

**PROCEEDINGS OF A REGULAR MEETING OF THE VILLAGE BOARD OF TRUSTEES  
October 11, 2016 -7:00 PM**

**Present**

**Mayor:** Robert C. Corby  
**Trustees:** Lili Lanphear  
Frank Galusha  
Alysa Plummer  
Margaret Caraberis  
**DPW Superintendent:** John Curfari  
**Building Inspector:** Floyd Kofahl  
**Recording Secretary:** Dorothea M. Ciccarelli

**CALL TO ORDER**

Motion by Mayor Corby seconded by Trustee Plummer called the meeting to order at 7:00 PM.  
Vote: Corby – 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.

**SPECIAL USE PERMIT – 50 STATE STREET, BUILDING K**

Representatives for the New American Gastro Pub reviewed their intention to open a new restaurant in Northfield Common. They reviewed with the Board their previous experience with the restaurant business. The restaurant they are proposing will be open for lunch and dinner, 7 days a week, but may change with the seasons. They will also be offering take-out food. They anticipate having seating for 57 patrons with 40 seats in the dining area and 17 seats in the bar area. The Board discussed with the applicant his staffing requirements, and he indicated that he intended to have 4-6 employees. Mayor Corby spoke to the applicant regarding the parking requirement for the intended use. The business will require 23 parking spaces. The current location does not have the required parking, and the applicant indicated that he will investigate rental of parking spaces. Mayor Corby informed the applicant that it will be necessary to see lease paperwork for the additional parking. The Board discussed trash removal with the applicant. The applicant indicated that there is a dumpster program for the property located by building O, behind the Recovery Caboose. Trustee Caraberis questioned if the applicant has filed for his liquor license. The applicant indicated that they have not filed at this time. The applicant also informed the Board that they were hoping to use the patio in good weather. Mayor Corby and the Board discussed all the necessary items they would like to see for the next meeting.

**Motion Trustee Plummer, seconded by Trustee Caraberis,** to set a public hearing for the New American Gastro Pub for a Special Permit on December 13, 2016 at 7:30 PM.

Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– no. **Motion carried.**

**Mayor Corby made a resolution, seconded by Trustee Plummer,** to request that the Planning Board review this application and issue an advisory comment on this application.

**Vote:** Corby – yes; Lanphear – yes; Galusha - yes; Plummer – yes; Caraberis – yes. **Motion Carried.**

**AUTHORIZATION TO HIRE FISHER ASSOCIATES – PER APRB RECOMMENDATION**

The Building Inspector reviewed with the Board the request from the APRB to hire Fisher Associates to issue an advisory opinion for remediation or demolition the house located at 44 Sutherland Street. The consultant will be doing a full assessment review and report. As per New York State law, the consultant will not be doing the remediation and will only be providing the report.

**Motion Mayor Corby, seconded by Trustee Caraberis,** to authorize the hiring of Fisher Associates for a cost not to exceed \$1,700.

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

**STATE STREET SIGNAGE**

Mayor Corby discussed with the Board the requested speed limit signage at the Village line. He informed the Board that he will follow up on the matter with the DOT, to see what is possible.

**LIGHT ON UTILITY POLE - ELMBROOK**

Mayor Corby also reviewed with Board the request from residents of Elmbrook Drive for an additional light on a utility pole. The Board continued the discussion on the recent meeting with the neighbors on the traffic study conducted in the area. In reviewing the need for stop signs in the area, the neighbors requested that three stop signs be installed. The Board requested that Mayor Corby seek out the pricing on the additional mast heads needed.

**SETTING OF PUBLIC HEARING FOR A LOCAL LAW AMENDING VILLAGE CODE CHAPTER 93**

The Village Board discussed the proposed local law change amending Chapter 93 of the Village Code. This amendment will update the code and clarify the Planning Board’s role in SEQR.

**Motion Mayor Corby, seconded by Trustee Caraberis,** to set a public hearing on November 15, 2016 at 7:30 PM, on the proposed local law to amend Chapter 93 of the Village Code.

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

**MEMBER ITEMS**

Trustee Galusha informed the Board that he has met with the union representative for the DPW employees. He will be setting up follow-up dates with the representative for the union negotiations. Mayor Corby would like to see two Village representatives, as well as the labor attorney, at the meetings. Trustee Galusha will update the Mayor on the next date.

Trustee Galusha discussed with the Board the DPW garage improvements needed for the loft area, as suggested by the Village Engineer.

**DPW REPORT**

- Mr. Cufari updated the Board on the status of the loader; it currently seems to be working since the last issue.
- Mr. Cufari will be trying to repair the Elmbrook Drive culvert and Elm Street sidewalk this week. Craig Prince has been hired to repair the South Street drainage for a total of \$1,850.00. Currently the culvert has stayed clean.
- The DPW continues to grind sidewalks, but may run out of time to do all the necessary work this year. Currently, the area north of the four corners has been completed.

Proceedings of a Meeting of the Board of Trustees  
October 11, 2016

- The Department is currently working on Village street lights; they are changing the operation over to LEDs when they have time to work on them.
- Mr. Cufari sent out Truck 2, the heavy-duty dump truck, for hoist and salter repairs.
- Currently the Skid Steer needs four new tires that we will contract with Bob Cat to replace.
- The John Deere tractor needs two new rear tires.
- The flowers are still hanging.
- Hi-way Rehab has cored three streets for us and the cores are acceptable for heat-in-place recycling. This process saves 40% on paving costs. He suggested that they review the streets that were acceptable. The contractor will require the Village to do three streets.
- Mr. Cufari suggested that Mayor Corby and Trustee Galusha make appointments to meet with Senator Rich Funke for possible funding for Village projects.

**BUILDING REPORT**

**Residential:**

- A. Issued 3 Building Permits –
- 1) 7 Elmbrook Drive – Fence
  - 2) 14 Stonegate Lane – Sewer hook-up
  - 3) 13 Stonegate Lane – Sewer hook-up

Mr. Kofahl has issued 4 Certificates of Occupancy and 4 Certificates of Compliance. There was a total of 38 inspections for residential work.

**Commercial:**

- B. Issued 5 Building Permits –
- 1) 69 Monroe Avenue – Interior Renovations
  - 2) 65 Monroe Avenue – Interior Renovations
  - 3) 40 State Street – Sign
  - 4) 21 North Main Street – ADA Chair Lift
  - 5) 10 Schoen Place – Guard Rail

He issued 2 Certificates of Occupancy. There were a total of 27 inspections for commercial building permits.

**APRB**

1. There were 5 applications for the APRB to review at the October 3<sup>rd</sup>, 2016 meeting.
  - \* 15 Elmbrook Drive – Fence – (approved)
  - \* 6 Green Hill Lane – Deck – (approved)
  - \* 19 Lincoln Avenue – Garage door – (approved)
  - \* 34 Sutherland Street – New detached garage – (approved)
  - \* 36 Sutherland Street – Addition to existing home and a new detached garage – (approved)

There were 2 Special Meetings for 44 Sutherland Street. There are 2 applications for the November 7<sup>th</sup> 2016 meeting.

**PZBA**

1. There are 3 applications for the October 17<sup>th</sup>, 2016 meeting.
  - \* 34 Sutherland Street – Detached garage
  - \* 36 Sutherland Street – Addition and detached garage
  - \* 44 North Main Street – Temporary Use permit for Christmas Tree Sales

There are no applications for the September 19<sup>th</sup> meeting.

**General:**

Proceedings of a Meeting of the Board of Trustees  
October 11, 2016

1. The new Building Permit application has been posted on line. This will give us more information and proper contact information, as well as let the applicants know what to submit.
2. 13 and 14 Stonegate Lane received the Building Permits for the sewer hook-up. 13 Stonegate Lane hooked into the main line and received approvals from the Village Engineer.
3. The Parking lot work has started at Northfield Common. This is projected to be completed by the end of October. They are also working on the landscaping and some lighting.
4. Mr. Kofahl has been working with Village Attorney Jeff Turner on local laws and language and applicability.
5. He has spoken with the applicants for the Chase Bank Planning Board application. They will be on the November PZBA agenda for review. They are proposing to remove most of the concrete area on the east side of the building, as well as repaving the parking lot.
6. The APRB has received quotes for the 44 Sutherland Street assessment of the mold situation. This is before the Board of Trustees for approval of fund expenditures.
7. Mr. Kofahl has contacted 3 contractors for quotes for the reconstruction of the ticket booth formerly located at Northfield Common. We have received 2 quotes. This will need the Board of Trustees review and direction.
8. The Village Hall renovations for the wheelchair lift has been completed and inspected by all appropriate parties. The Village Clerk is working on closing out the paperwork.

**Other Issues:**

1. The new codes for the State of New York are now in effect. All applications received from this point on are required to comply with the newly adopted IC Codes for New York. IC stands for International Codes. This brings New York State in alignment with most of the other states.
2. Mr. Kofahl has continued to attend update trainings for the new codes, as well as new procedures for other compliances, such as SEQR, DEC etc.
3. The Monroe County MS4 Association is starting a new round of grant funding. We will be looking at what the Village may need in the way of MS4 storm water management issues.

**Enforcement Issues:**

1. Mayor Corby and Mr. Kofahl reviewed with the Board the shutters on Bank of America; the Bank intended to remove the wooden shutters and replace them with plastic. Mr. Kofahl spoke to the branch manager and placed a stop-work-order on the process.
2. The Board discussed the current 5-year agreement in place on the Powers property. Currently, the owners have missed benchmarks on the necessary repairs since the agreement has been in place. Mr. Kofahl will be in touch with the property owner.
3. Mr. Kofahl received a settlement offer on the ticket booth. He reviewed with the Board quotes he received on the replacement of the booth. The Board requested a counter offer be given for the replacement or to give the owner 30 days to replace the ticket booth on their site.
4. The Board discussed the Pittsford Dairy and the detention pond and the necessary enforcement issues to correct the situation. Mr. Kofahl discussed with the Board that he had received notice from an insurance company that the Dairy had intended to demolish a building on the property. He contacted the company and informed them they had not received the necessary approvals.
5. Mr. Kofahl reviewed with the Board, as requested, the options for enforcement on the snow plow registration. Attorney Jeff Turner, Dorothea Ciccarelli, and Mr. Kofahl met and discussed the options. The consensus was that attempting to register the snow plow drivers would have immense obstacles and suggested alternative enforcements measures. Trustee Galusha indicated that the suggestions would not work for the Department and made additional suggestions for enforcement.

**CDBG GRANT**

The Clerk discussed with the Board the remaining grant funding for the bathroom remodeling. Given delays with the wheelchair lift, the deadline to complete the bathroom remodel is the beginning of the 2017-2018 budget year. Mayor Corby reviewed with the Board the need to get a review of the water infiltration of walls and ceiling, and then we would be able to come up with a plan and a price for the remodel.

Proceedings of a Meeting of the Board of Trustees  
October 11, 2016

**Motion Mayor Corby, seconded by Trustee Plummer**, to obtain a quote on the water infiltration problem at the Village Hall from Bero Architects.

Vote: Corby – yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– no. **Motion carried.**

### TREASURER'S REPORT

Village Clerk, Dorothea M. Ciccarelli, presented vouchers listed on Abstract #009 of 2016/2017 fiscal year for approval. A motion was made by Mayor Corby, seconded by Trustee Plummer, to approve payment of the vouchers listed on Abstract #009 in the amounts stated below and to charge them to the appropriate accounts.

**Vouchers for approval – Abstract #009**

<input type="checkbox"/> General Fund (#242-#272):	\$ 17,337.74
<input type="checkbox"/> Sewer Fund (#259):	\$ 83.95
<input type="checkbox"/> Capital Improvements 2015 (#248)	<u>\$ 60.42</u>
Total Vouchers for Approval:	\$ 17,482.11

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

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

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

### VILLAGE CLERK REPORT

The Clerk reviewed with the Board the cleaning schedule for the Village Hall. She had arranged for the carpets to be cleaned, floors to be buffed and was seeking approval to have the windows cleaned. The Clerk reviewed with Board the quote for the cleaning and asked to be authorized up to the dollar amount for the cleaning.

**Motion Mayor Corby, seconded by Trustee Plummer**, to approve the expenditure of up to \$1,100 for cleaning of the Village Hall windows.

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

### EXECUTIVE SESSION

**Motion Mayor Corby, seconded by Trustee Plummer**, to enter executive session to discuss a specific personnel matter.

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 9:30 PM.

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 9:45 PM.

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

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Dorothea M. Ciccarelli, Recording Secretary