

**PROCEEDINGS OF A REGULAR MEETING OF THE VILLAGE BOARD OF
TRUSTEES
June 14, 2016 -7:00 PM**

Present

Deputy Mayor: Lili Lanphear
Trustees: Frank Galusha
Alysa Plummer
Margaret Caraberis
Village Attorney: Jeff Turner
Building Inspector: Floyd Kofahl
Recording Secretary: Dorothea M. Ciccarelli

CALL TO ORDER

Motion by Trustee Lanphear seconded by Trustee Caraberis called the meeting to order at 7:00 PM.
Vote: Lanphear - yes, Galusha – yes, Plummer – yes, Caraberis– yes. Motion carried.

BOARD MEMBER – CONFLICTS OF INTEREST DISCLOSURE

Deputy Mayor Lanphear 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.

MOTHERS OUT FRONT PRESENTATION

A presentation was conducted by the organization Mother’s Out Front on the dangers with the Bakken Oil Trains. The group finalized their presentation by requesting the Village ensure that they have an evacuation plan and it is made known to the residents and business. They also requested the Board inform New York State Senator Rich Funke of the importance of the Surety Bill. The group also requested the Village sign on to their letter to Congress advocating for a federal legislative ban on the Bakken Oil Trains. In addition, they would like the Village to pass a resolution stating publicly that they are in support of the ban on the Bakken Oil Trains.

The Board thanked the group for their presentation and for the information provided.

DPW REPORT

- Woodcreek Pump Station
Generator installation was completed and started service on June 6th by EPS (Emergency Power Service). The needed pressure upgrade for the system was completed by RG&E on June 6th. There will be additional work need to be completed on setting up the security system, with the monitor company and the Town of Pittsford Sewer Department.
- Village DPW Pump Station
The current pumps for the station appear to be undersized and are being reviewed by XYLEM ITT Flyght for the following items:
 1. Pumps are not working correctly and have gotten plugged.
 2. The pump stations have not been inspected since 2011. The necessary yearly inspections will cost \$992 per year.
 3. The Woodcreek generator needs to be put on a monitoring system, which will cost

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about \$525 per year, and this will monitor all generator activities.

4. The generator will conduct a self-test on the systems every Tuesday at 7:30am.
- Village clock
The internal clock parts for the Village clock at the corner of South Main and State Street have been sent back to the factory for either repair or replacement. The factory will provide the Village with an estimate for the necessary repairs.
 - Canal culvert adjacent Austin Park and behind Pittsford Little League
This culvert is almost totally blocked and needs cleaning badly. This culvert carries the drainage from E. Jefferson Rd and the lower South St. It currently has the possibility of causing a backup. Mr. Curfari has contacted the homeowner and he has agreed to allow the Village access to the culvert to start the cleanup duties. He has contacted the Town of Pittsford for the use of their excavator. If the Town is unable to allow the DPW the use of the machine, the Village will have to incur the cost of rental.
 1. The only access to this site is through Pittsford Little League field, and he will need to contact them to not block off access areas.
 2. The swale that carries the drainage needs to be cleaned out and the village will need to get a quote for these services. To do cleaning, some trees may have to be removed.
 - Ash Trees
The ash trees are due for treatment, and Mr. Curfari has given Broccolo the approval to complete the necessary work; their personnel will call in advance.
 - Regatta and Paddle and Pour
The Village needs to work with the Pittsford Crew and Town of Pittsford on garbage pickup, since the garbage from the event was not picked up on Sunday night or Monday morning. In addition, the garbage was not picked up along Schoen Place, or after the parade.
 - Speed Humps
The speed humps have been installed on Rand Place and Boughton Avenue. Mr. Curfari suggested that the Village use a bolt down style hump instead of the glue down style.
 - Flowers and Landscape
The hanging baskets were up prior to Memorial Day, and all the landscape projects look very professional.
 - Grove Street
The crew has been spending mornings working on Grove Street, and in the afternoons, they have been working on the normal weekly activities for the Department. The last piece of sidewalk has been poured and the paving is anticipated to start on June 10th with a completion date of June 14th. Once the pavement is complete, there will be driveway repairs, sidewalk repairs, signage and striping to be done.

NON-MUNICIPAL USE PERMIT – PITTSFORD YOUTH SERVICES

The Board received a written request from Pittsford Youth Services to conduct their annual “Duck Drop Derby” to be held on Friday July 22, 2016 at 2 PM.

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Motion by Trustee Plummer, seconded by Trustee Galusha, to waive the 45-day notice and to issue a non-municipal use permit to Pittsford Youth Services for their annual “Duck Drop Derby” with the standard permit conditions.

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

LOCAL LAW PROCESS

The Village Clerk discussed with the Board the current process for adoption of a local law. She expressed concern with the impact of the necessary approvals needed for State Environmental Quality Review (SEQR) & Local Water Revitalization Program (LWRP) on the setting of the public hearing date for local laws. The Board discussed the time line for approvals and whether some of the necessary approvals could be completed prior to the setting of the public hearing. Village Attorney Jeff Turner suggested to the Board that they could make changes to the Type II SEQR list, which would eliminate some items needing an LWRP review. The Board discussed the impacts of the necessary resolution. Mr. Turner also informed the Board that the Planning Board has 60 days from the referral date to do the consistency review for the LWRP. After further discussion, the Board decided the matter would require further review.

ATTORNEY CLIENT MEETING

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

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

Motion Trustee Lanphear, seconded by Trustee Caraberis, to exit attorney client meeting at 8:05 PM.

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

PUBLIC HEARING FOR A LOCAL LAW AMENDMENT FOR CHAPTER 210.74.1

Motion by Trustee Lanphear, seconded by Trustee Caraberis, to set the public hearing for the proposed amendment of Chapter 210.74.1 on September 13, 2015 at 7:30 PM.

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

Motion by Trustee Lanphear, seconded by Trustee Plummer, to refer the proposed local law for an amendment of Chapter 210.74.1 to Village Planning Board for a Chapter 121 – Local Water Front Consistency Review.

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

Justin Vlietstra, Chairman for the Village Planning & Zoning Board, informed the Board that the Monroe County review and the Local Water Front Consistency review could be completed at the same time. The Board explained to Mr. Vlietstra that the Local Water Front Review has a 60-day time period for the Planning Board by code and they have to consider that time frame when setting the public hearing.

SPECIAL PERMIT REVIEW

The Village Clerk reviewed correspondence she received from the Chairman of the Planning Board regarding the referrals to the Planning Board for Special Permits. The Chairman thought the Board did not have the right to do these referrals without a resolution allowing the Planning Board to proceed. Jeff Turner explained that the referral process has been codified and that the Special Permit code lays out the path forward for the Planning Board in the referral process, and no resolution is needed.

ADJOURNMENT OF PROPOSED LOCAL LAW AMENDING ARTICLE XIV

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Motion by Trustee Plummer, seconded by Trustee Lanphear, to adjourn the public hearing on the proposed amendment to Article XIV to August 9, 2016 at 7:30 PM.

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

BUILDING INSPECTOR REPORT

Residential:

1. Issued Building Permits –
 - a) 3 Durham – for a Fence and for a Finished Basement
 - b) 17 Washington Road - for a Roof
 - c) 12 Stonegate – Interior Renovations
 - d) 36 Sutherland – for a Fence

Commercial:

1. Issued 1 Building Permit –
 - a) 40 State Street – Lattimore Physical Therapy – Temporary Sign
2. Mr. Kofahl and Fire Marshal, Kelly Cline have completed inspections of the tenants at 3 Schoen Place due to a minor fire in the second story. The Towpath Bike Shop had an electrical fire that caused a great deal of smoke damage and physical damage to the West wall. There was smoke and water damage to all three tenants. All three are back open with some limited areas.

APRB

1. We had 6 applications for the APRB to review at the June 6th meeting.
 - * 50 State Street – for a Sign. (Approved)
 - * 4 Courtenay – for a Garage Door and an Egress window. (Approved)
 - * 41 North Main Street – for Windows and a Door. (Approved)
 - * 50 State Street – Northfield Common – for two Parking light fixtures. (Approved)
 - * 12 Stonegate Lane - for an Addition. (Approved)
 - * 10 Eastview Terrace – for a Garage Door and replacing the Siding. (Approved)
2. We have 4 current applications for the July 11th meeting.

PZBA

1. We had 3 applications reviewed at the May 18th meeting.
 - * 12 Stonegate – site plan. (Approved)
 - * 50 State Street – Northfield Common – Final Site plans condition of approvals. (Continued)
 - * 34 & 36 Monroe Avenue – Lot Line Adjustment. (Approved)
2. We have 50 State Street scheduled for the continuation to June 20th meeting.

General:

1. Mr. Kofahl reported that he is working on the property maintenance issues in the village. He sent out 6 Notices and 5 of these were resolved. He has 1 that will need to have the Village issue a contract to have it mowed and maintained. He is currently working on 2 others that came in.
2. He has completed the annual Fire Marshal Training including the review of the New IFC Codes.

Motion by Trustee Lanphear, seconded by Trustee Galusha, to authorize the Building Inspector to use an outside contractor for services necessary to the property maintenance section of the Village Code.

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

Other Issues:

1. We have scheduled an APRB Special meeting for the property at 44 Sutherland. This is scheduled for June 22, 2016 at 6 pm.

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2. We are following up on the Annual Permit Renewal fees letters that were sent out. We will have an updated count for the next meeting.

ATTORNEY CLIENT MEETING

Motion Trustee Lanphear, seconded by Trustee Galusha, to enter attorney client meeting.

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

Motion Trustee Lanphear, seconded by Trustee Plummer, to exit executive at 9:14 PM.

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

TREASURER’S REPORT

Village Clerk, Dorothea M. Ciccarelli, presented vouchers listed on Abstract #23 of 2015/2016 and Abstract 1 of 2016/2017 fiscal year for approval. A motion was made by Trustee Plummer, seconded by Trustee Lanphear, to approve payment of the vouchers listed on Abstract #23 & 1 in the amounts stated below and to charge them to the appropriate accounts.

Vouchers for approval – Abstract #23

| | |
|--------------------------------|--------------------|
| • General Fund: | \$ 33,987.81 |
| (#760, #763 - #767, #771-#778) | |
| • Sewer Fund: | |
| (#769, #774) | \$ 268.97 |
| • Capital Improvements 2015: | |
| (#685, #686, #694, #719) | <u>\$ 8,501.88</u> |
| Total Vouchers for Approval: | \$ 42,758.66 |

Vouchers for approval – Abstract #1

| | |
|------------------------------|--------------------|
| • General Fund: | \$ 5,769.70 |
| (#1-9, #11 - #14) | |
| • Sewer Fund: | |
| (#10) | <u>\$ 2,687.00</u> |
| Total Vouchers for Approval: | \$ 8,456.70 |

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

The Clerk reviewed the current bank balances provided by the Village Treasurer.

RESOLUTION

Motion Trustee Lanphear, seconded by Trustee Plummer, to make the following resolution to move \$5,000 from the General Fund (A1620.4) to the Capital Fund (H8020.4) for the purpose of the Pavilion Grant.

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

VILLAGE CLERK REPORT

The Clerk discussed with the Board that the Computel Audit of the Street Lights had been completed and they will be working with RGE to resolve the discrepancy in the billing.

The Clerk reminded the Board that she would be on vacation from June 24 through July 11.

MEMBER ITEMS

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The Board discussed the notification received by the DEC regarding the meeting on the clean-up for 75 Monroe Avenue. The meeting has been scheduled at the Village of Pittsford Library and the DEC is currently receiving comment. The Board indicated that the public should be made aware of the meeting and was going to have Stacey Freed notify the public.

Trustee Galusha and Trustee Plummer reviewed with the Board the recommended Fund Balance Policy. The Board discussed the current reserve balances and thought the policy was appropriate.

Motion Trustee Galusha, seconded by Trustee Caraberis, to adopt the unrestricted Fund Balance Policy.

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

EXECUTIVE SESSION

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

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

Motion Trustee Lanphear, seconded by Trustee Galusha, to exit executive at 9:45 PM.

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

MINUTES

Motion Trustee Lanphear, seconded Trustee Plummer, to approve the Village Board Organizational minutes from April 29, 2016 with corrections.

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

Motion Trustee Lanphear, seconded Trustee Galusha, to approve the Village Board minutes from May 10, 2016 with corrections.

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

ADJOURNMENT

Motion Lanphear, and seconded by Trustee Plummer, to adjourn the meeting at 10:15 PM.

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

Dorothea M. Ciccarelli, Recording Secretary