

**PROCEEDINGS OF A REGULAR MEETING OF THE VILLAGE BOARD OF TRUSTEES,  
May 10, 2016 -7:00 PM**

**Present**

**Mayor:** Robert C. Corby  
**Trustees:** Lili Lanphear  
Frank Galusha  
Alysa Plummer  
Margaret Caraberis  
**Building Inspector:** Floyd Kofahl  
**Village Treasurer:** Mary Marowski  
**Recording Secretary:** Dorothea M. Ciccarelli

**CALL TO ORDER**

Motion by Mayor Corby seconded by Trustee Caraberis 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.

**WORKERS COMPENSATION INSURANCE**

Gary Wilkins, with Wilkins Insurance Agency, reviewed with the Board quotes received for the Workers Compensation Insurance. The Village received quotes from Perma, Comp Alliance, and New York State Insurance Fund, Safety Group. Mr. Wilkins discussed issues that are currently influencing the Village's insurance rates, which include: loss ratio, payroll and experience.

The Board discussed the options and questioned Mr. Wilkins about the New York State Insurance Fund and the yearly dividend. Mr. Wilkins informed the Board that the carrier has provided a dividend for the last twenty-five years, but they would not guarantee that a dividend would be provided.

**Motion Trustee Caraberis, seconded by Trustee Galusha,** to accept the quote from the New York State Insurance Fund, Safety Group for \$33,287.00.

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

**DOG PARK PROJECT**

Mayor Corby informed the Board that he had a conversation with Mr. Dykens, whose daughter, Hanna, is a Girl Scout who is currently working on her Silver Award Project. For this project she would like to do a study on what is necessary for having a dog park. Mayor Corby indicated it would be great to have the research, and that the Village could possibly do a dog park near the DPW building in the future.

**AMENDMENT TO CHAPTER 210-74.1**

Attorney Jeff Turner and Building Inspector Floyd Kofahl reviewed the local law with the Board and recommended that the current local law be amended to allow 900 square feet for patron occupation. Trustee Lanphear reviewed with Mr. Kofahl what would be the minimum that could be made, and he indicated that 700 square feet was the minimum. The Board also discussed the noise impact from this type of use and the proximity to churches and schools. The Board discussed the possibility of having an

Proceedings of a Meeting of the Board of Trustees  
May 10, 2016

overlay district that would deal with bars. The Board then discussed the type of alcohol being served and the difference in allowing a full bar or just beer and wine. The Board requested further time to review the local law as presented.

### **VILLAGE HALL MAINTENANCE**

Mayor Corby reviewed with the Board the necessary maintenance items needed for the Village Hall. The roof in front of the building is in need of replacement, and the Village received a quote from Easton Specialties for \$17,950, which did not include the replacement of the decking and any masonry work that might be necessary. The Village Hall door is in need of repair, and Mayor Corby is going to reach out to vendors to get quotes on the necessary repairs needed.

### **DPW REPORT**

- Mr. Harter informed the Board that the public restrooms and drinking fountains are operational. The boat pump station is up and running at the DPW.
- The water supply to the dock at the DPW was repaired by Craig Prince.
- The Village's flower baskets will be picked up on May 24th, and will be hung around the Village. Currently staff is working on the village's flower beds. Mulch is being placed around the Village today.
- Mowing of parks and properties has started for the season.
- The storm line between Line St. and Elm St. has been replaced.
- Grove St. has been milled out and the crew is placing the sidewalk between Elm and Line St.
- The sidewalks should be completed this week and paving will begin next week, weather permitting.
- Weather has slowed things up a little, but the crew is working hard to get Grove St. completed.
- There was an incident on Austin Park with a siphon, which overflowed and had to be taken care of.
- Trustees Caraberis and Lanphear will work with Rob on location of the park bench.

### **BUILDING INSPECTOR REPORT**

#### **Residential:**

1. Issued Building Permits –
  - 50 Sutherland - Shed
2. Has completed several open permits and is still working on the remaining open permits.

#### **Commercial:**

1. Issued 8 Building Permits:
  - 7 State Street – Straight-A-Coaching – Building-mounted sign
  - 34 South Main Street – La Paire Optique – Building-mounted sign
  - 34 South Main Street – La Paire Optique – New Business/interior renovations
  - 19 State Street – Fox Five LLC – Interior renovations
  - 40 State Street – 40 State Street LLC – Interior renovations
  - 9 South Main Street – Newcomb Properties – Interior renovations
  - 8 Schoen Place – Aladdin's – Interior renovations
  - 19 Monroe Ave – Messner Carpeting – Solar Panels on the roof
2. He has completed the inspections for the Del Monte's interior guest room's renovations.
3. The permit for 8 Schoen Place, Aladdin's, was due to a fire in the kitchen. He and Kelly Cline have completed an inspection of the facility and are working with the owner, John Crawford, to repair the damages and address the Code issues. The restaurant should be open next week.

Proceedings of a Meeting of the Board of Trustees  
May 10, 2016

**APRB**

- The APRB had 4 applications for the Board to review at the May 2nd meeting:
  - 3 Durham Way for a fence installation. (approved)
  - 17 Maple Street for a fence installation. (approved)
  - 4 Courtenay Circle for shutter repair and replacement. (approved)
  - 9 Jackson Park for a dock. (approved)
- There are currently 3 applications for the June meeting.

**PZBA**

1. The Board had 2 applications reviewed at the April 18th meeting:
  - 10 North Main Street – Temporary Permit – Harladay Hots. (approved)
  - 14 State Street – Temporary Permit – Farmers Market. (approved) Moved to Saturday mornings.
2. 50 State Street is scheduled for the May 16th meeting as well as 2 other applications.

**General:**

1. He is currently working on the signage issues in the Village. The Village has sent out and visited several businesses to discuss their violations.
2. He has completed and submitted the Annual MS4 Report for the Monroe County Stormwater Coalition. There was a review meeting that went well. The Village will be looking to apply for a grant to help with Stormwater Facility mapping. We are also looking to work with the Stormwater Coalition on using the Intern Program to place Storm Outlet Indicators at all our 40 plus inlets.
3. The new owner of 17 Washington Road, Keith Povich, has applied for and received his roofing permit. Mr. Kofahl has also reviewed his application to the APRB for the proposed work on the exterior of the residence.

**Code Issues:**

1. He is compiling concerns and recommendations for addressing issues with the current Village of Pittsford Code. He would like to recommend that, this year, the Board of Trustees approve a small committee to complete a code review and compile a list of recommended changes to present to the Board of Trustees for their consideration, in concert with the comprehensive plan review and the recodification of the code.

**Other Issues:**

1. He is working on scheduling an APRB meeting for the property at 44 Sutherland Street. He is currently reviewing the new information submitted by the owner and preparing comments. This will be scheduled as a Special Meeting for the APRB.
2. He has prepared the form letter for property maintenance compliance. This is a letter that he will be sending to the owners/tenants of residential properties in the Village to remind them and/or inform them of their responsibility to maintain the residence.
3. He has started sending the notices for the annual permit renewal for the dumpsters and totes. The Village has approximately 70 of these that are tracked.

**ATTORNEY**

Jeff Turner discussed with the Board the previously presented proposed Village Law for the APRB Code. He explained to the Board that this local law change will assist the Board in their decision process.

**Motion Mayor Corby, seconded by Trustee Plummer**, to set a public hearing for June 14, 2016 at 7:30PM for the proposed APRB Code change.

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

Proceedings of a Meeting of the Board of Trustees  
May 10, 2016

**ATTORNEY CLIENT MEETING**

Motion Mayor Corby, seconded by Trustee Plummer, to enter attorney client meeting.

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

Motion Mayor Corby, seconded by Trustee Lanphear, to exit executive at 8:45 PM.

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

**TREASURER’S REPORT**

Village Clerk, Dorothea M. Ciccarelli, presented vouchers listed on Abstract #21 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 #21 in the amounts stated below and to charge them to the appropriate accounts.

Vouchers for approval – Abstract #21

- General Fund: \$ 35,721.66  
(#687-#693, #695, #697-#711, #713-#714, #716-#718, #720-#730)
  - Sewer Fund: \$ 2,405.58  
(#696, #714, #715)
  - Capital Improvements 2015: \$ 6,049.15  
(#685, #686, #694, #719)
- Total Vouchers for Approval: \$ 44,176.39

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

The Clerk reviewed the current bank balances provided by the Village Treasurer, as well as the April finances as of 4/30/2016.

**FINANCIALS / BUDGET TRANSFERS**

**Motion Mayor Corby, seconded by Trustee Plummer,** to approve the April 2016 Financials for the General and Sewer Fund.

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

**Motion Mayor Corby, seconded by Trustee Plummer,** to authorize the budget transfer as provided below.

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

Account	Title	Budgeted Amount	Account Balance at 4/30/16	Amount Over Budget @ 4/30/16	Transfer dollars to cover expense	New Balance AFTER Transfer
<b>CREW</b>						
A5132.1	Shop	\$ 14,000.00	\$ (17,761.56)	\$ (3,761.56)	\$ 5,000.00	\$ 1,238.44
A5182.1	St Lighting	\$ 1,200.00	\$ (1,379.75)	\$ (179.75)	\$ 500.00	\$ 320.25
A7110.1	Parks	\$ 25,000.00	\$ (25,539.92)	\$ (539.92)	\$ 2,000.00	\$ 1,460.08
A7550.1	Celebrations	\$ 300.00	\$ (657.19)	\$ (357.19)	\$ 600.00	\$ 242.81
A8170.1	St Cleaning	\$ 25,000.00	\$ (26,273.78)	\$ (1,273.78)	\$ 2,500.00	\$ 1,226.22
<b>Total Needed</b>				<b>\$ (6,112.20)</b>	<b>\$ 10,600.00</b>	

Proceedings of a Meeting of the Board of Trustees  
May 10, 2016

<b>Accounts sending transfer monies</b>							
A5142.1	Plowing	\$ 11,000.00	\$ (7,461.74)	\$ 3,538.26	\$ (3,500.00)	\$ 38.26	
A3620.1	Bldg Inspector	\$ 42,364.00	\$ (18,561.04)	\$ 23,802.96	\$ (7,100.00)	\$ 16,702.96	
<b>Total Re-allocated</b>					<b>\$ (10,600.00)</b>		
<b>VENDOR</b>							
A1410.409	Copies	\$ 1,500.00	\$ (1,551.51)	\$ (51.51)	\$ 300.00	\$ 248.49	
A1410.44	Conferences	\$ 3,800.00	\$ (3,804.92)	\$ (4.92)	\$ 10.00	\$ 5.08	
A1420.41	Litigation	\$ 325,000.00	\$ (333,345.58)	\$ (8,345.58)	\$ 16,000.00	\$ 7,654.42	
A1620.412	Telephone	\$ 5,500.00	\$ (7,585.10)	\$ (2,085.10)	\$ 3,000.00	\$ 914.90	
A5182.42	St Lighting Rpr	\$ 10,500.00	\$ (10,888.05)	\$ (388.05)	\$ 500.00	\$ 111.95	
A7110.4	Parks	\$ 18,500.00	\$ (19,020.82)	\$ (520.82)	\$ 700.00	\$ 179.18	
A8010.4	Zoning	\$ 100.00	\$ (120.00)	\$ (20.00)	\$ 100.00	\$ 80.00	
A9040.8	Worker's Comp	\$ 31,800.00	\$ (36,865.00)	\$ (5,065.00)	\$ 5,100.00	\$ 35.00	
A9060.8	Health/Dental	\$ 71,500.00	\$ (78,692.79)	\$ (7,192.79)	\$ 9,000.00	\$ 1,807.21	
<b>Total Needed</b>					<b>\$ 34,710.00</b>		
<b>Accounts sending transfer monies</b>							
A1410.408	Newsletter	\$ 2,000.00	\$ (1,000.00)	\$ 1,000.00	\$ (500.00)	\$ 500.00	
A1410.41	Insurance	\$ 46,600.00	\$ (41,127.91)	\$ 5,472.09	\$ (5,450.00)	\$ 22.09	
A1410.411	Supplies	\$ 6,000.00	\$ (3,365.80)	\$ 2,634.20	\$ (2,000.00)	\$ 634.20	
A1410.412	Software Support	\$ 6,016.00	\$ (3,409.38)	\$ 2,606.62	\$ (1,000.00)	\$ 1,606.62	
A1410.47	Postage	\$ 2,500.00	\$ (1,331.68)	\$ 1,168.32	\$ (600.00)	\$ 568.32	
A1440.4	Engineer	\$ 8,000.00	\$ (3,325.00)	\$ 4,675.00	\$ (2,500.00)	\$ 2,175.00	
A1460.4	Records Mgmt	\$ 4,500.00	\$ (160.87)	\$ 4,339.13	\$ (860.00)	\$ 3,479.13	
A1620.4	Vlg Hall	\$ 40,712.27	\$ (14,145.97)	\$ 26,566.30	\$ (8,200.00)	\$ 18,366.30	
A1620.413	Heating Fuel	\$ 6,000.00	\$ (2,204.16)	\$ 3,795.84	\$ (2,700.00)	\$ 1,095.84	
A1620.43	Hwy Garage	\$ 7,500.00	\$ (3,454.66)	\$ 4,045.34	\$ (2,500.00)	\$ 1,545.34	
A1990.4	Contingency Fd	\$ 3,000.00	\$ -	\$ 3,000.00	\$ (3,000.00)	\$ -	
A3620.4	Bldg Insp	\$ 3,000.00	\$ (1,498.57)	\$ 1,501.43	\$ (1,000.00)	\$ 501.43	
A5132.48	Deisel Fuel	\$ 9,500.00	\$ (3,869.74)	\$ 5,630.26	\$ (3,000.00)	\$ 2,630.26	
A7550.4	Celebrations	\$ 6,000.00	\$ (3,546.41)	\$ 2,453.59	\$ (1,400.00)	\$ 1,053.59	
<b>Total Re-allocated</b>					<b>\$ (34,710.00)</b>		

## VILLAGE CLERK REPORT

The Clerk reviewed with the Board a request she had received from Nazareth Life Prep who are looking for projects for their program. The Board requested that a representative meet with them to discuss what projects could be completed.

The Clerk reviewed with the Board an additional section that required their input for the Employee Handbook to be completed. The Board will be reviewing the sections and respond to the Clerk.

The Clerk reviewed with the Board the paperwork and salary information for the 222 – Civil Service – Working foreman title that they are seeking.

The Clerk informed the Board that the overbilling issue with Time Warner has been resolved and we are currently awaiting a refund on the overbilling.

Proceedings of a Meeting of the Board of Trustees  
May 10, 2016

**MINUTES**

**Motion Mayor Corby, seconded Trustee Plummer**, to approve the Village Board minutes from April 6, 2016 with corrections.

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

**Motion Trustee Lanphear, seconded Trustee Galusha**, to approve the Village Board minutes from April 12, 2016 with corrections.

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

**Motion Trustee Galusha, seconded Trustee Lanphear**, to approve the Village Board minutes from April 26, 2016 with corrections.

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 9:30PM.

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

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Dorothea M. Ciccarelli, Recording Secretary