

**PROCEEDINGS OF A REGULAR MEETING  
OF THE VILLAGE BOARD OF TRUSTEES**

Tuesday, October 10, 2023, at 5:30 PM

**PRESENT:**

**Mayor:** Alysa Plummer  
**Trustees:** Lili Lanphear  
Justin Leitgeb  
Lisa Cove  
David Marshall  
**Village Clerk:** Dorothea M. Ciccarelli

**CALL TO ORDER**

**Motion by Mayor Plummer, seconded by Trustee Cove, to call the meeting to order.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**CONFLICTS OF INTEREST DISCLOSURE**

The Board members indicated that they had no conflicts of interest to report.

**PUBLIC COMMENT**

Mayor Plummer asked the public if anyone wished to speak or comment. The Treasurer confirmed that there were no comments.

**NON-MUNICIPAL PERMIT FOR CANDLELIGHT NIGHT, DECEMBER 5<sup>TH</sup>, 2023**

Karen McGready, with the Pittsford Chamber of Commerce, came forward to ask for the Non-Municipal Permit for Candlelight Night on December 5<sup>th</sup>, 2023, from 5-8 p.m. She presented a document that included road closings and an emergency plan. Ms. McGready stated that the event was constructed much like in previous years, with only a minor change. The Chamber of Commerce was looking for an alternative place to erect the tent and planned to reach out to Bank of America to use their parking lot since Nolan's Tents is under new management and would need to leave the tent until the morning of December 6<sup>th</sup>. Trustee Lanphear also suggested an alternative location of the church parking lot.

Mayor Plummer asked for any questions from the Board. Trustee Lanphear wanted clarification that if the tents were moved, the chamber would be responsible for the insurance, and the waiver would include it even if it was on private property. Ms. McGready confirmed it would go under the Chamber of Commerce's insurance.

**Motion by Trustee Leitgeb, seconded by Trustee Cove, to approve the permit application with the amendments that any changes in tent configurations would be based on approval by the code enforcement officer and live music would be allowed.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

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**DPW REPORT**

Mayor Plummer asked if there were any questions for the Superintendent.

Trustee Lanphear asked if a decision was made regarding the transplantation of the mums once they were done being on display. Superintendent Bleier said they would be planted near the crosswalk at State Street and Durham Way.

Trustee Marshall inquired about mowing at the arboretum. Superintendent Bleier stated that there will be one more mowing this fall and that they will have to rent a 6-foot deck for the skid steer and a wheeled skid steer because they do not want to tear up the land again. Mayor Plummer asked for the cost of the rental. The Superintendent stated that it is \$350/day, and they had planned to mow for two days for a total of \$700.

Trustee Lanphear asked if there was any new information regarding the previous weekend's water main break. Superintendent Bleier stated that it was due to the age of the infrastructure. He also stated that for future reference, when the Water Authority works on a break, they first release the pressure by opening surrounding hydrants, which is why you would see water coming from them. They were all completely functional and in working order.

Trustee Lanphear asked about the chance to get some tree plantings done this fall. Superintendent Bleier confirmed that, yes, between now and the first frost, they would be getting plantings in the ground.

**BUILDING INSPECTOR REPORT**

Trustee Cove asked for an update on the 75 Monroe project. Building Inspector Lauth stated that the water issue had supposedly been satisfied, but he has not seen documentation yet. He also said there was a disagreement regarding the cost of the permit. It was being handled through attorneys. The final permit had not been issued yet.

**TREASURER'S REPORT**

The Village Clerk presented vouchers listed in Abstract #10 of the 2023/2024 fiscal year for approval.

**Vouchers for approval Abstract #07**

• General Fund (#216-#233):	\$ 10,517.81
• Sewer Fund (#230):	\$ 86.98
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	\$ 10,604.79

The Village Clerk requested approval of \$1,750.00 in HAS Funding for Alexandria Torres-Vaughn.

**Motion by Trustee Marshall, seconded by Trustee Cove, to approve bill pay as presented.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

The Village Clerk then presented the August 2023 financials.

**Motion by Trustee Leitgeb, seconded by Trustee Marshall, to approve the August financials as presented for General and Sewer Funds.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

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The Village Clerk then presented the 2024 health care and stated that there were no significant changes from last year.

**Motion by Trustee Marshall, seconded by Trustee Cove, to approve the 2024 health care.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

The Village Clerk then presented the quote for electrical upgrades to Village Hall. Trustee Marshall asked if the cost had been budgeted for. The Village Clerk stated that the electrical issues had been brought to light due to the attic fire, and there was a concern. To avoid a future fire, upgrades would need to be made, considering there is not enough capacity to add anything more. The quote was not attached to the meeting packet. It would be sent out, and further discussion would be moved to the next board meeting.

**AMENDED CANAL PERMIT**

Trustee Leitgeb wanted clarification on whether it was indeed amended or a new permit. Mayor Plummer stated that Canal Corporation considered it amended because it was the same permit as in 2011, except for adding the Boy Scout project. Trustee Leitgeb noted that he spoke with Kevin Kernis at Canal Corporation, who said that a foot trail would be included in the permit because there is precedent. It would require a work permit, which was a standard process. In short, the permit language (as is) would allow a future trial.

Mr. Rober Corby, 7 Washington Avenue, then stood. On behalf of the Friends of the Arboretum, he wanted to go on the record to thank Trustee Leitgeb and Trustee Marshall for working to ensure the trial could go forward.

Mayor Plummer asked if there were any comments online. The Village Clerk confirmed no.

**Motion by Trustee Leitgeb, seconded by Trustee Marshall, to approve the mayor to sign the amended Canal Use Occupancy Permit.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**AUTHORIZATION FOR SETTING A PUBLIC HEARING ON OCTOBER 24<sup>TH</sup>, 2023 AT 6 PM**

**Motion by Trustee Leitgeb, seconded by Trustee Lanphear, to set a public hearing on October 24<sup>th</sup>, at 6 p.m., for proposed Local Law on Non-Municipal Permits.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**Motion by Trustee Marshall, seconded by Trustee Cove, to set a public hearing on October 24<sup>th</sup>, at 6 p.m., for proposed Local Law on Board Membership.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**DISCUSSION OF RFP FOR CAPITAL PLANNING**

The Village Clerk informed the board that she had reached out to the Village Accountant, who was unavailable due to being in the middle of school audits. She asked the board if the members would be okay with her contacting a private financial planning firm regarding RFP. The board confirmed that fact-finding would be a good idea. The Village Clerk would make those phone calls.

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**NYS RETIREMENT RESOLUTION**

It was moved to the next meeting's agenda.

**REVIEW OF COVID POLICY**

The current policy was created in 2021 and has not been changed. The Village Clerk asked the board to review and consider any changes they would like to make going forward.

**MINUTES**

Trustee Leitgeb wanted a rewrite of the section regarding the Friends of the Arboretum for the July 28<sup>th</sup> meeting minutes.

For the August 28<sup>th</sup> meeting minutes, Trustee Lanphear's motion needed to be edited, as the typo "Atlantis" needs to be changed to "Ailanthus." Trustee Marshall wanted his statements regarding the trial to be checked against the recording.

**Motion by Trustee Cove, seconded by Trustee Leitgeb, to approve the meeting minutes for September 12<sup>th</sup> with the amendment that Mayor Plummer's absence is added.**

**Vote:** Plummer – abstained, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**Motion by Trustee Leitgeb, seconded by Trustee Cove, to adopt the minutes for September 26<sup>th</sup> with agreed-upon changes made.**

**Vote:** Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

The Village Clerk informed the Board of the changes made to the requirements for posting minutes. They must be posted in draft form within 14 days of the meeting.

**MEMBER ITEMS**

Trustee Cove wanted to clarify that in the Short-Term Rental Committee, she is not looking for the members' opinions but for data they have gathered through research. Mayor Plummer also stated that they are looking at other municipalities' policies and are supposed to bring those findings back to the board.

Trustee Marshall asked Building Inspector Lauth what the code regarding outdoor storage was. Building Inspector Lauth stated the current requirements for boats and RVs. Trustee Marshall's concern was long-term outdoor storage under tarps, and they wondered if the board should craft a code/variance. Mayor Plummer then asked Building Inspector Lauth if he had received complaints regarding the issue, and he confirmed yes. Jeff Turner, Village Attorney, suggested that the board be clear on what language they would like to use before drafting the code.

Trustee Marshall wanted parking spots across the street from the town hall striped to create defined spots and asked Superintendent Bleier if there was a specific length a spot needed to be. Superintendent Bleier stated that it is currently 18-foot lengths.

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Robert Corby, 7 Washington Avenue, stood and commented that marking parking stalls is advantageous for traffic calming. The higher level of detail on the road creates visual clues to slow down, so he endorsed what Trustee Marshall said.

The board would like the DPW to continue the original directive regarding the painting of parking spots. Superintendent Bleier said he would continue painting this year if the weather cooperates.

Trustee Marshall then asked for an update on the negotiations regarding Bank of America. The mayor stated that negotiations are still ongoing.

Trustee Marshall inquired about the status of the Prism meeting. The Village Clerk had not heard back on a date or time yet and wondered, rather than holding two public meetings, if the Prism meeting and the walk-through with the Friends of the Arboretum could be rolled into one. Trustee Marshall asked Mr. Corby if that was okay.

Mr. Corby, 7 Washington Avenue, stated that the Friends of the Arboretum wanted to focus on managing and mitigating invasive species at the Prism meeting. At the other walk, they wanted to discuss background issues and would like to keep it two separate meetings.

Mayor Plummer requested an agenda for the second walkthrough from the Friends of the Arboretum.

**ADJOURNMENT**

**Motion by Mayor Plummer, seconded by Trustee Cove, to adjourn the meeting at 7:02 PM.**

**Vote:** Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

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Laura Donk, Archivist