

PROCEEDINGS OF A REGULAR MEETING OF THE VILLAGE BOARD OF TRUSTEES
March 8, 2016 -7:00 PM

Present

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

CALL TO ORDER

Motion Mayor Corby, 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.

GROVE STREET CONSTRUCTION

Trustee Galusha, Village Engineer, Scott Harter, and DPW Superintendent, Rob Harter reviewed with the Board and public the Grove Street reconstruction project. Trustee Galusha indicated to the public that this project has been in the planning for 8 months. The project will entail paving the street and installing new sidewalks for pedestrian safety. There will also be repairs to Grove Street Extension and chip sealing the surface. Trustee Galusha reviewed with the public the location of the proposed sidewalk, as well as the relocation of the three parking spaces. These spots will be relocated at the request of the Fire Department to provide better access to the building in case of an emergency and will be given a 15-minute time limit. There will be no overall change in the number of parking spaces on the street at the completion of the project. The Village’s long-range plan is to add to the existing sidewalk network. The Town of Pittsford will be extending the sidewalk to French Road in the future. Trustee Galusha read two letters received into the record.

The meeting was opened to the public for comments.

Janet Reynolds, 35 Church Street – Expressed concern with the changes proposed to the parking spaces, stating that she thought that 15-minute parking would not serve the public or the business of the Pickle Factory and questioned whether the fire safety issue was driving the change. Trustee Galusha indicated that the time limit was also a change requested by the Fire Department. Mrs. Reynolds also indicated that she did not see many residents walking the street to require the installation of a sidewalk.

Trustee Galusha explained that the Village had contracted with SRF for a traffic study, which indicated that the area was a heavily used pedestrian street.

Mary Sgabellone, 9 Grove Street – Informed the Board that she is very happy with the proposed project and the improvements that will be made to drainage in her area.

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Tom Haggerty, 19 Elm Street – Questioned if the road will be milled. Trustee Galusha indicated that there will be a combination of milling and an overlaying of new pavement. He stated that the Village had reviewed several different types of road improvements before deciding which method to use.

Mike Newcomb, owner of 18 Elm Street – Questioned if there would be grass between the sidewalk and street. Trustee Galusha indicated that there will not be grass, because of limited space.

Cindy Haggerty, 19 Elm Street - Discussed the parking on the street and stated that there are pedestrians that use the street. Mrs. Haggerty indicated that this is a good solution for the neighborhood and the Pickle Factory.

Mayor Corby informed the public that the long-term goal is to connect the sidewalk district to the nature center and canal.

Trustee Galusha reviewed the project schedule, with work beginning on the street the beginning of April and paving anticipated at the end of April. The overall project cost is estimated at \$117,000.

NON-MUNICIPAL USE PERMIT

Robert Ament, representing the Jembetat Gallery, reviewed the history of improvements made to the Gallery since he took ownership. He indicated that he has painted the pavilions and stained the decking. Mr. Ament requested permission to place 5 benches, three flat benches in the area of his business. The Board thanked Mr. Ament for coming to the meeting.

SPECIAL USE PERMIT – INFORMATION ONLY, THE KITCHEN

A representative from the Kitchen informed the Board that they have an opportunity to expand. They would like to add a complementary business to the Kitchen. They discussed their idea for a Tapas Lounge, which would provide indoor and seasonal outdoor service. The Lounge would be open 5 pm to 1 am, Tuesday - Saturday and would be open to the public.

Trustee Lanphear expressed concern with losing the retail space on Main Street. The Board discussed the issues of losing retail on Main Street.

The Board requested from the applicants that when they return to the Village Board, they provide the following: Proposed layout, including seating, number of employees, parking plan, and a plan for trash disposal. Mayor Corby indicated that the applicant should also be prepared to inform the Board how they anticipate minimizing potential noise from the operations.

Mike Newcomb, building owner of 8 South Main Street, indicated to the Board that he was having a difficult time maintaining a retail business in the spot, since smaller retail businesses are difficult to fill.

Motion Mayor Corby, seconded Trustee Plummer, to refer the Kitchen to the Planning Board and set a public hearing for April 26, 2016.

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

BUILDING INSPECTOR REPORT

Mr. Kofahl reviewed with the Board the issuance of building & commercial permits. He also informed the Board that he had updated his training and received his Certificate for Storm Water Management.

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Residential:

- Two building permits were issued, one for interior renovations and one for an enclosed porch.
- Mr. Kofahl stated that he will be working with the new owner of 17 Washington Road. This property will be going through a very needed clean-up.

Commercial:

- Mr. Kofahl reported that a new business is moving into 7 State Street. The name of the business is “Straight-A-Coaching.” This is an education club for High School students to get coaching on how to study and some tutoring on specific subjects.
- Two building permits were issued for this business – one for the new occupancy and one for a temporary sign.

APRB:

- There are three applications for the APRB to review at the March 14th meeting. One is for a new sign at 50 State Street, one is for a residential addition at 20 Courtenay Circle, and one is for residential exterior renovations at 79 South Main Street.

PZBA

- There are two Public Hearings scheduled – one for a sign variance at 9 North Main Street and one for a residential addition at 20 Courtenay Circle.

General:

- Mr. Kofahl is working on procedures for both boards. He stated that they have had several meetings to discuss concerns about PZBA applications and procedures. He will be working with the Board on proposed changes to the Village Code for minor vs major site plans, as well as others that need to be addressed to improve the applications and how they are reviewed.
- Mr. Kofahl has submitted the required 1203 Activity Report to the New York State Department of State.
- He reported that he has met with Michele Debyah, from the Town of Pittsford. She has shown him how to use the GIS System and how to access appropriate information for the Village to review.
- The Village has received two new complaints.

Code Issues:

- Mr. Kofahl reported that he is still completing inspections to close out the balance of the 2013 and 2014 open permits.
- This month he will be issuing Violation Notices to several of the priority properties. This will start the compliance process and he is confident that it will help resolve some of these issues by this procedure. Mr. Kofahl also anticipates that some of these priority properties will need to have further action, such as Court appearance tickets and possibly actual court hearings for code compliance.
- Mr. Kofahl will be attending Annual Code Training and Certification the week of March 14th. This is to maintain his New York State Certification.

Other Issues:

- There was a grease spill in the parking lot behind Hicks and McCarthy’s restaurant. The storage container for their grease is in the back of the parking lot. It had damage to the bottom of the unit and as the weather warmed up, the grease flowed out of the container and into the parking lot. The Town of Pittsford DPW spread some sand to do the initial containment of the spill. The owner was notified and they contacted their grease hauling company. The company came out and changed the containment unit. They also spread some absorbent material. They did not do a

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cleanup due to the fact that the containment unit did not fail. There was an accidental damaging of the unit. The owner followed up by contacting a cleanup company. They came out and washed down the area and spread more absorbent material. A final cleanup will be done for the sand and absorbent.

DPW REPORT

- Flower baskets have been dropped off for planting. This year will be Bundsuch's Greenhouse preparing the flower baskets.
- Urns at the four corners have been cleaned and repainted. The urns will be returned to the four corners in the near future.
- The Department is working on refinishing the benches on Schoen Place; they will be rotating them out a few at a time to clean and refinish.
- The Superintendent informed the Board that with the weather being nicer, they will be able to get the sweeper out to clean up Village streets.
- The bollards for Schoen Place have been cleaned and refinished and will be returned to the canal soon.
- The DPW crew has been cold patching pot holes as they have come up around the Village. As soon as the asphalt plant opens for the season, permanent repairs will be made.
- The DPW crew is currently removing brush piles as they come out. Regular pickup will resume at the end of the month, unless there is a need to start sooner.

VILLAGE ATTORNEY

Mr. Turner reviewed the APRB code change that deals with changes that homeowners have made to their homes, with or without approval that are inappropriate. The requested code change has been circulated and will be forwarded to SHIPO for review.

Mr. Turner reviewed with the Board the steps taken to obtain approval from the Pickle Factory for the easement needed for the project. The necessary documents have been forwarded to the attorney for the Pickle Factory for their approval or changes.

The Board also discussed issues with snow plow contractors. Currently, there are contractors plowing snow onto sidewalks and pushing snow into the road. The Board discussed possibly having a snow plow registration as a way to locate the contractors that are not following the rules. This item will be added to the project list.

Mr. Turner is also working on a resolution for passing legal fees on to applicants on certain projects where appropriate.

Mr. Turner discussed with the Board comments received from the PZBA chairman regarding necessary SEQR reviews. The SEQR determination provides that a Type II action be declared at the beginning of the Public Hearing. A Type I action will require a coordinated review. The proposed code change for the rezoning is a Type II action and does not require additional review. The proposed local law for Home Occupation public hearing that was approved will need to be rescinded for March 22, 2016, for the additional necessary reviews.

Motion Mayor Corby, seconded by Trustee Plummer, to rescind the public hearing on the proposed local law for the Home Occupancy on March 22, 2016 at 7:30 PM.

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

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Trustee Galusha discussed with the Village Attorney the need to do the SEQR statement for the Grove Street Project. The attorney and Board agreed.

Motion Mayor Corby, seconded by Trustee Galusha, to determine that since there is no additional site coverage, no additional drainage impacts, no additional tangible individual impacts, review of the proposed Grove Street Reconstruction Project is a Type II action under SEQR.

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

Motion Mayor Corby, seconded by Trustee Plummer, to approve the proposed Grove Street Plan as presented with or without the easement from the Pickle Factory.

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

ATTORNEY CLIENT SESSION

Motion Mayor Corby, seconded by Trustee Plummer, 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 at 8:30 PM.

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

MEMBER ITEMS

Mayor Corby reviewed with the Board the meeting with Steve Ferranti about the traffic-calming issues in the Village. The group focused on the four corners and the main arteries that are worthy of study. Mayor Corby informed the Board that Monroe Avenue has been at capacity for the last twenty-five years. Steve Ferranti focused on North Main Street; they discussed the possibility of eliminating the turning lanes, given the pedestrian destinations located on the street. There will be a public meeting on the study.

The Board discussed future improvements to the Village Hall, which include seeking a grant for necessary work for remodeling the records archive room and general maintenance items. The grant for the record archive room will be applied for in 2017. The Board agreed to look at the necessary maintenance items at a future date.

The Board discussed the upcoming ribbon cutting for the Auburn line park and the placement of an article in the upcoming Village newsletter.

VILLAGE CLERK REPORT

The Village Clerk and Trustee Caraberis discussed with the Village Board the status of the Employee Handbook update. The Clerk provide various sections of the handbook and requested the Board review the sections and provide comments or changes.

The Clerk reviewed with the Board the request received from New York State Retirement on updating the resolutions on Standard Workday for all Employees, Appointed and Elected Officials.

Motion Mayor Corby, seconded by Trustee Plummer, to make the following resolution for the Standard Workday for Village Employees.

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

BE IT RESOLVED, that the Board of Trustees for the Village of Pittsford, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees'

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Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Village Clerk	8 hours per day
Treasurer	7 hours per day
Superintendent of Public Works	8 hours per day
Building Inspector	8 hours per day
PZBA/APRB Secretary	6 hours per day
Records Clerk	6 hours per day
Parking Monitor	6 hours per day
DPW crew	8 hours per day

Motion Trustee Caraberis, seconded by Trustee Galusha, to make the following standard workday resolution for Elected and Appointed Officials.

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

BE IT RESOLVED that the Board of Trustees for the Village of Pittsford, hereby establishes the following as standard work days for these titles and will report the officials to the New York State and Local Employees' Retirement System based on their record of activities:

Mayor	6 hours per day
Trustee	6 hours per day

The Clerk reviewed with the Board the current Forestry Grant opportunity and informed the Board that the Village would be putting a grant application together for the 2017 New York State Archive Grant.

EXECUTIVE SESSION

Motion Mayor Corby, seconded by Trustee Galusha, to enter executive session regarding a personnel issue.

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

Motion Trustee Plummer seconded by Mayor Corby, to exit executive session at 10:00 PM.

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

MINUTES

Motion Mayor Corby, Seconded Trustee Plummer, to approve the Village Board minutes from February 9, 2016.

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

Motion Trustee Plummer, Seconded Mayor Corby, to approve the Village Board minutes from February 23, 2016.

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

ADJOURNMENT

Motion Mayor Corby, and seconded by Trustee Galusha, to adjourn the meeting at 10:23 PM.

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

Dorothea M. Ciccarelli, Recording Secretary