

**PROCEEDINGS OF A BUDGET MEETING OF THE VILLAGE BOARD OF TRUSTEES**  
**March 17, 2020 – 4:30 PM**

**Present**

<b>Mayor:</b>	Mayor Corby
<b>Trustees:</b>	Lili Lanphear Frank Galusha Renee Stetzer
<b>Treasurer:</b>	Mary Marowski
<b>Superintendent of Public Works:</b>	Zack Bleier
<b>Recording Secretary:</b>	Dorothea M. Ciccarelli

**CALL TO ORDER**

**Motion by Mayor Corby, and seconded by Trustee Stetzer**, called the meeting to order at 4:30 PM. Mayor Corby stated that the meeting was being Video Taped per NYS guidelines that the Village had received per the COVID-19 virus.

**Vote:** Corby– yes, Lanphear – yes, Galusha– yes, Stetzer – 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.

**VILLAGE MEETINGS**

Mayor Corby requested that Trustee Stetzer express her concerns about the meeting. Trustee Stetzer stated that the current situation is unprecedented, and that the technology exists. She indicated that the City of Rochester is holding meetings, and the city council is not inviting the public in. The Town of Pittsford is opening just to allow people to attend the meeting tonight. She stated that there probably are not clear guidelines on the platforms that we are able to use.

The Village Clerk stated that there are not, and a part of the problem is that with her own inexperience with the platforms, and given how quickly this had all happened, there was not time to put anything together. She anticipates actions from the Village Board, and the delay until the next meeting would give us time to put other methods to meet in place.

Trustee Stetzer indicated that the Board should lead by example, even though we are meeting and maintain six feet apart.

Mayor Corby commented that he had received a request from Trustee Keating to hold the meeting using Zoom. He called Trustee Keating and informed him that he was unfamiliar with that system and requested that he review the platform with him and the Clerk early today. Unfortunately, Trustee Keating was not in contact today to review the platform. He further stated that given the need to have the tentative budget completed this week, the Board had to meet this evening. He indicated that he would still be happy to review the suggested video conferencing program with Trustee Keating.

Mayor Corby also indicated that we would have the technology in place for the next meeting, which will be the Budget presentation, and which will include a power point presentation.

The Clerk explained that we are not the only Village struggling with the situation. We will make everything available to the public for their review.

Proceedings of a Meeting of the Board of Trustees  
March 17, 2020

**EXECUTIVE SESSION**

**Motion Mayor Corby, seconded by Trustee Galusha**, to enter an executive session to discuss pending current litigation.

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

**Motion Mayor Corby, seconded by Trustee Lanphear**, to exit the executive session at 5:05 PM.

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

**PUBLIC MEETING WITH 75 MONROE AVENUE**

Trustee Lanphear informed the public that due to the current situation with the Covid-19, the Board will not be able to schedule a coffee and conversation with the public until it is safe to do so.

**BUDGET 2020-2021**

Mayor Corby informed the public that the staffing committee has reviewed all the positions in the office, and we have a new scenario for the office that will save money and provide the necessary coverage for the office.

The Village Clerk discussed with the Board the various options looked at for staffing the office, and the committee decided that with hiring a new treasurer, it would be a benefit to hire back Mary Marowski to train the treasurer and assist the office staff in a part-time roll.

Mayor Corby discussed that the savings from this plan would amount to around \$18,000. The amount saved was offset with a reduction of the sales tax line with the anticipation of the decrease of the sales tax revenue due to the Covid-19 emergency.

Trustee Stetzer stated that it was great that we had found a way to decrease the expenses, but unfortunately, it occurs when we are anticipating a decrease in revenue.

Mayor Corby reviewed with the Board the history of the services provided and the loss of revenue the Village has experienced over the last 25 years. The Board had made the decision 6 years ago to gradually grow the revenue stream, and we have stuck to that strategy, which has included reviewing staffing and other fees the Village collects prior to doing a tax increase.

The Village Treasurer informed the Board that the Budget presented to the Board includes all the changes that have been discussed and would be the budget the Board would speak to on April 14, 2020. She reviewed the legal notice with the Board for the public hearing. The Treasurer then reviewed the tentative budget with Board Members.

Trustee Stetzer questioned if the plans for work to be completed on South Street would be completed in the 2021-2022 budget. Mayor Corby responded in the affirmative.

Mayor Corby commented that the Board would still have the option to continue to review the Budget further after this approval.

Discussion was had on the Mayor's and Trustees' salary line; the increase was discussed, and the overall impact on the budget was very small. Trustee Stetzer suggested it might be symbolic if the salary line stays flat. After discussion, it was decided to leave the increase at this time.

Proceedings of a Meeting of the Board of Trustees  
March 17, 2020

Trustee Galusha commented that it is unfortunate now with everything that is happening that the Village is having a tax increase, but when you look at it and do a thorough research on the basis for the increase and more of historical perspective and understanding of the Village's financial standing, you will not be uncomfortable with the suggested increase.

Trustee Galusha discussed the Village's fund balance and the impact that the lawsuits from one developer and the legal requirement for the Village to defend itself at an enormous cost. The cost depleted our fund balance to a point where we are near the required minimum by the State Controller. The increase and other measures being taken will help replenish the fund balance.

He further reviewed the plans put into place to replace the Village's equipment and infrastructure work schedule. Since 2014, the Village has replaced approximately 76% percent of the equipment and has been making strides on road improvements.

Mayor Corby followed up and informed the public that the revenue stream in place is too small to support the Village's infrastructure. He stated that we analyze our revenues and expenditures to see what expenditures can be cut that would not affect the services, especially given the Village's aging infrastructure. He suggested it was unrealistic to expect the Village to survive a smaller revenue stream than other Villages. The Village will need a reasonable revenue stream to support the Village's infrastructure.

Trustee Stetzer indicated that the Village needs to be sure to provide all the information around the tax increase and the revenue losses to the public. Mayor Corby agreed.

Trustee Stetzer also requested that the Board make a point of reminding residents of the property tax exemptions available to them at the presentation and on the Village website.

**Motion Mayor Corby, and seconded by Trustee Lanphear**, to approve the proposed Tentative Budget for General Fund for \$1,670,532.00 and the Tentative Budget for the Sewer Fund for \$253,611.00.

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

#### **MARY MAROWSKI EMPLOYMENT**

Mayor Corby requested that the Board approve an extension on the employment of Village Treasurer, Mary Marowski, until the end of the April. Given the current crises, it is doubtful we would be able to fill the position.

**Motion Mayor Corby, and seconded by Trustee Galusha**, to extend the contract for Mary Marowski through April 30, 2020.

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

#### **FUND RESERVES**

Village Treasurer, Mary Marowski, reviewed her request for the Board to make a transfer in the sewer fund to reflect what was completed on the AUD.

**Motion Mayor Corby, seconded by Trustee Lanphear**, to approve the cash transfer between bank accounts to correlate with the Sewer Fund accounts, and a motion to move cash to fund reserves as per 2018-19 budget, as stated on the Sewer Fund and reported on the AUD as follows:

Move monies from 1100084753, Municipal Choice Savings Account, to 1101653913, Sewer Repair Reserve-Pub, \$2,000.

Proceedings of a Meeting of the Board of Trustees  
March 17, 2020

Move monies from 1100084753, Municipal Choice Savings Account, to 1100695124, Sewer Repair Reserve, \$14,000.

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

**COVID – 19**

Mayor Corby stated the Village Board meeting scheduled for next week will be canceled, since there is very little on the agenda, and it will allow the Village time to implement the appropriate technology to hold Village Meetings.

The Village Clerk requested that the Village Board also request that no PZBA, HPB meetings be held during the month of April. Mayor Corby commented that there is currently nothing scheduled. The Board discussed how an application would be handled. Mayor Corby indicated that given that everything currently is new, he anticipates more information being released by the State on how we move forward. The Village could also schedule a special meeting if needed for an application.

**Motion Mayor Corby, and seconded by Trustee Stetzer,** to cancel the Village Board meeting for March 24 and the scheduled meeting for the Historic Preservation Board and the Planning and Zoning Board of Appeals for the month of April.

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

The Clerk discussed with the Board concerns related to staffing and that the Board would need to act given the COVID-19 pandemic.

Mayor Corby informed the Board that he and the Clerk had spoken to the Village’s labor attorney related to the issuance from the Governor’s office.

Mayor Corby related issues regarding staff either being at risk or child-care issues due to the pandemic. Mayor Corby recommended that we continue paying our part-time staff. Mayor Corby indicated it sends a good message to staff that we are standing behind them.

The Clerk discussed that other actions might be necessary with staff, such as rotating the DPW and alternate positions as needed. She stated that it would be helpful if the Board could make a motion to allow us to make changes and pay employees.

Trustee Lanphear asked if the Board could put a date on the motion for the Board to review. She was informed yes.

The Clerk further discussed the need for a motion to pay an employee if they come down with the virus or are exposed and subject to quarantine.

The Superintendent also expressed his concern that if the DPW does not operate on a rotating schedule, if one person contracts the virus, the whole staff could be quarantined. He requested that be implemented immediately to assure we have staff if there is an emergency.

Mayor Corby stated that the Town of Pittsford has pledged support if the Village needs assistance during this time.

Mayor Corby requested that the Board authorize the Mayor, Trustee Galusha, and Superintendent Bleier to make decisions outside a Board meeting for the DPW and Office Staff as needed.

Proceedings of a Meeting of the Board of Trustees  
March 17, 2020

**Motion Trustee Stetzer, and seconded by Trustee Lanphear,** to give Mayor Corby, Trustee Galusha, and Superintendent Bleier the authority of DPW & Village Hall staffing during the Coronavirus crises through the end of April.

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

**Motion Mayor Corby, and seconded by Trustee Stetzer,** to authorize the Village Clerk and Superintendent of Public Works to send employees home who appear ill. In addition, to pay employees who are ill with the Coronavirus or quarantined due to the virus for their absence.

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

**Motion Mayor Corby, and seconded by Trustee Stetzer,** to pay our part-time employees their average hours of pay, who are unable to work due to the Coronavirus emergency through the end of April 30, 2020, or unless the state of emergency is lifted sooner.

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

**ADJOURNMENT**

**Motion Mayor Corby, and seconded by Trustee Galusha,** to adjourn the meeting at 5:58 PM.

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

---

Dorothea M. Ciccarelli, Recording Secretary