

**PROCEEDINGS OF A REGULAR MEETING OF THE VILLAGE BOARD
OF TRUSTEES**

May 12, 2015 – 7:00 PM

Present

Mayor:

Robert C. Corby

Trustees:

Lili Lanphear

Frank Galusha

Alysa Plummer

Margaret Caraberis

Town Fire Marshall:

Kelly Cline

Recording Secretary:

Dorothea M. Ciccarelli

CALL TO ORDER

Motion Mayor Corby and seconded by Trustee Lanphear called the meeting to order at 7:00 PM.

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. The Board members indicated that they had no conflicts of interest to report.

PAVING AND RECONSTRUCTION OF GROVE STREET

Trustee Galusha reviewed the Special Meeting held on May 4, 2015, with consultants and residents regarding the reconstruction of Grove Street. Trustee Galusha requested Scott Harter and Steve Ferranti review the reports they presented to the Village and discuss the options for the reconstruction. Scott Harter expressed concerns regarding drainage needs for the area. Steve Ferranti reviewed the options for the space allocation of sidewalks and travel lanes; he indicated that the top priority would be creating a Village setting. Mayor Corby discussed reducing the travel lanes to 9.5' to help with traffic calming. Mr. Ferranti stated he was using the 10' travel lanes left due to the mixed use of the street.

Trustee Galusha discussed with the Board the anticipated the cost for the reconstruction of the road. Mayor Corby requested that in addition to Grove Street, Grove Street extension be added to the project. Trustee Galusha discussed the overall time needed to complete the project, and he informed the Board and the public that he recommended the project be scheduled in 2016 to allow proper

planning and completion of the project. The additional time would allow all the necessary easements needed to complete the project.

Trustee Galusha suggested that a small committee be formed to discuss the options for Grove Street and the folding in of Grove Street extension. Trustee Galusha and Mayor Corby were appointed to the committee from the Board and will work with the consultants and neighborhood residents on the reconstruction project.

The Board discussed with the consultants options for short-term parking on the street near the Pickle Factory. Sheila Fustanio presented the Board correspondence received from Rotolite – Elliott Corporation. See correspondence at the end of the minutes. The Board discussed the possibility of standing spaces for short-term parking to allow customers quick access.

DRAINAGE SWALE

Superintendent Yaeger informed the Board that the drainage swale located behind the Pittsford Little League Field was not functioning properly. The property is currently owned by the Canal Corporation. Scott Harter discussed the possibility of holding a neighborhood meeting regarding the swale. He also discussed that the Village's responsibilities regarding the MS-4 related to storm water. The Board discussed the possibility of posting the property on the dangers of placing debris in the drainage swale. It was decided that the best action to be taken at this time was to inform the Canal Corporation of the situation and issue letters to the property owners adjacent to the property regarding the hazards of placing clippings in the swale.

PUBLIC HEARING ON LOCAL LAW - PZBA MEMBERSHIP

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 of a Local Law increasing the membership of the Planning Board and Zoning Board of Appeals, amending the Village of Pittsford Code with respect to the service of alternate Planning Board and Zoning Board members, and allowing at least one member of the Planning Board and Zoning Board of Appeals to reside outside of the Village of Pittsford.

Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes.

Motion carried.

Please take notice that a Public Hearing will be held before the Village of Pittsford Board of Trustees, on Tuesday, May 12, 2015 at 7:30 p.m. at 21 North Main Street, Pittsford, New York. The Board will be considering a Local Law increasing the membership of the Planning Board and Zoning Board of Appeals, amending the Village of Pittsford code with respect to the service of alternate Planning Board and Zoning Board members, and to allowing at least one member of the Planning Board and Zoning Board of Appeals to reside outside of the Village of Pittsford.

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.

Joe Maxey, 5 Sutherland Street - Presented a letter from PZBA Chairperson, Remegia Mitchell, to the Board. Mrs. Mitchell was unable to attend due to personal commitments. He read Mrs. Mitchell's correspondence to the Board.

Jill Crooker, 15 Sutherland Street – Submitted correspondence to the Board and discussed her concerns related to the proposed local law. She then resigned her position on the PZBA Board. See correspondence at the end of the minutes.

Paul Zachman, 20 Rand Place – Stated that he agreed with all the points expressed in Remegia Mitchell's correspondence. Mr. Zachman commented that the local law proposed was a reaction to a specific application.

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, Caraberis– yes.
Motion carried.

Trustee Lanphear suggested that the Board remove the sections regarding increasing the Board to seven members; she indicated that it would be too many.

Trustee Plummer discussed keeping the section to allow outside citizens from the Town to serve on the Board, but agreed that the Board should consider removing sections 2 & 4 from the local law.

Trustee Galusha pointed out that the code section related to the service of alternate board members should state the member “shall serve” in the absence of a Board member. The Board discussed the impact of the changes.

ATTORNEY CLIENT MEETING

Motion Mayor Corby, seconded by Trustee Galusha, to enter into Attorney Client Meeting.

Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes.

Motion carried.

Having taken no action, a **motion** was made **by Mayor Corby, seconded by Trustee Galusha,** to leave Attorney Client Meeting at 8:20 PM and reenter the regular session of the meeting.

Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes.

Motion carried.

Motion Mayor Corby, seconded by Trustee Galusha, to table the local law to consider the adoption of a Local Law increasing the membership of the Planning Board and Zoning Board of Appeals, amending the Village of Pittsford Code with respect to the service of alternate Planning Board and Zoning Board members, and allowing at least one member of the Planning Board and Zoning Board of Appeals to reside outside of the Village of Pittsford .

Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes.

Motion carried Vote:

DPW REPORT

- Superintendent Yaeger informed the Board that the brush season is fully under way with May starting with a large amount of brush.
- The Village sweeper truck is back in service and is currently in use sweeping village streets.
- Mr. Yaeger stated that village employees Sophie and Brad have finished going through the village landscaping and questioned additional landscaping requested by the Board. Mayor Corby requested that Mr. Yaeger work with Trustees Plummer and Caraberis.
- Mr. Yaeger discussed the conversation he had regarding the flower baskets, there was a possibility that the baskets will be delayed. Trustee Lanphear will call Bristol's regarding the situation.
- Mr. Yaeger reported that the installation of the generator for the pump station at Wood Creek is currently on schedule. He stated that the anticipated schedule is the pouring of the concrete pad, followed by the electric and gas installation. Currently, RGE is awaiting an easement for the property.

- Broccolo's will be treating the Ash trees in June. Mayor Corby requested that priority be given to the removal of the dead trees in the Village.
- The Board discussed the size needed for the trashcans located on Main Street.
- Mr. Yaeger stated that the department was almost done replacing the flat benches on the canal by Aladdins, and they will be weather treated by mid to late summer.
- Mayor Corby requested that a quote be obtained for the painting of the Village clock.
- The Superintendent stated that they will be replacing sections of the Boughton Avenue sidewalks.

BUILDING INSPECTOR REPORT – FIRE MARSHAL, KELLY CLINE

- Mrs. Cline discussed the approval 34 Monroe Avenue received for new garage doors. She reported that since receiving the APRB approval, the applicant contacted her regarding a change to the doors. Due to the concerns stated when the applicant appeared before the APRB, she directed him to return before the Board for approval of the modification to the proposed doors.
- The owner of the property at 1 S. Main Street has expressed an interest in subdividing the property. Mrs. Cline stated that she informed the property owner that due to the code implications, subdivision of the property could be cost prohibited, so she requested that the owner discuss the proposal with an architect so he has a complete understanding of the scope of the project. He will be providing a proposal in the future.
- Mrs. Cline completed inspecting the framing and insulation of 27 Locust Street.
- A building permit was issued for a fireplace insert at 89 S. Main Street, and the required inspections were completed.
- Mrs. Cline informed the Board that Mr. Fox contacted her regarding his special permit for a new occupancy at 50 State Street. She referred this to the Village Clerk.
- Mr. Fox has also contacted Mrs. Cline regarding replacing a roof on the Topiary store in Northfield Common. She stated that she does not believe that this property is visible from State Street or Schoen Place, but she will verify it. The applicant wants to install asphalt shingles in place of the cedar, and Mrs. Cline will review the code to determine what permits or approvals are necessary.
- Mrs. Cline informed the Board that the owner of 7 Elmbrook Drive is looking to install a fence. The residents were provided with the appropriate

information. Once she has obtained a fence company, she will be applying to the APRB.

- Mrs. Cline received a complaint regarding the location of the porta potty at Breathe. It has been relocated away from the residential area.
- The Pittsford Grove Associates called regarding the dumpster permit. A question had been raised regarding the fee. She will verify the number of dumpsters and totes. She believed an error was made.
- T-Mobile has submitted a building permit to replace some antennas and a utility box on the grain mill. As they are not replacing in-kind, Mrs. Cline has requested that they go to the APRB.
- Mrs. Cline received an inquiry from a resident on Rand Place regarding the process for moving a property line. Mrs. Cline received information from Jeff Turner and she will be discussing the process with the owner.
- Two inquiries were received regarding repaving and the slight expansion of two driveways. Both residents have been referred to Scott Harter.
- A complaint was received regarding a resident building a dock on the canal without approval. The resident obtained approval from NYS and did not realize he needed village approval. He will be applying with the Village for approval.
- Mrs. Cline received a request for information regarding a railing for a handicap ramp from Sheila Fustanio at the Pickle Factory.
- The complainant for Canal Lamp Inn has inquired as to what is being done regarding her complaint. Mrs. Cline stated the Board was going to look into the situation and regulations. The Board requested that Mrs. Cline send a notice of violation of the special permit as necessary for revocation procedure.
- Mrs. Cline discussed with the Board a request from the owner of 6 North Main Street for a portable office behind the business, while the interior renovations are completed.

DISCUSSION ON APRB CODE CHANGES

Attorney Jeff Turner reviewed with the Board the changes he had recommended to the Board regarding the APRB code. He requested that Mayor Corby forward the changes regarding copies needed and other necessary items. Mayor Corby requested that Mr. Turner review the code the use private of property as a public space, currently the APRB does not review that space and should be allowed, since the public has access. Discussion was held on having the Clerk's designee sign off on the completeness of the applications for the Board, since the position will answer to the Clerk. The Mayor also requested that the APRB have jurisdiction over permanent

color changes, retaining walls, and architectural features. Jeff Turner will create a draft outline. Mayor Corby will review the draft outline.

FARMER'S MARKET

Justin Vlietstra, representing the Farmer's Market, presented the Village Board with a map of locations for the Farmer's Market signs. He requested permission from the Board to increase the number of banners from six poles to eight for the 2015 season.

Motion Mayor Corby, seconded by Trustee Galusha, to approve the placement of eight Farmer's Market banners on Village poles.

Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes.

Motion carried

Mr. Vlietstra also discussed with the Board the possibility of a permanent sign for the market. He provided a photographic example of a similar sign. The Board discussed the possibility, and Mayor Corby suggested the placement of a sign below the Village entrance signs. The Farmer's Market will review the cost of the permanent sign and will return to the Board in the future for further discussion. Mr. Vlietstra also requested approvals for directional signage for parking and sandwich board signs for the 2015 season.

Motion Trustee Plummer, seconded by Trustee Galusha, to approve the placement of directional signage and sandwich board signs for the 2015 Farmer's Market season.

Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes.

Motion carried

ATTORNEY CLIENT MEETING

Motion Mayor Corby, seconded by Trustee Plummer, to enter into Attorney Client Meeting.

Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes.

Motion carried

Having taken no action, a **motion** was made **by Mayor Corby, seconded by Trustee Lanphear,** to leave Attorney Client Meeting at 9:50 PM and reenter the regular session of the meeting.

Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes.

Motion carried

MEMBER ITEMS

Trustee Lanphear discussed with the Board the need to find a new location for the Community Event Sign. Mayor Corby and Trustee Lanphear will start looking at locations.

Trustee Lanphear requested the Board set a new public hearing for the changes made to the proposed local law amending the PZBA Membership.

Motion Mayor Corby, Seconded by Trustee Lanphear, to set a public hearing on June 9, 2015 at 7:30 pm to consider a local law regarding the membership of the Planning and Zoning Board.

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

Trustee Plummer discussed the need to conduct a training session for the PZBA and APRB; the Board agreed and will schedule the training.

The Village WIFI was discussed, and Trustee Plummer is going to contact Frontier and see what the issue is with the service not working.

The Board requested the Clerk set a special meeting for May 18, at 9:00 AM for Board appointments.

TREASURER’S REPORT / VILLAGE CLERK

VILLAGE CLERK

- The Clerk reviewed with the Board the need to make a change to the Standard workday for part-time employees of the Village of Pittsford to 6 hours.

Motion Mayor Corby, Seconded by Trustee Plummer, to amend the standard workday for PZBA/APRB Secretary, Records Clerk, and Parking Monitor to 6 hours per day.

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

- The Clerk reviewed changes made to the email policy per ownership of email. The Board requested the Village Labor attorney review the changes.
- The Board reviewed a recent reimbursement request and the need to reimburse for the State Street special permit application.

Motion Mayor Corby, Seconded by Trustee Lanphear, to reimburse Mr. Fox for the special permit application.

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

- The Clerk reviewed and discussed with the Board the need to finalize the Bond numbers for the Board resolution to be adopted on May 26, 2015. The Board discussed the numbers and the steps involved with the Bond Resolution, and Trustee Galusha will finalize the number and pass along to the clerk.

MINUTES

Motion Mayor Corby, Seconded Trustee Galusha, to approve the Village Board minutes from April 14, 2015.

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

Motion Mayor Corby, Seconded Trustee Plummer, to approve the Village Board minutes from April 28, 2015.

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

ADJOURNMENT

Motion Mayor Corby, and seconded by Trustee Plummer, to adjourn the meeting at 10:03 PM.

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

Dorothea M. Ciccarelli, Recording Secretary