

**PROCEEDINGS OF A REGULAR MEETING OF THE VILLAGE BOARD OF TRUSTEES
December 13, 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
Village Attorney: Jeff Turner

CALL TO ORDER

Motion by Mayor Corby seconded by Trustee Lanphear 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.

BUILDING INSPECTOR REPORT

Mr. Kofahl distributed a draft for the special permit application to the Board. Mr. Kofahl indicated that he revised the application to be more inclusive. Mr. Kofahl provided the Clerk with a digital copy for any changes or additions to the document.

Mr. Kofahl informed the Board that for the past year there have been 67 Residential/Commercial permits, and that he had received 5 more since his report submission. He currently will be working on the annual report for the state with a comparison study of 5 years. He stated that he would like to scope back to 10 years, month by month, with yearly comparisons for planning, zoning, and types of permits issued. Mr. Kofahl indicated that overall, the current year applications look higher than previous years.

Projects

44 Sutherland, cleanup process. They are trying to get the foundation in before weather falls below 20 degrees; tarps and straw are being applied before concrete is poured. They are moving quickly on the project and clean up. The Architectural Preservation and Review Board made the decision that the home would not be able to be remediated. The action has launched the SEQR process that they are working on. He anticipates that the style of the new home, design and preliminary materials will begin in January 2017.

Mr. Kofahl has sent out a new quote for the railroad ticket booth with the new specification sheet. Charlie Fox has been informed, and he would like to meet with Mr. Kofahl in January to have the project completed by the end of March. He would like to have this process completed by January 2017.

58 Monroe – CSX Officer came out to the property to handle the current code violations. Two documented violations are being issued, one to CSX and one to the property owner. If a satisfactory resolution to the violations is not found, Mr. Kofahl will issue a final notice of violation and court appearance date. This is the same procedure as previously done a few years ago and it worked out well. CSX will be looking to put up more

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No Parking signs and possibly a gate on their side. They will provide the Village with a key for access to the Village easement.

Mr. Kofahl met with Jennifer Aarons, of Bero Architecture, to discuss the repair of the moisture infiltration and subsequent damage. The Village will be looking at a cost estimate for a two-phase project for the bathrooms, with monies allocated specifically for this problem. There will be no new fixtures to modernize and update the facility until repairs are finished.

The Monroe County MS4 Association is starting a new round of grant funding. Mr. Kofahl will be looking at what the Village may need in the way of MS4 storm water management issues. Mr. Kofahl requested that board members send ideas to him and he will run these past the coalition for potential funding projects.

Mr. Kofahl expressed concern with two areas in the proposed Zombie / Property Maintenance Code. He is concerned with the \$10,000 bond for maintenance security. He provided the Village with a copy of the proposed code with areas of concern highlighted. The Mayor will forward this information to the Village Attorney.

DEPARTMENT OF PUBLIC WORKS REPORT

Mr. Cufari informed the Board that the crew has completed their fifth trip picking up leaves in the Village. The crew will continue to assist the Town with their pickup over the next two weeks. Cars are currently parked on the side of the street, inhibiting leaf removal. The current leaf box is about 25% too small and needs to be redesigned to accommodate more debris. Every four loads, a load is lost. The Board will need to budget for an improved container.

Mr. Cufari indicated to the Board that they need to educate the community on the brush regulations and restrictions. He suggested putting an article in the newsletter and the welcome packet for new residents.

Garbage has been getting excessive on S. Main St. and Schoen Place by a specific restaurant. There have been full containers of lard boxes and olive oil boxes in the trash every day. Mr. Cufari indicated that the owner of the Game Gambit has been spoken to, in addition to a local resident in violation. The Building Inspector previously issued violation warnings to commercial businesses. There is a need to reinstate said warnings in lieu of violation.

The DPW pump station needs to be replaced as it is 60 to 70 years old. PSD inspected and determined it needs a new lateral. Mike Garland from Pure Waters evaluated the system and will assist with the project. They will bore into the manhole 500 feet down from the building near the wetland area. Cost projection is under \$3,500, and the project could be completed in a week by the Village crew. This would eliminate the pump station at the canal.

Mr. Cufari expressed his concern with Candlelight Night and the road closure, stating that he thought the event could be better organized. He indicated in the future there should not be a road closure.

MONROE TRACTOR - LOADER

Trustee Galusha reviewed with the Board the problems the Village has experienced with the loader purchased from Monroe Tractor since its arrival in January of 2016. Monroe Tractor has offered to replace the current machine with the same model at no cost, or the Village could purchase the larger model for \$6,800. Trustee Galusha recommended that the Board accept the second option and obtain the larger machine. The new machine will not be available until January. Treasurer Marowski has worked out allocation of funding for the replacement equipment. Payments could be made over 90 days in three installments, starting in January 2017. There will be a budget transfer from the sewer fund contractual services or equipment reserve, pending approval.

Motion by Mayor Corby, seconded by Trustee Lanphear, to accept the agreement from Monroe Tractor for the upgraded replacement loader with a cost of \$6,800, conditional on attorney review.

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

PURCHASE OF TOOLCAT

Trustee Galusha and Mr. Cufari reviewed with the Board the purchase of the toolcat. They anticipate that the machine will replace the John Deere tractor, which is nine years old and expensive to repair. The replacement equipment will be utilized all year. The present cost of the toolcat is \$59,100. They will receive a \$9,000 credit for the trade-in on the John Deere tractor. They will use \$30,000 from the Bond funds. The loader will also be used for sewer and drain maintenance purposes. Therefore, \$5,000 will come from the sewer fund with the remaining balance from various accounts. The machine has a multi-purpose functionality in handling inclement weather, snow and ice issues, garbage removal, landscape projects, haul tools, water tank and electric pumps. It will also be helpful to have a two-man crew to tackle sidewalk plowing needs. The current condition of the John Deere tractor is fair, as it is used daily and the hours accumulate fast, and it currently is in need of new tires.

Trustee Galusha and Mr. Cufari recommended purchase of the Toolcat via state contract, no bidding required. The engines styles change to Tier 4 as of January 1, 2017 according to Federal laws regarding fuel emissions, which will cause an increase in the pricing

PUBLIC HEARING – SIMPLY CREPES

The Public Hearing for Simply Crepes Restaurant has been re-scheduled for 12/23/2016 at 9:00 am to meet the Legal Notice requirements.

NON-MUNICIPAL PERMIT – PITTSFORD PUBLIC MENORAH CELEBRATION

The Board received a request from Chabad of Pittsford for a non-municipal use permit for the Pittsford Public Menorah Celebration to be held on Monday, December 26, 2016 from 5:30-6pm.

Motion by Trustee Caraberis, seconded by Trustee Plummer, to waive the 45-day notice and to issue a non-municipal use permit to Chabad of Pittsford for their annual “Pittsford Public Menorah Celebration” with the same conditions as last year.

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

ZOMBIE/PROPERTY MAINTENANCE ORDINANCE

Jeff Turner discussed the proposed areas that will need to be worked on for the maintenance bonding requirements and state law. He will be providing feedback on the proposed code change at the next meeting on January 10, 2017.

Trustee Caraberis discussed with the Board her observations regarding the proposed ordinance. An abandoned house within the Village can be cited for code violation per the property maintenance ordinance. It is easier to contact the owner of non-zombie property.

DISCUSSION ON B-1A RESIDENTIAL PERMIT USE

Mayor Corby discussed with the Board how the current Village zoning map has become more complicated because of the National Registry District, LWRP, and several overlay districts. He suggested to the Board that there should be two official maps: zoning map with relevant districts and another map with everything else.

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The Mayor clarified that the B1A district was specifically residential use only. This allows upstairs residence use in the business district for apartments including dimensional requirements. There is a limitation on square footage permitted per state legislation.

In the B1 district residential uses are not allowed because of the way the code is written. The Board discussed allowing the residential use to be added. Mayor Corby indicated that there is a trend toward permitted mixed use within the zoning districts.

Trustee Caraberis informed the Board that she needed to make a disclosure that her husband currently has property for sale within the districts.

The Board discussed impacts of the possible code change and the necessary corrections to the code for clarification. The Board will further review, after additional needed research is completed on square footage requirements.

STONEGATE LANE SEWER SYSTEM

Mayor Corby reviewed the bill submitted for the Stonegate Lane sewer pump project. The sewer work was not completed by the contractor back in 1993. Mayor Corby stated it would be better to settle this outstanding claim instead of going to litigation. There are some exceptions (Page 13) to the procurement policy, which will need to be written up specifically for auditing records.

The total estimate is \$15,094.21 from the sewer fund for this project. There is an attached memo for expenditures. Attorney Turner informed the Board that the property owner and Dyna Mole will need to sign a release prior to the check being sent.

Motion by Mayor Corby, seconded by Trustee Galusha, to authorize the payment to Dyna Mole for the Stonegate Lane sewer pump project, conditional upon the receipt of the releases from the property owner and Dyna Mole.

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

SPECIAL PERMIT MORATORIUM

The Board discussed the current Moratorium for Special Permits and where the current issues are with the code and possible changes necessary. Trustee Plummer suggested setting a workshop meeting just for work on Special Permits.

Motion by Mayor Corby, seconded by Trustee Plummer, to set a workshop meeting on January 14, 2017 at 10:00 AM to discuss the Special Permit code.

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

COMPREHENSIVE PLAN COMMITTEE

Mayor Corby and Trustee Caraberis discussed the development of a focus group for specific recommendations for the Comprehensive Plan. Mayor Corby discussed the current people on his committee list, which include: committee members, business people, property owners, residents, both old and new, with children and without. His goal is to welcome input and comments for commonality, as well as differences. There was also a discussion on using charrettes with specific issues to be involved in and form a Steering Committee. Trustee Caraberis and Mayor Corby will meet to coordinate and develop the list of people to participate. The Board discussed the areas that will be a focus such as: the northwest quadrant, future of the garage property, DPW property, the best use for arboretum, and planning for a community dog park.

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Mayor Corby stated that it will include missing pedestrian connections on Jefferson Road to create safe, walkable locations. The Powers' property and the Active Transportation Plan add another element which will be amended to a comprehensive plan. Also, the Bed and Breakfast updates will be added to the existing code. The Board spoke about the current trend to reduce parking requirements, accommodate more on-street parking, and promote traffic-calming measures. Trustee Caraberis recommended the use of parking meters. Mayor Corby stated that Matt Ingles, with ATP, was consulted regarding eliminating all right-hand turns at the four corners to create a walkable crosswalk center for the community. He explained that progressive municipalities improve intersections to make streets walkable.

A public hearing is being scheduled by the Town of Pittsford in January 2017. A draft for the ATP plan will follow the next public information meeting with comments from the meeting incorporated into the plan. The group will solicit public buy-in to represent the resident's and community's concerns to the Department of Transportation. The Village needs to appoint a membership committee in January to kick off the planning. Trustee Caraberis said that it is vital to read the current improvement plan before updates are targeted. There are a number of vacant parcels in the Village, including: Copper Beach Park, Paul Harris property, and Bob Michael's building, which need long-term planning for zoning and building guidelines. The next meeting will pair this topic with B1, B1A, and special permit planning.

UNION CONTRACT

Mayor Corby, Trustee Galusha, and Christian Casini from Osborne Reed, LLP, spent the past two months going over the union contract. The union requested to keep summer hours. The Village did not agree that this was productive, but did agree to leave the option open in the contract. The negotiations started out drastically far apart on salaries, but have reached a mutually acceptable agreement. DPW employees will receive tiered increases and after that has been maxed, they will receive a 1% annual increase. The Union is working with the Village on the use of a working foreman instead of a superintendent. Another caveat was a minor change in health care medical coverage for a specific employee. Also, there will be a determined vacation schedule based on years of service starting on the date of hire. The Village also negotiated the removal of comp time. The Board requested a few minor changes to be reviewed by the attorney.

EMPLOYEE HANDBOOK ADOPTION

The Clerk and Trustee Caraberis reviewed with the Board the final update to the employee handbook, which now includes the updated vacation policy. The Clerk requested that the Board adopt the new handbook effective January 1, 2017.

Motion by Mayor Corby, seconded by Trustee Caraberis, to adopt the new employee handbook effective January 1, 2017 with the allowance of giving employees half their vacation allowance in June of 2017.

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

The Clerk reviewed the current cell phone policy with the Board and requested that the Village Clerk be added to the reimbursement clause. The Board agreed.

Motion by Trustee Plummer, seconded by Trustee Lanphear, to amend the Village cell phone policy to include the Village Clerk for reimbursement.

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

VILLAGE ATTORNEY

The Village Attorney discussed with the Board that the Pub Reserve resolution has been completed.

Mr. Turner discussed with the Board CSX plans to put up a gate, and he agreed that Floyd should issue a violation notice to CSX for the guard rail.

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Mr. Turner checked on the status of the illegal salon located at 45 South Main Street. The Clerk will check with the Building Inspector to see what the status is on the property. Mayor Corby disclosed to the Board that the owner of the property is a relative of his and that he would recuse himself from the discussion because of a possible conflict of interest.

Mr. Turner discussed with the Board the current public hearing requirements in the code. The current requirements require the Village Clerk to stake and mail out notices for every application except the APRB. The Board discussed the current requirement of staking of the property and the proximity for the mailings. Trustee Lanphear suggested notifying only the adjacent properties. The Mayor suggested notifying the abutting neighbors, and that a sign policy would be effective. Trustee Plummer will review the new code, and assist the attorney with the new policy.

EXECUTIVE SESSION

Motion Mayor Corby, seconded by Trustee Plummer, to enter executive session for a legal 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 8:50 PM.
Vote: Corby – yes Lanphear – yes, Galusha – yes, Plummer – yes, Caraberis– yes. Motion carried.

ATTORNEY CLIENT MEETING

Motion Mayor Corby, seconded by Trustee Lanphear, to enter attorney-client meeting.
Vote: Corby – yes, Lanphear – yes, Galusha – yes, Plummer – yes, Caraberis– yes. Motion carried.

Motion Mayor Corby, seconded by Trustee Plummer, to exit attorney-client at 9:15 PM.
Vote: Corby – yes Lanphear – yes, Galusha – yes, Plummer – yes, Caraberis– yes. Motion carried.

PITTSFORD PUB – 56-60 NORTH MAIN STREET SEWER REPAIR RESOLUTION

Motion by Mayor Corby, seconded by Trustee Lanphear, to accept the following resolution for the Pittsford Pub Sewer Repair Reserve.
Vote: Corby –yes, Lanphear– yes, Galusha – yes, Plummer – yes, Caraberis– yes. **Motion carried.**

***WHEREAS**, 56 North Main Street, LLC (hereinafter the "Company") is a New York Limited Liability Company having its principal office and place of business at 20 North Union Street, Rochester, New York 14607, and*

***WHEREAS**, the Company is the owner of certain real property located in the Village of Pittsford, County of Monroe and State of New York (hereinafter the "Village"), commonly known as 56-60 North Main Street in that aforementioned Village (hereinafter the "Premises"), and*

***WHEREAS**, by Easement Agreement (hereinafter the "Easement") dated March 18, 1937 and recorded in the Monroe County Clerk's Office on March 19, 1937 in Liber 1811 of Deeds, page 160, McConnell Milk & Ice, the then owner of the Premises, conveyed a sewer easement to the Village 15 feet in width over and across the Premises. In addition to said easement, the grantor gave the Village an additional easement 25 feet in width immediately adjoining the 15-foot easement, should it become necessary to repair or replace the sewer line installed within the boundaries of the original easement, and*

***WHEREAS**, on or about December 17, 1987 David M. Zabkar and Marie W. Zabkar (hereinafter "Zabkar"), the then owners of the Premises, and the Village entered into an "Encroachment Agreement" dated December 17, 1987 and recorded in the Monroe County Clerk's Office on December 30, 1987 in Liber 7250 of Deeds, page 187, whereby Zabkar and the Village acknowledged that in constructing an addition to a building, the addition to the building had encroached upon said Easement all as more particularly described in said "Encroachment Agreement", and*

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WHEREAS, the Company requested that the Village release from the lien of the aforesaid Easement that portion of land upon which the building encroached upon the said easements, and

WHEREAS, the Village agreed to the Company's request to release that afore- described portion of the property from the lien of said Easement, pursuant to a Modification of Easement Agreement dated April 8, 2003 (hereinafter "Modification of Easement"), and

WHEREAS, pursuant to that Modification of Easement, the Company agreed to pay the Village the sum of \$15,200.00 to cover any additional expenses that the Village might incur in the future as a result of the reduction of the area of the Easement should it be required to repair or replace the sewer main in that area, and

WHEREAS, the Village placed that aforementioned \$15,200.00 in a separate account, which account is now held by Canandaigua National Bank and Trust Company, the value of which account as of the date of this Resolution is \$21,379.79, now it is hereby

RESOLVED, by the Village Board of the Village of Pittsford (hereinafter the "Village Board"), County of Monroe, State of New York, that pursuant to Section 6-d of the General Municipal Law, it hereby establishes a Repair Reserve Fund known as the Pittsford Pub, 56-60 North Main Street, Sewer Repair Fund, the purpose of which Repair Fund is to accumulate monies to finance the cost of any additional expenses that the Village of Pittsford might incur in the future as a result of the reduction of the area of the Easement referenced in the third "Whereas" paragraph above, should the Village be required to repair or replace the sewer main located on the property identified in the second "Whereas" paragraph above.

The Treasurer of the Village of Pittsford (hereinafter the "Treasurer") is hereby directed to deposit and secure the monies of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law, and is further hereby directed to invest the monies in such Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Village. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become a part of this Reserve Fund. The Treasurer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the Fund, interest earned by the Fund, capital gains or losses resulting from sales of investments of the Fund, the amount and date of each withdrawal from the Fund, and the total assets in the Fund showing cash balance, any scheduled investments, and shall, at the end of each fiscal year, render to the Village Board a detailed report of the operation and condition of this Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditures shall be made from this Reserve Fund without the approval of the Village Board and such additional actions or proceedings as may be required by Section 6-d of the General Municipal Law or any other law.

VILLAGE CLERK REPORT

The Village Clerk reviewed with the Board the settlement offer received from Utica Mutual Insurance for the damaged tree on Washington Road. The offer for the tree was \$2,743.81. The Board agreed to accept the insurance settlement for the tree.

Motion Mayor Corby, and seconded by Trustee Plummer, to accept the offer from Utica Mutual Insurance Company for \$2,743.81 for the damaged tree.

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

TREASURER'S REPORT

Village Treasurer, Mary Marowski, presented vouchers listed on Abstract #012 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 #012 in the amounts stated below and to charge them to the appropriate accounts.

Vouchers for approval – Abstract #012

- General Fund (#368-#371, #373-#379, #381-#386, #389-#406, #408-#430): \$ 98,835.60

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- Sewer Fund (#383,#388,#416): \$ 955.02
- Capital Improvements 2015 (#380,#387,#407) \$ 14,322.92
 - Total Vouchers for Approval: \$114,113.54

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

The Treasurer reviewed the bank balances with the Board and requested approval on the November Financials and budget transfers as needed.

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

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

Motion by Mayor Corby, seconded by Trustee Plummer, to approve the budget transfers as presented below.

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

Account	Title	Budgeted Amount	Balance @ 11/30/2016	Transfer Amount
VENDOR accounts NEEDING funds				
A1410.409	Copies	\$ 1,000.00	\$ 1,120.89	\$ 600.00
A5110.42	Temp Help	\$ 21,000.00	\$ 37,983.00	\$ 17,000.00
A5182.1	St Lighting/Pers	\$ 1,200.00	\$ 1,772.67	\$ 1,000.00
Total Needed Funds				\$ 18,600.00
Accounts SENDING funds				
A1410.41	Insurance	\$ 46,500.00	\$ 8,783.52	\$ 5,000.00
A5110.1	Street Maint/Pers	\$ 40,000.00	\$ 37,709.84	\$ 10,000.00
A9030.8	Social Security	\$ 32,000.00	\$ 19,137.82	\$ 3,600.00
Total Re-allocated funds				\$ 18,600.00
SEWER FUND				
VENDOR accounts NEEDING funds				
G8110.4	Sewer Contractual	\$ 1,500.00	\$ 2,554.61	\$ 1,500.00
G9040.8	Workers Comp	\$ 1,800.00	\$ 3,435.92	\$ 1,700.00
Total Needed funds				\$ 3,200.00
Accounts SENDING funds				
G8110.1	Sewer Admin/Pers	\$ 20,100.00	\$ 11,269.78	\$ 1,500.00
G1440.4	Engineer	\$ 3,000.00	\$ 3,000.00	\$ 1,700.00
Total Re-allocated funds				\$ 3,200.00

EQUIPMENT PURCHASES

The Board discussed with the Village Treasurer the impacts on the budget for the purchase of the Case Loader upgrade and the Toolcat as proposed. Trustee Galusha reviewed with the Board the necessity of the Toolcat and the impact it will have on the DPW department at this time. The Treasurer reviewed her suggestions on how the funds could be allocated in the current budget to cover the purchase.

Motion by Mayor Corby, seconded by Trustee Plummer, to move \$6,800 from G9901.91 of the Sewer Fund to G5511.02 for the Case Loader upgrade.

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

Motion by Trustee Caraberis, seconded by Trustee Galusha, to approve the purchase of the Toolcat.

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

TREASURERS REPORT – CONTINUED

The Board discussed the outstanding Mark IV invoices, and the Mayor stated that he will discuss with Hodgson Russ the issue and what is the best resolution.

VILLAGE CLERK REPORT - CONTINUED

The Village Clerk reviewed the lease proposals received from Toshiba and Xerox for a new copier for the Village office. She recommended that the Board proceed with the lease proposal from Toshiba.

Motion by Mayor Corby, seconded by Trustee Caraberis, to approve and authorize the Clerk to sign the 3 year lease proposal from Toshiba.

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

The clerk reviewed with the Board the proposal from Integrated Services for IT services. She requested the Board approve the contract for a total of 25 hours at a sum of \$2,250.

Motion by Mayor Corby, seconded by Trustee Caraberis, to approve and authorize the clerk to sign the contract with Integrated Services for 25 hours of IT services at a sum of \$2,250.

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

MINUTES

Motion Trustee Lanphear, seconded Trustee Plummer, to approve the Village Board minutes from October 11, 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 October 25, 2016.

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

ADJOURNMENT

Motion Mayor Corby, and seconded by Trustee Galusha, to adjourn the meeting 10:37 PM.

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

Dorothea M. Ciccarelli, Recording Secretary