

**PROCEEDINGS OF A REGULAR MEETING OF THE VILLAGE BOARD OF TRUSTEES**  
**February 9, 2016 -7:00 PM**

**Present**

**Mayor:** Robert C. Corby  
**Trustees:** Lili Lanphear  
Frank Galusha  
Alysa Plummer  
Margaret Caraberis  
**Village Attorney:** Jeff Turner  
**DPW Superintendent:** Rob Harter  
**Building Inspector:** Floyd Kofahl  
**Recording Secretary:** Dorothea M. Ciccarelli

**CALL TO ORDER**

**Motion Trustee Lanphear and seconded by Trustee Plummer** 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.

**NON-MUNICIPAL USE PERMIT**

The Board reviewed the request from the Friends of Pittsford Library to place a banner above the front entrance of the Pittsford Library and an A-frame sign for the Semi-Annual Book Sale to be held on April 29-30, 2016. The Board discussed the A-frame sign and decided the best location for the sign would be in the grass area.

Motion Trustee Plummer, and seconded by Trustee Galusha, to approve the non-municipal use permit for the Friends of Pittsford Library for the use of a banner and an A-frame sign with all the requirements of the non-municipal use permit and on the condition that the A-frame sign is located in the grass.

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

**DPW REPORT**

- Superintendent Harter informed the Board that the crew is currently performing vehicle maintenance, and ordering necessary parts.
- The crew is also cleaning the shop area and property. They are currently recycling scrap metal, and hauling remaining debris pile from the site.
- The Superintendent informed the Board that they have reported the 27 street lights out of service. RGE contractors have been seen in the area making similar repairs.
- The crew has repaired seven of the Village street lights that were not working and have replaced all incandescent bulbs with LED lights at the Village Hall.
- The Superintendent has been working with Trustee Lanphear on the 2016 flower baskets and landscaping.
- The Village Trustees toured the DPW facilities.
- The DPW has received its new case loader.
- The crew has been repairing the garbage cans for Main Street.

## **BUILDING INSPECTOR REPORT**

### **Residential:**

- The APRB approved the installation of Solar Panels for the property at 19 Monroe Avenue. These will be on the roof and installed in such a manner as to be minimally visible.
- The APRB also approved a small addition in the rear portion of the home at 21 Courtenay Circle.
- The Inspector also issued four residential permits. These permits included two interior bathroom renovations, one fence placement in the rear yard, and a gas fireplace insert.

### **Commercial:**

- A new business will be moving into 50 State Street, Building F. The business is the “Salt Mine Etc....” It is a Gourmet Food Business. They will be calling for their final inspection in the near future.

### **General:**

- The Inspector has completed and presented his suggested revised forms for the PZBA and the APRB. The forms were all well received and the Board Members had some great suggestions for modifications.
- He is preparing to submit the required 1203 Activity Report to the New York State Department of State. This is the annual report that municipalities submit to the State for their data collection.
- The Inspector and Trustee Caraberis have started to work with the Town on the GIS System and how it will better benefit the Village. Mr. Kofahl will be working with the Superintendent of Public Works on the GIS system.
- The Inspector included the new “Historic District, Village of Pittsford” Map in the packet for the Board to review.
- The new Complaint Form has been working well for the Inspector. The Village received seven complaints and he has resolved four of them and is currently working with the other three for compliance. These complaints were received on debris, lighting, and property condition.
- The PZBA currently has several applications pending. These include a sign variance and the renewal of the Harladay Food Cart.

### **Code Issues:**

- The Inspector has worked with the staff and has successfully closed out some of the 2013 and 2014 open permits that were complete but did not receive their final inspection and Certificate of Completion. He anticipates closing the remaining 2013 permits over the next two months and the 2014 permits by summer.
- The Inspector met with Mayor Corby and the Village Attorney and he has received and compiled a list of outstanding properties that are now a priority. He has also developed a tracking system for these properties and will include the progress in his monthly Board reports.

### **Misc Projects:**

- The Inspector is currently working with Village Staff on a grant application for the Records Management and Archiving. This will be primarily to digitize our files, plans, and maps.
- He will be attending the annual Code Enforcement Training in March for the purpose of getting the required 24 hours of training.
- There are new storm water regulations and he and a representative from the Public Works Department will be attending some up-coming training from DEC and the Monroe County Storm Water Coalition.

Proceedings of a Meeting of the Board of Trustees  
February 9, 2016

**Board Items:**

- Trustee Plummer will be contacting Stacey Freed, the Village Newsletter writer, to do an article on various regulations and questions the Building Inspector receives and requirements for permits.
- The Board requested that the Inspector send a letter to the owner of the Monroe Avenue Service station who is not cooperating with the Village on Code issues. The Inspector indicated that he is currently compiling his letter and has started the procedures necessary.

**TREASURER'S REPORT / VILLAGE CLERK**

**Village Clerk, Dorothea M. Ciccarelli**, presented vouchers listed on Abstract #015 of 2015/2016 fiscal year for approval. A **motion** was made by **Trustee Plummer, seconded by Trustee Caraberis**, to approve payment of the vouchers listed on Abstract #015 in the amounts stated below and to charge them to the appropriate accounts.

**Vouchers for approval – Abstract #015**

• General Fund: (#484, #500-#506, #508-#519, #521-#529)	\$ 12,552.31
• Sewer Fund (#523):	\$ 48.74
• Capital Improvements 2015 (#507,#520)	<u>\$ 78,868.10</u>
<b>Total Vouchers for Approval:</b>	<b>\$ 91,469.15</b>

**PUBLIC HEARING – TAX LEVY LIMIT OVERRIDE**

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 the proposed local law which will override the tax levy limit established by General Municipal Law §3-c.

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, at a meeting on February 9, 2016 at 7:30 PM at the Village Hall, 21 North Main Street, Pittsford, NY, to consider proposed Local Law, which law will override the tax levy limit established General Municipal Law §3-c. as follows:*

*Section 1. Legislative Intent*

*It is the intent of this local law to allow the Village of Pittsford to adopt a budget for the fiscal year commencing June 1, 2016 that requires a real property tax levy in excess of the "tax levy limit" as defined by General Municipal Law §3-c.*

*Section 2. Authority*

*This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes a local government's governing body to override the property tax for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing body.*

*Section 3. Tax Levy Limit Override*

*The Board of Trustees of the Village of Pittsford, County of Monroe, is hereby authorized to adopt a budget for the fiscal year commencing June 1, 2016 that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.*

*Section 4. Severability*

*If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court's order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.*

Proceedings of a Meeting of the Board of Trustees  
February 9, 2016

*Section 5. Effective Date*

*This local law shall take effect immediately upon filing with the Secretary of State.*

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.

**Motion Mayor Corby, seconded by Trustee Caraberis,** to approve Local Law 1 to override the Tax Levy Limit for fiscal year 2016-2017. Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes. Motion carried.

**DISCUSSION**

Jeff Turner discussed with the Board a request from the APRB regarding the practice of allowing people to replace in kind items such as windows and doors. He stated that he would like to enact legislation to change the precedent. Mayor Corby also stated that in some cases, the windows that are allowed to be replaced with an in-kind item, were not approved in the first place. It was suggested the standard should be what is appropriate to the age and style of the house and offering an in-kind replacement list that includes materials.

Justin Vlietstra suggested to the Board that offering homeowners examples would be helpful.

**HOME BUSINESS**

The Board reviewed the additional information provided by the Chairman of the PZBA and requested that the Village Attorney and Building Inspector review the two codes. The Board discussed that the home business should have no impact on the area and should be treated with a non-retail approach. Trustee Caraberis requested that this type of business not be allowed to make changes to the interior of the property.

**WEST SIDE / NORTH MAIN STREET ZONING AMENDMENTS**

Mayor Corby discussed the current zoning of the west side of Main Street. He stated that the intent of the R-4 code has been lost, and he suggested that changing the zoning will help protect the residential core of the area. Jeff Turner reviewed with the Board potential legislation to change the zoning. He informed the Board that the action will be similar to the action taken with the Bakery. He explained that this would be a place holder until the Board is able to update the Village's Comprehensive Plan.

**Motion Mayor Corby, seconded by Trustee Caraberis,** to set a Public Hearing for March 22, 2016 at 7:30 PM to change the zoning of the West Side / North Main Street area.

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

**ATTORNEY**

Jeff Turner reviewed the status of 44 Sutherland Street with the Board. He is currently working on a release document to allow the Building Inspector into the property. There is a concern that two different reports were submitted to the APRB.

Mr. Turner discussed with the Board that the Building Inspector will be informing the owner of 50 State Street of the violations on the property and issuing an appearance ticket, if necessary, to resolve the missing ticket booth. Trustee Plummer also discussed with the Board that the owner removed 4 totes used by the cupcake bakery at the site. The Bakery owner was informed by the Property owner that the Village had requested they use dumpster area.

Proceedings of a Meeting of the Board of Trustees  
February 9, 2016

**JOINT BOARD MEETING**

Mayor Corby discussed the Joint Meeting with the APRB and PZBA. The Board requested that the Clerk email the Board chairs and request a list of issues for discussion.

**MEMBER ITEMS**

Trustee Galusha reviewed with the Board the status of Grove Street. Currently, there had been a safety issue with the turning radius for the Fire Department and the on-street parking. The parking had been moved to accommodate the situation per the Fire Department's 15-minute-only parking with flashers. Trustee Galusha discussed the necessary easement from the Pickle Factory. If they are unable to obtain the easement, there would be no on-street parking. He informed the Board that almost everything is in place, and the project is looking at a possible April 1<sup>st</sup> start date with work on the sewers. The Board requested a cross section of the plan as it stands, and Mayor Corby indicated he could provide that for the Board.

**Motion Mayor Corby, seconded by Trustee Lanphear**, to give concept approval for the current reconstruction plan for Grove Street, and for Trustee Galusha to meet with constituents.

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

Trustee Lanphear discussed with Board the anticipated ribbon cutting for the Auburn Line Park on April 23, 2016 at 11 AM, which coincides with Earth Day. She requested that the Board approve the NYS marker for the Park. The marker will be blue and yellow, highway style with the NYS logo in galvanized steel. Mayor Corby will submit the wording for the sign.

**Motion Mayor Corby, seconded by Trustee Lanphear**, to purchase the NYS marker of the new Auburn Line Park.

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

Trustee Caraberis discussed with the Board that the GIS contract is up for renewal. She will be reviewing the GIS with the Building Inspector.

Trustee Plummer reviewed with the Board the option of allowing underwriting for hanging baskets, as well as the possibility of groups adopting the urn at the four corners. The Board discussed running a newsletter article.

Trustee Plummer also discussed with the Board that plans on updating the Village Website will begin in March. She was looking at the possibility of using Word Press for the site.

**MINUTES**

**Motion Mayor Corby, seconded Trustee Galusha**, to approve the Village Board minutes from January 12, 2016.

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 10:01 PM.

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

---

Dorothea M. Ciccarelli, Recording Secretary