the Board if they had received a written opinion on the success of the case. He also warned the Village Board that if they lose the case, they could be held responsible for the applicant’s damages.

Peter Crooker, 15 Sutherland Street – Expressed concern regarding the Village’s signage code. He stated that the current code is detrimental to local community groups who have a need to advertise events. He further stated that this is part of the character and sole of the Village. Mayor Corby agreed with Mr. Crooker and indicated that the Board has formed a committee to look at the current signage code and make appropriate changes.

2015 / 2016 ORGANIZATIONAL MEETING

See Proceedings document attached at the end of the minutes.

WESTPORT CROSSINGS – MEDIAN / WATERMAIN CONSTRUCTION

MEDIAN

Peter Vars, representing the Westport Crossing project, discussed with the Board the median plans and the maintenance agreements. He informed the Board that the maintenance agreement had been changed to a two-year replacement on plantings and the use of the gator bags on the trees. The board discussed the planned trees for the median. Mayor Corby expressed concern with the use of the lilac trees, since their height would not provide a proper tree canopy. Mr. Vars explained to the Board that the Department of Transportation requested that the area below 42” be clear for traffic view, and the maximum diameter for the specifications allowed is four inches. Mayor Corby informed the applicants that he would appeal the decision of the DOT and wanted to review other tree varieties before the decision is finalized.

Mr. Vars questioned if the Board would be willing to authorize the maintenance agreement, because the DOT was awaiting the adoption of the agreement before it will issue the three necessary highway permits for the project. Mayor Corby informed the applicant that they will complete both authorizations together.

Mayor Corby informed the applicant that there are concerns regarding the proposed sidewalk. He explained that the Village will not be able to plow with the proposed plan. He informed the applicant that sidewalks should be contiguous with a standard alignment. This sidewalk will require Board approval.

WATER MAIN CONSTRUCTION

Peter Vars, representing the Westport Crossing Project, reviewed with the Board the water main to be installed at the Sutherland Street right-of-way. He explained that the water main construction will require removal of eight trees; seven of the trees had just been planted. He discussed with the Board the need for their approval before the trees can be removed. Mayor Corby questioned where the water line is being placed. Mr. Vars indicated it would be 8-10 feet from the curb on the backside of the sidewalk. Mayor Corby expressed concern as to the location due to the power lines. The Board discussed the need to have a site visit before they could issue any approvals. Mayor Corby informed Mr. Vars the Board would set up a special site visit meeting at the end of the meeting.

2015/2016 BUDGET ADOPTION

Motion Trustee Plummer, and seconded by Trustee Galusha, to adopt the 2015/2016 Budget.

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

NON-MUNICIPAL USE PERMIT – EMBRACE YOUR SISTERS

The Board reviewed the request from Embrace Your Sisters for their fifth annual walk for Breast Cancer to be held on September 27, 2015 from 10 am until 1 pm. The Board discussed the previously issued permit granted and requested the same conditions be given. In addition to those conditions, the Board requested the applicant notify the Monroe County Sheriff and Pittsford Volunteer Ambulance in writing.

Motion by Trustee Lanphear, seconded by Mayor Corby, to issue a non-municipal use permit to Embrace Your Sisters with the standard permit conditions, and with written notifications given to the Monroe county Sheriff and Pittsford Volunteers Ambulance and also be respectful with noise around the local churches.

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

NON-MUNICIPAL USE PERMIT – PITTSFORD YOUTH SERVICES, DUCK DROP

The Board received a written request from Pittsford Youth Services to conduct their annual “Duck Drop Derby” to be held on Friday, July 17, 2015.

Motion by Mayor Corby, seconded by Trustee Galusha, to issue a non-municipal use permit to Pittsford Youth Services for their annual “Duck Drop Derby” with the standard permit conditions.

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

BOARD MEMBER – CONFLICTS OF INTEREST DISCLOSURE

Mayor Corby asked if any of the Board members had a conflict of interest or had accepted gifts associated with any of the meeting agenda items. Trustee Lanphear informed the Board that she would not be voting on the Corn Hill Navigation Non-Municipal Permit since her husband occasionally works with Captain JJ. Johnston as a captain.

NON-MUNICIPAL USE PERMIT – CORN HILL NAVIGATION

Captain JJ. Johnston, representing Corn Hill Navigation (Sam Patch), requested from the Board a non-municipal use permit for the 2015 season to conduct daily boat tours. He stated that the organization will be using the same boat as last year and will have the same schedule, with the possible addition of a 5 pm cruise. They will inform customers of the proper location for parking and will be using their own trash receptacle. They are currently involved in discussions with the owner of the Coal Tower restaurant about an agreement to provide their lunches and the use of their dumpsters for trash.

Motion by Mayor Corby, seconded by Trustee Carabaris, to waive the 45-day notice and issue a non-municipal use permit to Corn Hill Navigation for the Sam Patch with all the previous permit conditions.

Vote: Corby – yes, Lanphear– recused, Galusha – yes, Plummer – yes, Carabaris– yes. **Motion carried.**

PUBLIC HEARING ON LOCAL LAW - PARKING TIME LIMITS – ELM STREET

Proof of the legal notice below having been published, **Mayor Corby made a motion, seconded by Trustee Galusha**, to open the public hearing to consider the adoption of a local law to amend village code Chapter 195 - Vehicles and Traffic section 195-33. Schedule VIII: Time Limit Parking.

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

Please take notice that a Public Hearing will be held before the Village of Pittsford Board of Trustees, on Tuesday, April 28, 2015 at 7:30 p.m. at 21 North Main Street, Pittsford, New York to consider the adoption of a local law to amend village code section Chapter 195 - Vehicles and Traffic section 195-33. Schedule VIII: Time Limit Parking.

A copy of the proposed local law is on file in the Office of the Village Clerk, where interested parties may inspect between the hours of 8:30 a.m. and 3:30 p.m. Monday through Friday or on the Village website www.villageofpittsford.org.

Tom Heagerty, 19 Elm Street – Discussed with the Board the increase of vehicles parking on Elm Street. He provided pictures to the board and discussed his concerns with the hardship this would provide to the homeowners on the street. Mayor Corby informed him that the Village will be conducting a traffic study on Grove Street and they are investigating ways of slowing the traffic down.

Proceedings of a Meeting of the Board of Trustees
April 28, 2015

There being no one present wishing to speak further for or against this local law, a **motion** was made by **Mayor Corby, seconded by Trustee Lanphear**, to close the public hearing.

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

Motion Mayor Corby, seconded by Trustee Lanphear, to adopt a local law to amend village code Chapter 195 - Vehicles and Traffic section 195-33. Schedule VIII: Time Limit Parking.

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

PUBLIC HEARING ON LOCAL LAW - TO CONSIDER THE ADOPTION TO ADD A NEW SUBSECTION 210-36.C. TO CHAPTER 210 ZONING OF THE CODE OF THE VILLAGE OF PITTSFORD AND AMENDING THE FOLLOWING CODE SECTIONS §210-26; §210-31.A; §210-33.C; §210-41.A.(28); §210-46.A.(37).

Proof of the legal notice below having been published, **Mayor Corby made a motion, seconded by Trustee Plummer**, to open the public hearing to consider the adoption to add a new subsection 210-36.C. to Chapter 210 Zoning of the code of the Village of Pittsford and amending the following code sections §210-26; §210-31.A; §210-33.C; §210-41.A.(28); §210-46.A.(37).

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

Please take notice that a Public Hearing will be held before the Village of Pittsford Board of Trustees, on Tuesday, April 28, 2015 at 7:30 p.m. at 21 North Main Street, Pittsford, New York to consider the adoption to add a new subsection 210-36.C. to Chapter 210 Zoning of the code of the Village of Pittsford and amending the following code sections §210-26; §210-31.A; §210-33.C; §210-41.A.(28); 210-46.A.(37).

A copy of the proposed local law is on file in the Office of the Village Clerk, where interested parties may inspect between the hours of 8:30 a.m. and 3:30 p.m. Monday through Friday or on the Village website www.villageofpittsford.org.

Mayor Corby reviewed the local law with the public. He informed them the local law was regarding Tattoo Studios and other uses, and the Board decided to locate these types of businesses in an area that has the least impact, which is the B-3 zoning district, which includes the two office parks. The office park locations are not situated next to a residential area; this would treat Tattoo Studios like a professional service and would be handled in a similar manner as the other professional uses in the office parks. He stated that the other uses the Board was reviewing were decided to be prohibited entirely.

Meredith Utman, 75 North Main Street – Questioned the Board as to the disposition of the other uses. Mayor Corby informed her that they have been prohibited, and the placement of the Tattoo Studio in the office park will limit the impact.

Jack Cargill, 8 Boughton Avenue - Questioned if the future Tattoo Studios will be permitted to face the Grove Street area. Mayor Corby informed Mr. Cargill that the Pickle Factory is not located in the B-3 zoning district.

Resident, Questioned the basis for distinguishing Tattoo Studios from the other uses that are being prohibited. Mayor Corby informed the resident that tattoos are considered a part of free speech that is protected. Mayor Corby stated that there are many uses that the Village currently prohibits. It is not practical to allow all uses, since we are a small village.

There being no one present wishing to speak further for or against this local law, a **motion** was made by **Mayor Corby, seconded by Trustee Plummer**, to close the public hearing.

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

Proceedings of a Meeting of the Board of Trustees
April 28, 2015

Motion Trustee Plummer, seconded by Mayor Corby, to adopt a local law to add a new subsection 210-36.C. to Chapter 210 Zoning of the code of the Village of Pittsford and amending the following code sections §210-26; §210-31.A; §210-33.C; §210-41.A.(28); §210-46.A.(37).

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

DISCUSSION ON APRB CODE CHANGES

The Board discussed the recommended code changes received from the Village Attorney. Mayor Corby discussed with the Board adding additional changes to the code for the APRB to review a stonewalls. He suggested amending section 210-58 to add the word “stone wall” to provide the Board with the opportunity to review these structures. Trustee Plummer suggested that clarification also be given to the definition of fences to include walls. The Board requested the clerk add this to the next agenda.

MEMBER ITEMS

Trustee Lanphear discussed with the Board the recent shooting that occurred in a local pup downtown.

Trustee Brizee expressed concern to the Board regarding a concern received by a resident about the installation of a handicap ramp. The resident was informed they would need to apply to the APRB for permission to install the ramp on a private home. Mayor Corby informed her that the Village Code does not prevent the installation, since it deals with handicap accessibility, and asked her to have the resident call the office.

The Board discussed with Kelly Cline whether resident can raise chickens on their property. Mrs. Cline informed the Board that the Code does not address chickens. The only part of the code that would have an impact would be roosters because of the noise code. A resident might be required to go to APRB for approval to construct a chicken coop if it can be seen from the public way.

BUILDING INSPECTOR REPORT – FIRE MARSHAL, KELLY CLINE

- Mrs. Cline reviewed the status of 34 Monroe Avenue; she had an extensive meeting with the owners to discuss the necessary requirements to renovate the third floor attic into living space. The applicant will be submitting revised drawings to include renovations to facilitate finishing the attic at a later date.
- The Goodwill Donation Center made an inquiry for an A-frame sign in front of the store. Mrs. Cline has been unable to speak to their representative.
- Mrs. Cline received a property maintenance complaint for a home on Green Hill Lane. After visiting the property, she determined that there were no enforceable code violations.
- A request for a fence was received from 3 Durham Way. The owner was directed to apply to the APRB.
- The owner of 31 W. Jefferson Circle inquired as to resurfacing his existing paved driveway and paving a portion that has existing gravel. The owner was instructed to contact Village Engineer, Scott Harter, for specifications.
- Correspondence was received by Mr. Fox for his paving request; at the direction of the Village Attorney, a written response was sent requesting that he contact Scott Harter.

Proceedings of a Meeting of the Board of Trustees
April 28, 2015

- Mrs. Cline informed the Board that she had spoken to complainant and the owner of the Canal Lamp Inn. There may be an issue with the special permit issued for the property by the Village. In addition, there is an issue with the New York State Code, because as it is currently being operated, it does not meet the requirements for a Bed and Breakfast. The Board discussed the issue and will follow up with the Village Attorney on further steps to be conducted.
- Mrs. Cline has also been working with Label 7 to work out some fire code issues. There has been a problem with the alarm system continuously sounding off.

TREASURER'S REPORT / VILLAGE CLERK

Village Clerk, Dorothea M. Ciccarelli, presented vouchers listed on Abstract #20 of 2014/2015 fiscal year for approval. A **motion** was made by **Mayor Corby, seconded by Trustee Galusha**, to approve payment of the vouchers listed on Abstract #20 in the amounts stated below and to charge them to the appropriate accounts.

Vouchers for approval – Abstract #20

- General Fund (#573, #590-#615): \$35,210.27
Total Vouchers for Approval: \$35,210.27

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

VILLAGE CLERK

- The Clerk reviewed with the Board a petition regarding concerns related to the Planning Board.
- The Clerk and Trustee Carabaris had met with the Village Insurance Broker, Gary Wilkins to discuss the Village's Workers compensation Insurance company Perma. The recent rate increase was due to salaries and an increase to the Village's experience modification factor.
- The Clerk requested an application deadline date for receipt of job applications for the Building Inspector / Code Enforcement Officer vacancy. The Board decided that the deadline date will be May 22, 2015.

MINUTES

The Board reviewed the minutes of March 24, 2015, and offered no changes.

SPECIAL MEETING FOR SITE VISIT

The Board discussed possible available dates to review the request from Westport Crossing to remove trees for water main construction.

The Board agreed to set the date of the meeting for June 12, 2015 at 5 PM.

ADJOURNMENT

Motion Mayor Corby, and seconded by Trustee Plummer, to adjourn the meeting at 8:35 PM.

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

Dorothea M. Ciccarelli, Recording Secretary

**Proceedings of the Annual Organizational Meeting
of the Village of Pittsford Board of Trustees
held on Tuesday April 28, 2015**

Mayor Appointment

Mayor Corby Appoints Lili Lanphear as Deputy Mayor for the 2015-2016 fiscal year.

CPA Appointment

**Motion Mayor Corby,
Second by Trustee Plummer to:**

Appoint Raymond F. Wager, CPA, P.C. for one-year term ending in 2016.

APRB Board

**Motion Trustee Plummer,
Second Trustee Lanphear to:**

Appoint Maria Huot as Chairman to the APRB Board for a one-year term ending in 2016.

**Motion Trustee Lanphear,
Second Trustee Brizee to:**

Appoint El Rayess Majed as alternate Board Member to the APRB Board for a one-year term ending in 2016.

PZBA Board

**Motion Trustee Plummer,
Second Trustee Galusha to:**

Appoint Justin Vliestra as Board Member to the PZBA Board for term of five years ending 2020.

**Motion Trustee Plummer,
Second Trustee Lanphear to:**

Appoint Harold Danko as alternate Board Member to the PZBA Board for a one-year term ending in 2016.

Wage Compensation 2015/2016

**Motion Mayor Corby,
Second Trustee Galusha to:**

Approve the Wage Compensation Schedule for 2015 / 2016.

Board of Trustees

Robert Corby	Mayor	\$13,783.22	Per Year
Lili Lanphear	Trustee	\$5,857.92	Per Year
Frank Galusha	Trustee	\$5,857.92	Per Year
Alysa Plummer	Trustee	\$5,857.92	Per Year
Peggy Caraberis Brizee	Trustee	\$5,857.92	Per Year

PZBA Board

Remegia Mitchell	Chairman	\$1,000.00	Per Year
Joe Maxey	Member	\$400.00	Per Year
Justin Vliestra	Member	\$400.00	Per Year
Meg Rubiano	Member	\$400.00	Per Year
Jill Crooker	Member	\$400.00	Per Year

APRB Board

Maria Huot	Chairman	\$1,000.00	Per Year
Erin Daniele	Member	\$400.00	Per Year
William McBride	Member	\$400.00	Per Year
Cristina Lanahan	Member	\$400.00	Per Year
Paul Zachman	Member	\$400.00	Per Year

Clerk's Office

Dorothea M. Ciccarelli	Village Clerk / Deputy Treasurer	\$62,424.00	Salary
Mary Marowski	Treasurer / Deputy Clerk	\$38,220.00	Salary
Linda Habeeb	PZBA/APRB Secretary	\$14.20	Per Hour
Theresa Robins	Records Clerk	\$12.49	Per Hour
Jeff Turner	Village Attorney	\$85.00	Per Hour
Audrey Johnson	Historian	\$500	Per Year
Steve Weinstein	Parking Monitor	\$12.37	Per Hour

Highway Department

Doug Yaeger	Provisional Superintendent	\$48,000.00	Salary
Doug Yaeger	When Permanently Appointed Superintendent	\$52,000.00	Salary
Robert Harter	MEO	\$19.67	Per Hour
Zachary Bleier	Laborer	\$14.25	Per Hour
Jacob Waters	Laborer	\$14.25	Per Hour
Brad VanBortle	MEO	\$14.05	Per Hour
Sophie Bennett	Laborer / Office Clerk	\$12.24	Per Hour

Liaison Positions 2015 / 2016

Motion Mayor Corby, Second Trustee Galusha to:		Approve the Liaison Positions for 2015 / 2016
Liaison Positions	2014 / 2015	2015 / 2016
Trees	Corby	Corby
Economic Development/ Chamber of Commerce	Lanphear / Corby	Lanphear / Corby
PZBA	Galli / Lanphear	Lanphear
APRB	Corby	Corby / Brizee
Treasurer	Galli	Plummer
DPW	Galusha	Galusha
Fire Marshal & Building Inspector	Lanphear	Lanphear
Streetscape Beautification	Lanphear	Lanphear / Brizee
Town Supervisor / Other	Corby / Galli / Lanphear	Corby / Lanphear
Leadership	Corby / Galli	Corby / Plummer
Newsletter	Freed	Freed / Plummer
Development Review Committee	Corby / Galli	Corby / Brizee
Grants	Corby	Corby / Brizee
Planning	Lanphear / Corby	Lanphear / Corby
Office Staff	Corby	Corby
GIS / Tech	Boehlert / Limbeck	Brizee
Sheriff's Department	Galli	Plummer
Resident Welcome Package	Galli	Plummer
Building Maintenance	Corby / Boehlert	Corby
Farmer's Market	Corby / Boehlert	Plummer

Tax Rate / Sewer Rent 2015/2016

Motion Mayor Corby, Second Trustee Galusha to:	Approve the Tax Rate / Sewer Rate for 2015 / 2016
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The tax rate for the Village of Pittsford fiscal year beginning June 1, 2015 and ending May 31, 2016 is set at \$2.89 per thousand of taxable assessed valuation.

Sewer rent will be \$16.58 for the first 4000 gallons and \$1.91 for each 1000 gallons over. For Wood Creek, the rate will be \$3.83 per 1000 gallons.

Official Meetings

Motion Mayor Corby, Second Trustee Lanphear to:	Approve the Official Meetings for 2015 / 2016
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The regular meetings of the Board of Trustees will be held on the second and fourth Tuesday of each month at 7:00 P.M. unless otherwise noted on the schedule developed in December for the coming year.

The organizational meeting will be held in the month of April at a date to be arranged.

Budget Hearing public hearing to adopt the tentative budget will be held prior to April 15, 2015 and adjourned by April 20, 2015.

Hiring Process / Employee Training

Motion Mayor Corby, Second Trustee Galusha to:	Approve the Hiring Process and Employee Training for 2015 / 2016
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Employee training sessions shall be held in the first quarter of the year whenever possible

The Village Board shall have the authority to set the rate of pay for any newly hired employee.

Official Newspaper / Bank

Motion Mayor Corby, Second Trustee Lanphear to:	Approve the Official Newspaper and Bank for 2015 / 2016
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The Brighton-Pittsford Post is designated as the official newspaper for the Village of Pittsford; alternate newspaper to be the Gannett Newspapers of Rochester (Democrat & Chronicle).

The Canandaigua National Bank and Trust Company is designated as the official bank for the Village of Pittsford; alternate bank to be J.P. Morgan Chase, Pittsford Branch. The dollar limit for deposits to any one institution shall be \$2,000,000.00.

Bonding / Check Signatures

Motion Mayor Corby, Second Trustee Plummer to:	Approve the Bond and Check signatures for 2015 / 2016
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The bond for the Clerk/Treasurer/Collector of Taxes, Dorothea M. Ciccarelli and Mary A. Marowski is fixed at \$200,000.00.

The vendor account checks are to be signed by two of the following: Either the Mayor or Trustee liaison for bill review and either the Treasurer or the Village Clerk.

The payroll checks are to be signed by one of the following: the Mayor, Trustee liaison for bill review, the Treasurer or Village Clerk.

Hours of Operation / Floating Holiday

Motion Mayor Corby, Second Trustee Plummer to:	Approve the Hours of Operation and Floating Holiday for 2015 / 2016
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Village Office hours will be from 7:30 A.M. to 4:00 P.M. Monday through Friday unless revised during the year.

December 24, 2015 shall be designated as the floating holiday to be used within the 2015-2016 fiscal year.

2015 / 2016 Fee Schedule

Motion Mayor Corby, Second Trustee Lanphear to:	Approve the Fee Schedule for 2015 / 2016
Residential Building Permits	
Accessory Structures (sheds, decks, gazebos, etc.)	\$50.00
Fences	\$50.00
Above-ground Swimming pools and Hot Tubs	\$50.00
In-ground Swimming Pools and Hot Tubs	\$75.00
Window, Door or Siding Replacement	\$50.00
Remodeling	\$.20/SF, \$60. Min.
Solid Fuel Appliance	\$40.00
Fireplace	\$50.00
Gas Appliances (Furnace, Hot Water Heater, Fireplace)	\$20.00
Satellite Antenna (Over 18")	\$40.00
Chimney Repair/Re-line	\$25.00
Demolition	\$40.00
Plumbing	\$25.00
New Construction (Attached) (Garage, Porch, etc.)	\$.20/SF, \$100. Min.
Addition	\$.20/SF, \$75. Min.
Garage or Barn (Detached)	\$.20/SF, \$75. Min.
Handicapped Lift	\$40.00
Electrical Service	\$25.00
Permit Renewal	50% of Permit Fee, \$100. Max.
Commercial Building Permits	
New Construction	\$.20/SF, \$150. Min.
Remodeling	\$.20/SF, \$75. Min.
Awnings	\$.20/SF, \$60. Min.
Tenant Change	\$50.00
Interior Demolition	\$50.00
Demolition of Structure	\$300.00
Plumbing	\$50.00
Electrical Service	\$50.00
Gas Appliances	\$40.00
Chimney Repair or Re-line	\$40.00
Elevators and Lifts	\$100.00
Temporary Dumpsters	\$25.00
Building Permit Renewal	\$100. (100% permit fee max.)
Signs	
Building-mounted Sign	\$3.00/SF, \$50. Min.
Freestanding Sign	\$3.00/SF, \$75. Min.
Temporary Sign	
New business-90 days	\$20.00
Advertising bld. mtd.-30 days	\$75.00

Advertising window mtd.-30 days	\$50.00
Miscellaneous Building Fees	
Stop Work Order-Collected prior to Resuming Work	\$100.00
Construction Prior to Issuance of Permit	100% of Permit Fee, \$200. Min.
Retrieval Fee for Temporary Signs	
1st Time	\$25.00
2nd Time	\$50.00
3rd Time	\$100.00
Operating Permit	
Public Hazard	\$75.00
High Hazard	\$100.00
Board Applications	
Architectural Preservation and Review Board	\$50.00
Planning Board	
Site Plan Review	\$200.00
Minor Site Change	\$100.00
Subdivision or Change of Lot Line	\$100.00
Exterior Lighting-Commercial	\$100.00
Exterior Lighting-Residential	\$25.00
Zoning Board	
Use Variance-Residential	\$150.00
Use Variance-Commercial	\$250.00
Area Variance-Residential	\$85.00
Area Variance-Commercial	\$100.00
Multiple Variance	\$25./Variance after base fee
Special Exception Use	\$200.00
RV Special Exception Use	\$50.00
Temporary Zoning Permit	\$100.00
Appeal: APRB, Bld. Insp. Determination	\$100.00
Consultant Review Deposit	\$500.00
Board of Trustees	
Special Permit	\$250.00
Expansion of an Existing Special Permit	\$150.00
Books	
Comprehensive Plan Book	\$25.00
Comprehensive Plan CD	\$10.00
Design Guidelines Book	\$30.00
Design Guidelines CD	\$5.00
Licenses	
Auctioneering	\$5.00
Sale of Goods From Canal Boats or Canal	\$5.00
Hawkers, Peddlers & Solicitors	
3 Day Permit	\$100.00
Each Additional Day	\$25.00

Transient Merchant Permit * Monthly	\$500.00
Administrative	
Tax Search	\$25.00
Insufficient Funds	\$25.00
Photocopies-First 5 sheets free for Village Business	\$.25/Copy
Code Sections	\$1.00
SEQR	
Commercial	\$50.00 Plus Postage
Residential	\$25.00 Plus Postage
Vehicle Immobilizer Device Removal	\$100.00
Failure to Follow the Directive of the Building Inspector	
1st Time	\$100.00
2nd Time	\$200.00
3rd Time	Legal
Waste Management	
Dumpster Fee	\$100/per dumpster
	\$100/3 totes
Trash Hauler	\$500/per hauler

Parking Fee Schedule

Motion _____, Second _____ to:	Approve the Parking Ticket Schedule for 2015 / 2016
Overtime parking	\$30.00
More than 13 inches from curb	\$30.00
Less than 20' feet from Crosswalk or intersection	\$30.00
Vehicle on Curb	\$30.00
Left to curb (facing wrong way)	\$30.00
Obstructing Curb Area Entrance to Sidewalk	\$30.00
On sidewalk or crosswalk	\$30.00
Not Parallel to Curb or Edge of Roadway	\$30.00
Vehicle Within Intersection	\$30.00
Double Parking on Road	\$30.00
Unregistered Vehicle/Trailer	\$30.00
Current Registered Not Displayed	\$30.00
Vehicle Plate(s) Not Displayed Properly	\$30.00
Parked over 72 Hours	\$30.00
In front of driveway	\$30.00
Within 30 feet of a traffic control device	\$30.00
Prohibited Parking	\$30.00
Vehicle Taking up Two Spots	\$30.00
No standing zone	\$30.00
Loading zone	\$30.00
Uninspected motor vehicle	\$30.00
Night parking 2-6 A.M. (Nov. 1-April 15)	\$30.00
Unattended vehicle	\$30.00
No parking zone	\$30.00
Bus stop	\$30.00
Abandoned vehicle	\$30.00
Less than 15 feet from hydrant	\$30.00
Less than 20 feet from fire hall entrance	\$30.00
Other _____	\$30.00
Handicapped zone	\$75.00
Fire lane	\$75.00

2015/ 2016 RESOLUTIONS

2015/ 2016 Resolutions

**Motion Mayor Corby,
Second Trustee Galusha to:**

approve the following 2015/2016 Resolutions for Mileage, Attendance, Special Meetings, Haulers, and Claims.

MILEAGE

WHEREAS, the Board of Trustees of the Village of Pittsford has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal vehicles while performing their official duties on behalf of the Village; now therefore be it

RESOLVED: That the Board of Trustees shall approve reimbursement to such officers and employees based on IRS Standard Mileage Rates.

ATTENDANCE AT SCHOOLS, CONFERENCES, MEETINGS

WHEREAS, there is to be held during the coming official year the Training School for Fiscal Officers and Municipal Clerks, and the Public Works School, conducted by the New York State Conference of Mayors; four scheduled meetings per year of the Association of Monroe County Village Clerks; the monthly Superintendent of Public Works meetings; and the Building Inspector is authorized to attend the Finger Lakes Building Officials Association Annual Educational Conference, as determined by the Board of Trustees and

WHEREAS, it is determined by the Board of Trustees that the attendance by certain municipal officials and employees at one or more of these meetings, conferences, or schools benefits the municipality; now therefore be it

RESOLVED: that Dorothea M. Ciccarelli, Clerk and/or Mary A. Marowski, Treasurer is authorized to attend the Annual Training School for Municipal Clerks, Dorothea M. Ciccarelli and/or Mary A. Marowski is authorized to attend the scheduled meetings of the Association of Monroe County Village Clerks; the DPW Superintendent is authorized to attend the annual Public Works School and the monthly superintendent meetings, and the Building Inspector is authorized to attend the Finger Lakes Building Officials Association Annual Educational Conference, as determined by the Board of Trustees; All expenses are to be paid by the Village of Pittsford, pending prior approval by the Board of Trustees. This resolution shall take affect immediately.

SPECIAL MEETING

WHEREAS, the Village of Pittsford meets regularly on the second and fourth Tuesday of each month, and

WHEREAS, the Board may find it necessary to meet from time to time in Special Meeting, therefore be it

RESOLVED: The Board of Trustees hereby adopts the following procedure for calling a Special Meeting:

1. The Mayor or any of the Trustees may call a Special Meeting.
2. The Village Clerk or the Deputy Clerk is responsible for notifying the board members, the news media, and the public that a special meeting has been called.
3. Board members will be notified promptly of the special meeting.
4. A notice of the special meeting will be posted on the bulletin board at the Village Hall.
5. If the Village Clerk or Deputy Clerk is not available, the Board member who called the special meeting shall either make the necessary contacts or shall designate an appropriate person to make such contacts.

NOW THEREFORE BE IT RESOLVED that we, the members of the Village of Pittsford Board of Trustees, do hereby issue a license to engage in business in the Village of Pittsford to the haulers specified above for a period of one year, noting that the license will expire at the time of the Organizational Meeting in 2015, with the condition that these haulers continue to comply with all conditions and provisions listed in Chapter 173, Solid Waste of the Code of the Village of Pittsford.

LICENSING OF HAULERS AND CONDITIONS OF COLLECTION

WHEREAS, § 173 of the Village Code states that all refuse haulers engaged in business in the Village of Pittsford must apply for and be issued an annual license by the Board of Trustees at the Organizational Meeting and,

WHEREAS, The Board of Trustees accepts the applications of the following: Youngblood Disposal Service, Waste Management of NY, LLC-Rochester, Heberle Disposal Service, Inc., Suburban Disposal, Coakely Disposal Service, Inc. for commercial and residential solid waste removal in the village, having determined that they meet the requirements of §173-15 and,

WHEREAS, As stated in § 173-15 A. (7), the Board of Trustees has determined that there will be \$500 per year associated with the license and,

WHEREAS, According to § 173-15 B. (1), the Board of Trustees has determined that the days of the week for residential refuse collection will be Wednesday and Friday except as noted in § 173-3.1 (holidays, storms, etc.) and,

WHEREAS, the haulers listed above have provided evidence to the satisfaction of the Building Inspector that reasonable alternatives and explanations exist for the collection of refuse not considered in normal service such as yard waste, bulky refuse, and appliances as specified in § 173-15 B. (5),

NOW THEREFORE BE IT RESOLVED that we, the members of the Village of Pittsford Board of Trustees, do hereby issue a license to engage in business in the Village of Pittsford to the haulers specified above for a period of one year, noting that the license will expire at the time of the Organizational Meeting in 2015, with the condition that these haulers continue to comply with all conditions and provisions listed in Chapter 173, Solid Waste of the Code of the Village of Pittsford.

AUTHORIZED PAYMENT IN ADVANCE OF AUDIT OF CLAIMS

By the provision written in Village Law § 5-524 (6), the Board of Trustees offers the following resolution:

WHEREAS the Board of Trustees has determined to authorize payment of audit claims for public utility services, postage, freight, and express charges following review by the Trustee Financial Liaison, and

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

NOW THEREFORE BE IT RESOLVED:

That the Board of Trustees authorizes payment in advance of audit claims for public utility services, postage, freight and express charges, and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees, and

BE IT FURTHER RESOLVED:

That this resolution shall take effect immediately.

PURCHASE APPROVALS: EQUIPMENT & SUPPLIES

Purchase of equipment or supplies costing between \$100-\$1000 shall be approved by a Board member, except when the item is specifically budgeted. A Purchase Order must be completed and obtained from the Village Treasurer or Deputy Treasurer, prior to ordering supplies or items. Any items purchased without a Purchase Order may not be approved for payment and purchase.

PROCUREMENT / BUILDING USE POLICY

**Motion Mayor Corby,
Second Trustee Galusha to:**

Adopt the Procurement and Building Use Policy for 2015/
2016.

PROCUREMENT POLICY:

Purpose.

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting internal policies and procedures governing all procurements of goods and services, which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law.

Evaluation; estimate

Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law, Section 103. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a given fiscal year.

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under twenty thousand dollars (\$20,000) and public works contracts under thirty-five thousand (\$35,000); emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

Requests for proposals: exceptions.

All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over twenty thousand dollars (\$20,000) and public works contracts over thirty-five thousand dollars (\$35,000); goods purchased from agencies for the blind or severely handicapped pursuant to section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under County contracts pursuant to Section 103, Subdivision 2, of the General Municipal Law; or purchases pursuant to Section 19-6 of this chapter.

Method of purchase.

The following method of purchase, adopted at the July 7, 2008 meeting, will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Contract	Method
\$1 - \$2000	At the discretion of the *purchasing dept. (*Village Clerk, Superintendent of Public Works) No verbal quotes required
\$2,001-\$4,999	Two (2) written quotations
\$5,000 - \$19,999	Three (3) Written/fax quotations or written request for proposals

Public Works Contracts

Estimated Amount of Purchase Contract	Method
\$1 - \$2,000	At the discretion of the purchasing dept.
\$2,001 - \$4,999	Two (2) written quotations
\$5,000 - \$9,999	Three (3) written/fax quotations
\$10,000 - \$34,999	Three (3) written/fax quotations or written request for proposals

A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

Documentation is required of each action taken in connection with each procurement.

Awarding of contracts.

Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offered. This documentation will include an explanation of how the award will achieve savings or how the offered is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

Exemptions from solicitation.

Pursuant to General Municipal Law, Section 104-b, Subdivision 2f, the procurement policy may contain circumstances when types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the

following circumstances, it may not be in the best interest of the Village of Pittsford to solicit quotations or document the basis for not accepting the lowest bid:

- A. **Professional services or services requiring special or technical skill, training or expertise.** The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Board of Trustees shall take into consideration the following guidelines:

1. whether the services are subject to state licensing or testing requirements;
2. whether substantial formal education or training is a necessary prerequisite to the performances of the services; and
3. whether the services require a personal relationship between the individual and municipal officials.

Professional or technical services shall include but not be limited to the following: services of an attorney, services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or artwork; management of municipally owned property; and computer software or programming services for customized programs or services involved in substantial modification and customizing of prepackaged software.

- B. **Emergency purchases pursuant to Section 103, Subdivision 4, of the General Municipal Law.** Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the public. This section does not preclude alternate proposals if time permits.
- C. **Purchase of surplus and second-hand goods from any source.** If alternate proposals are required, the Village of Pittsford is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices or used goods and a lower price may indicate an older product.
- D. **Goods or services under \$1000.** The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

Building Use

It is the policy of the Village to permit the use of the meeting room in the Village Hall by residents and nonprofit organizations located in the Village and the Town of Pittsford. The Village is proud of this beautiful and historic facility and believes that it should be shared with the community. Obviously, any such use cannot be permitted to interfere with the Hall's primary governmental use. Also, because of its value, community organizations will be asked to adhere to the following conditions, rules and regulations:

- (1) No organizational use of the Village Hall will be permitted unless the application for such is made by completion of the application form in the Village Clerk's office.
- (2) A responsible adult must be present at all times during the use.
- (3) Each user must deposit the sum of Fifty Dollars (\$50.00) CASH with the Clerk to be forfeited in the event that the key to the building is not returned within 24 hours after the use is terminated. Also, the deposit will be retained by the Village as an offset against any damage resulting from use of the building by the applicant. Otherwise, the deposit will be returned to the depositor.
- (4) Meeting space will be available during the hours of 7:45 A.M. to 11:00 P.M. each day, except times when Village meetings may be scheduled and 9 A.M. to 5 P.M. on the weekends.
- (5) There are no kitchen facilities available to the organization, therefore, meals may not be prepared or served at the premises. Food and drink shall be limited to light refreshments and non-alcoholic beverages only. All tables must be covered with a waterproof, padded cloth. All trash/garbage shall be removed from the premises by the organization.
- (6) All lights are to be turned off on leaving the premises and the access doors locked. Organizations are required to leave the premises in a clean condition. The room must be restored to the same configuration as when the organization arrived. This failing, the deposit will be applied to the cost of janitorial services.
- (7) In the event of a cancellation or problem during regular office hours (7:30 A.M. to 4:00 P.M.), please contact the Village staff at 586-4332. After hours, in the event of an **emergency only**, please call our answering service at 340-1433.
- (8) Each organization is granted access for no more than 4 hours per month.
- (9) The facility shall not be used for commercial business or for profit purposes.

STANDARD WORKDAY

**Motion Mayor Corby,
Second Trustee Brizee to:**

Establish the following as the standard workday for New York State and Local Employees' Retirement System.

NEW YORK STATE AND LOCAL RETIREMENT SYSTEMS

The Village of Pittsford Board of Trustees established the following as a standard workday for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System for the following positions:

Elected Officials: Mayor and Trustees
6 hours per day

Appointed FT Staff: Village Clerk
8 hours per day, 5 days per week
Treasurer
7 hours per day, 5 days per week
Superintendent of Public Works
8 hours per day, 5 days per week
Building Inspector
8 hours per day, 5 days per week

Appointed PT Staff:

PZBA/APRB Secretary – 22 hours per week, M-Th
Records Clerk – 15 hours per week
Parking Monitor – 20 hours per week

Other staff: DPW crew
8 hours per day, 5 days per week

EFFECTIVE DATE: ANNUAL REVIEW.

This policy shall go into effect immediately and will be reviewed annually by the Village Board at its Organizational Meeting.