

**PROCEEDINGS OF A REGULAR MEETING OF THE VILLAGE BOARD OF TRUSTEES**  
**October 27, 2015—7:00 PM**

**Present**

<b>Mayor:</b>	Robert C. Corby
<b>Trustees:</b>	Lili Lanphear Frank Galusha Alysa Plummer Margaret Caraberis
<b>Village Attorney:</b>	Jeff Turner
<b>Town Fire Marshall:</b>	Kelly Cline
<b>Recording Secretary:</b>	Dorothea M. Ciccarelli

**CALL TO ORDER**

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

**Vote:** Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– 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. The Board members indicated that they had no conflicts of interest to report.

**BUILDING INSPECTOR REPORT**

Mrs. Cline discussed with the Board problems she was having with a contractor at 17 Washington Avenue. The contractor had not been completely forthcoming with her as to the work he was completing in the home. She anticipated having a conversation with him on the following day, and stated that it was very possible she would be issuing a stop-work order for the property. Mrs. Cline also informed the contractor that he would need to appear in front of the APRB for front stairs that had been removed and replaced with composite material.

Mrs. Cline informed the Board that she had a meeting on site with the representatives of Northfield Commons and they have a striping plan for the fire zone only. The owner has agreed with the plan. Currently, they will not be putting up the vertical signage, but the owner has agreed that if needed, they will.

The owner of the Pittsford Pub informed Mrs. Cline that the fence is in and will be installed.

Mrs. Cline and the new owner of 17 & 17½ Washington Road, Jason Blain, appeared in front of the Board to discuss the condition of the property. Mrs. Cline presented pictures which showed that the property is in very poor condition. In addition, she has placed a premise warning with the Fire Department for their safety. The new owners informed the Board that they had purchased the property at auction. They were concerned that the property, which is currently assessed as two family, will lose the designation since it was vacant over 6 months. Mrs. Cline stated that the two-family use ceased 5 years earlier. The new owners indicated that they thought the property would be suitable as a two-family home and thought they would not be able to flip the property without the two-family use. The new owners indicated that they anticipated spending \$100,000 renovating the property.

The Village Clerk reviewed with the Board her meeting with T.Y. LIN International and questioned what services the Village will need from them. Mrs. Cline stated that she thought that currently, assistance with routine inspections was needed. Mayor Corby and the Board agreed with Mrs. Cline’s recommendation. The Clerk will update the agency and obtain a quote for the next meeting.

## **GROVE STREET PROJECT**

Trustee Galusha presented an update for the Board on the Grove Street reconstruction. Trustee Galusha stated that he met with Scott Harter and arranged that any billing for this project be paid from the Bond Funds. Trustee Galusha also informed the Board that he and Mayor Corby met with the owner of the Pickle Factory regarding the parking concerns they have expressed and the paving of the street up to the building. Trustee Galusha indicated that they will be working out an agreement on the paving and maintenance of the paved area. Trustee Galusha and Superintendent Harter are reviewing other options for the repaving that might prove cost effective. Mayor Corby discussed some of the concerns the owners had regarding the project and was able to work with the owners and ease their concerns.

## **NON-MUNICIPAL USE PERMIT – PITTSFORD YOUTH SERVICES**

The Board reviewed the request from the Pittsford Youth Services to place red ribbons on the Village poles.

**Motion Mayor Corby, and seconded by Trustee Lanphear**, to approve the non-municipal use permit and waive the 45-day notice for placement of ribbons on the village poles and with all the requirements of the non-municipal use permit.

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

## **PUBLIC HEARING – PROPOSED LOCAL LAW ADDING §210-5.C. TO THE CODE OF THE VILLAGE OF PITTSFORD AND AMENDING §210-105.**

Proof of the legal notice below having been published, Mayor Corby made a motion, seconded by Trustee Lanphear, to open the public hearing to consider adding §210-5.C. to the Code of the Village of Pittsford and Amending §210-105. of the Code 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, October 27, 2015 at 7:30 p.m. at 21 North Main Street, Pittsford, New York. The Board will consider adding §210-5.C. to the Code of the Village of Pittsford and Amending §210-105. of the Code 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](http://www.villageofpittsford.org).*

Trustee Caraberis reaffirmed with the Board that this would clarify and codified a Village policy. The Board and Village Attorney confirmed.

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 Galusha, to close the public hearing. Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes. **Motion carried.**

The Village Clerk informed the Board that all SEQR lead agency notices had been mailed out to all interested parties, and no objections or comments were received.

**Motion Mayor Corby, seconded by Trustee Galusha**, that the Village of Pittsford Board of Trustees will be lead agency for the proposed local law adding §210-5.C. to the Code of the Village of Pittsford and amending §210-105. Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes. **Motion carried.**

Mayor Corby reviewed the full environmental SEQR form section part 2, and all questions were given a negative answer.

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**Motion Mayor Corby, seconded by Trustee Lanphear**, that under the State Environmental Quality Review Act of the State of New York and the applicable regulations thereunder (“SEQRA”), the proposed local law adding §210-5.C. to the Code of the Village of Pittsford and amending §210-105. will not result in any significant adverse environmental impacts.

**Motion Mayor Corby, seconded by Trustee Caraberis**, to adopt a local law adding §210-5.C. to the Code of the Village of Pittsford and amending §210-105. Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes. **Motion carried.**

**PUBLIC HEARING – PROPOSED LOCAL LAW AMENDING §210-61.E. DEMOLITION**

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 amending §210-61.E. Demolition. 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, October 27, 2015 at 7:30 p.m. at 21 North Main Street, Pittsford, New York. The Board will consider amending §210-61.E. Demolition of the Code 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](http://www.villageofpittsford.org).*

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 Caraberis, to close the public hearing. Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes. **Motion carried.**

The Village Clerk informed the Board that all SEQR lead agency notices had been mailed out to all interested parties, and no objections or comments were received.

**Motion Mayor Corby, seconded by Trustee Lanphear**, that the Village of Pittsford Board of Trustees will be lead agency for the proposed local law amending §210-61.E. Demolition. Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes. **Motion carried.**

Mayor Corby reviewed the full environmental SEQR form section part 2, and all questions were given a negative answer.

**Motion Mayor Corby, seconded by Trustee Plummer**, that under the State Environmental Quality Review Act of the State of New York and the applicable regulations thereunder (“SEQRA”), the proposed local law amending §210-61.E. will not result in any significant adverse environmental impacts. . Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes. **Motion carried.**

**Motion Mayor Corby, seconded by Trustee Lanphear**, to adopt a local law amending §210-61.E. Demolition. Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes. Motion carried.

**ATTORNEY CLIENT SESSION**

**Motion Mayor Corby, seconded by Trustee Lanphear**, to enter attorney-client session. **Vote:** Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes. **Motion carried.**

**Motion Mayor Corby seconded by Trustee Caraberis**, to exit attorney-client session at 7:53 PM. **Vote:** Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes. **Motion carried.**

## **BUILDING INSPECTOR REPORT - CONTINUED**

Jeff Turner informed the new owner of 17 & 17 ½ Washington Road, Jason Blain, that the code is very clear that if the two-family use ceased after six months, it would not be allowed to continue. He recommended to that the owner apply to the Zoning Board of Appeals to apply for a use variance. Mayor Corby explained to the owner that the Village Board does not have jurisdiction to change the use. The Board discussed what uses are allowed with the carriage house.

## **MEMBER ITEMS**

Mayor Corby reviewed the proposal from Bero Architecture regarding the design development for the proposed pavilion grant project. The Board requested that the proposal be placed on the next agenda.

Mayor Corby reviewed with the Board his recent meeting with the Town Supervisor, Bill Smith, and updated the Board on possible development in the Town due to land swapping that would impact the Village. The Board discussed the impacts with Mayor Corby.

Mayor Corby discussed with the Board the recent interview with engineer, John Dunkle, DUNN & SGROMO ENGINEERS, PLLC. The Board discussed Mr. Dunkle's qualifications, and Mayor Corby discussed using Mr. Dunkle for the larger projects in the Village, but maintaining Scott Harter for the smaller projects.

## **EXECUTIVE SESSION**

**Motion Mayor Corby, seconded by Trustee Plummer**, to enter executive session to discuss a specific employee's performance.

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

**Motion Mayor Corby, seconded by Trustee Lanphear**, to exit executive session at 8:34 PM.

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

## **MEMBER ITEMS - CONTINUED**

Mayor Corby stated that he will get a scope of services from Mr. Dunkle for the Board to review for the next meeting.

Trustee Caraberis discussed with the Board the current legal budget and expressed concern that the budget was nearly depleted. Trustee Galusha discussed with the Board the need to review the entire budget. Mayor Corby indicated that they needed to update their projections for the legal fees and request updated reports from the treasurer. The Board discussed the need to have a workshop session to review the current budget and the potential shortfalls.

Trustee Caraberis reviewed with the Board a new business opening in the Village and the invitation given to the Board to attend the opening.

Trustee Plummer discussed with the Board the Village's current Comprehensive Plan. The Board agreed that it was time to update the Plan, and suggested that the discussion be a part of the next budget discussions. Mayor Corby stated that he will obtain cost projections and firms for the update.

**ATTORNEY CLIENT SESSION**

**Motion Mayor Corby, seconded by Trustee Lanphear**, to enter attorney-client session.

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

**Motion Mayor Corby seconded by Trustee Galusha**, to exit attorney-client session 9:05 PM.

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

**MEMBER ITEMS - CONTINUED**

Trustee Lanphear discussed with the Board concerns expressed about the issuances of temporary use permits. Discussion was held on the existing temporary use permits that have been given and the limited conditions on the permits. There was discussion regarding the reissuance of a permit, every year, and whether it is still considered to be a temporary use. The Board discussed the possible issuance of a seasonal permit and the possible need for a code change. Jeff Turner indicated that additional conditions could be enforced when the permit is issued. Further discussion was held by the Board, and it was recommended that Trustee Lanphear request the Zoning Board of Appeals table the forthcoming applications, since the Board of Trustees is considering a code change.

Mayor Corby informed the Board that he will be meeting with the Rochester Community Design Center. Trustee Caraberis requested to join Mayor Corby at the meeting.

Trustee Plummer and Mayor Corby reviewed with the Board the upcoming meeting regarding the traffic circulation study. Mayor Corby discussed areas of concerns that he was going to request be reviewed during the study.

Trustee Plummer and the Village Clerk reviewed with the Board upcoming office cleanup day on November 14 and invited the Village Board to attend.

Trustee Plummer requested that the Board consider having a workshop meeting in addition to the two current meetings as a possible way to lighten the agenda. The Board discussed options available, including the department reports and ways to streamline them. The Village Clerk discussed the benefits of having such a meeting.

**TREASURER’S REPORT / VILLAGE CLERK**

**Village Clerk, Dorothea M. Ciccarelli**, presented vouchers listed on Abstract #010 of 2015/2016 fiscal year for approval. A **motion** was made by **Mayor Corby, seconded by Trustee Plummer**, to approve payment of the vouchers listed on Abstract #010 in the amounts stated below and to charge them to the appropriate accounts.

**Vouchers for approval – Abstract #010**

• General Fund (#286-#314):	\$ 49,480.40
• Sewer Fund (#295):	<u>        6.09</u>
<b>Total Vouchers for Approval:</b>	<b>\$ 49,486.49</b>

**VILLAGE CLERK**

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- The Village Clerk reviewed with the Board the updated amount for the General Code update.
- The Clerk reviewed the quote received from Russell Bond for the Public Official's liability insurance coverage, which increased over last year by \$432 and requested authorization to sign the quote.

**Motion Mayor Corby, seconded by Trustee Lanphear**, to authorize the Village Clerk to accept the quote from Russell Bond for the public official's liability coverage.

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

- The Clerk requested the Board sign the Collaboration Compact.

#### MINUTES

**Motion Trustee Galusha, Seconded Trustee Plummer**, to approve the Village Board minutes from September 8, 2015, as amended.

**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 September 22, 2015, as amended.

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

#### ADJOURNMENT

**Motion Mayor Corby, and seconded by Trustee Lanphear**, to adjourn the meeting at 10:30 PM.

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

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Dorothea M. Ciccarelli, Recording Secretary