

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

November 14th, 2023, at 5:30 PM

PRESENT:

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

CALL TO ORDER

Motion by Mayor Plummer and seconded by Trustee Leitgeb to call the meeting to order.

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

CONFLICTS OF INTEREST DISCLOSURE

The Trustees stated that they had no conflict of interest to report.

GUIDELINES FOR PUBLIC COMMENT

Mayor Plummer asked the Village Clerk to read an overview of the open meeting compliance certification.

The Village Clerk stated that the public would have opportunities to comment on specific agenda items when they occurred in the meeting and general matters at the beginning of the meeting. Speakers must give their name, address, and organization. There shall be an exemption for any category of people protected by New York State law. If joined via Zoom, the same rules apply. Those wishing to present to the board should raise their hand or leave a comment in the Q&A, and the clerk will present it to the board. The clerk announced to the non-existing public and attendees online to raise their hands, keep decorum, and put inquiries into the Q&A, stating their names and addresses.

PUBLIC COMMENT

Mayor Plummer asked for a moment of silence to acknowledge the sad and untimely passing of Scott Alberti, Captain of Zone A of the Monroe County Sheriff's Office and the Village of Pittsford Liaison.

Mayor Plummer asked the public if anyone wished to speak or comment.

Mr. Robert Corby, President of the Friends of the Arboretum, stood and distributed a statement to the board thanking them for the walk-through with Prism.

Mayor Plummer then asked the clerk if there were any comments online. The clerk confirmed no.

BUILDING INSPECTOR REPORT

Mayor Plummer asked Building Inspector Lauth to speak about the need for the electrical upgrade of Village Hall. He recommends having an electrician come and evaluate what should be done. He also stated that it would be

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necessary to upgrade the HVAC system. Mayor Plummer wanted to set this as an action item for December in consideration of the upcoming budget meeting. She wanted to include reaching out to Seamans for a performance-based quote. Trustee Leitgeb would also like to get a quote on traditional natural gas.

Trustee Marshall asked the Building Inspector for an update on 75 Monroe. Building Inspector Lauth stated that a Mylar was received and is awaiting more signatures. However, according to attorneys, the developer still has issues paying the fees.

DPW REPORT

Motion by Trustee Lanphear, seconded by Trustee Leitgeb, to accept the bid from Tom Sanna with the addition of Stella Cherry at 34 Boughton Avenue.

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

Superintendent Bleier said that the assessment for road conditions had been gathered and that Danielle Rehler had been trained to do the assessments moving forward, which would help create data-driven schedules for all future road maintenance. He then discussed the ideas for the blind corner under the North Main Street bridge for cyclists who are going through the intersection who shouldn't be. Superintendent Bleier suggested buying new, non-breakable mirrors to put at both ends in the future. Trustee Lanphear also suggested signage stating that cyclists must dismount before crossing and possibly some barrier, such as bollards. It was pointed out that pedestrian traffic should be directed upward, and cyclists should be allowed to remain on the path under the bridge. Currently, it's the opposite. The board planned to discuss this further with a Canal Corporation representative.

REVIEW OF VILLAGE SLOGAN

Two teacher representatives from Barker Road East School reviewed the 2nd grade project with the board. The board thanked them for their work and said they would consider the possibility of a village slogan and posting some of them on the Village website.

TREASURER'S REPORT

For approval, the Village Clerk presented vouchers listed in Abstract #12 of the 2023/2024 fiscal year.

Vouchers for approval Abstract #12

• General Fund (#268-#308):	\$ 54,646.12
• Sewer Fund (#280-#288):	\$ 3,018.16
	<hr/> \$ 57,664.28

The Village Clerk asked for any questions from the board. Trustee Marshall wanted to confirm that Scott Harter's fee was in the presented bill pay. The clerk confirmed that, yes, it was.

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

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

The Board then discussed the bond and budget for infrastructure work.

The Village Clerk asked if the board would like to continue the refuse district survey. The Board wanted to reissue the survey one last time, but they also wanted to direct the village attorney to draft a code for a refuse district so they

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November 14th, 2023, at 5:30 PM

could keep the process moving forward. The board agreed they wanted to keep at the forefront of the decision minimization of traffic on the village roads.

The village clerk was still waiting to hear back from two contractors regarding the RFP for long-term planning. Village Clerk Ciccarelli will send wording from the NYS comptroller to start the process.

The clerk also asked the board if they would consider moving their meetings to Thursdays as the 2024 calendar was created. The board will receive the tentative dates and vote at the December meeting.

PUBLIC HEARING- SHORT-TERM RETAIL PERMIT, 44 NORTH MAIN STREET

Motion by Trustee Marshall, seconded by Trustee Lanphear, to open the public hearing for the short-term retail business permit for the tree stand at the Pittsford Dairy run by Dave Jewett.

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

Mayor Plummer asked if anyone from the public wished to speak. There was not.

Motion by Trustee Marshall, seconded by Trustee Leitgeb, to close the public hearing for the short-term retail business permit for the tree stand at the Pittsford Dairy run by Dave Jewett.

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

Motion by Trustee Lanphear, seconded by Trustee Leitgeb, to approve the short-term retail permit at 44 North Main Street for the sale of Christmas trees for the dates provided by Mr. Jewett at the last board meeting.

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

PUBLIC HEARING- PROPOSED LAW ON AN EXTENSION OF MORATORIUM ON SHORT-TERM RENTALS

Motion by Trustee Leitgeb, seconded by Trustee Lanphear, to open the public hearing for the proposal of the law for an extension of the moratorium on short-term rental.

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

Mayor Plummer asked if anyone from the public wished to speak. There was no one.

Motion by Trustee Marshall, seconded by Trustee Leitgeb, to close the public hearing for the proposal of the law for an extension of the moratorium on short-term rentals of residential properties.

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

Trustee Leitgeb stated that he believed the proposed local law makes sense as the committee working on the research of short-term rentals had not concluded their work.

Trustee Marshall asked Building Inspector Lauth if he had received any inquiries regarding the moratorium. Inspector Lauth stated that he had heard from three people, two current owners and one potential owner, asking how long the moratorium would last and if there was any way around it. The board asked the Building Inspector to get back to those who were owner-occupied to let them know they were exempt from the moratorium.

Mayor Plummer would like to follow up with the committee before the December Board meeting.

**PROCEEDINGS OF A REGULAR MEETING
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November 14th, 2023, at 5:30 PM

Motion by Trustee Marshall, seconded by Trustee Leitgeb, to extend the moratorium on short-term rentals for non-occupied residential properties in the village.

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

AUTHORIZATION OF VILLAGE TAX SURRENDER

Motion by Trustee Leitgeb, seconded by Trustee Lanphear, to accept the Certificate of Surrender as presented.

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

DPW BATHROOM UPDATE AND FACILITY OPTIONS DISCUSSION

Trustee Lanphear wanted the board to decide whether the DPW would remain on the site officially before considering investing in new facilities.

Mayor Plummer stated that even if the DPW moved in the future, the building could be adaptively reused as a pavilion/docking site for boats on the canal, which would charge for using the shower facilities just like other villages along the Erie Canal. Therefore, the return on investment would remain.

Trustee Leitgeb questioned if the DPW facility could be turned into a public facility.

Village Clerk Ciccarelli then pointed out that building a brand new DPW facility would cost millions of dollars to construct, and the village does not have those funds in the budget. It would likely not have them in the future, so it would be unlikely that the facilities would be moved.

Trustee Leitgeb also questioned whether the sewer responsibilities of the village could be contracted out so the need for the facility could be eliminated. Superintendent Bleier responded that one bathroom for the entire crew is causing major congestion that is spilling over into the kitchen, and a locker room is more than necessary so that employees have a private place to change.

Mayor Plummer asked Trustee Leitgeb and Trustee Marshall to research what it would look like to contract out all sewer work financially and logistically and present those findings to the board.

Mr. Robert Corby, 7 Washington Avenue, stated that updating the DPW facilities was a good investment. He also spoke as an architect, stating that retrofitting the space for future needs would be far more accessible and cost-effective than moving the DPW entirely. He also indicated concern and didn't want to give the public access to a remote and what is supposed to be a secure location.

Superintendent Bleier then read a statement prepared by the DPW crew.

Trustee Marshall asked for clarification on what other options were considered by the previous board.

Trustee Lanphear felt that after the extensive discussion, she was more comfortable with the long-term commitment. She thought it was very important to support the DPW and help it maintain its autonomy from the town.

Trustee Leitgeb did not believe that using ARPA funds for the DPW facility was a good budgeting practice and would like a long-term plan to deal with incremental upgrades in the future.

Motion by Mayor Plummer and seconded by Trustee Marshall to adjourn the meeting for 5 minutes.

**PROCEEDINGS OF A REGULAR MEETING
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November 14th, 2023, at 5:30 PM

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

Motion by Mayor Plummer and seconded by Trustee Lanphear to bring the meeting back to order.

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

UPDATE ON TREE ORDINANCE

It was tabled until the December meeting.

CONSIDERATION OF THE VILLAGE ADMINISTRATOR ROLE

Trustee Leitgeb presented a case study to the board regarding the position of Village Administrator with the hope of facilitating the institution of a long-term capital plan for the village and increasing the pool of applicants for mayor.

Trustee Lanphear wanted to clarify that this would be a non-elected, long-term position.

Village Clerk Ciccarelli informed the board that it would be a Civil Service position and that the board would have to apply to Civil Service with written justification as to why they felt the village needed the position along with the job duties.

Mayor Plummer stated that villages far larger than Pittsford, which provided several different services, typically utilize such a position.

Trustee Leitgeb pointed out that NYCOM suggested combining the position of administrator and clerk or administrator and treasurer so that smaller villages could more effectively use the model.

Trustee Marshall asked what roles would be moved from the mayor's duties to the village administrator in hopes of creating future continuity.

Village Clerk Ciccarelli suggested that the village survey all salaries and titles to get a complete picture of all duties and how they are distributed before presenting anything to the Civil Service.

Mayor Plummer also wanted to bring this topic back to the forefront when the village attorney could be present.

Trustee Leitgeb wanted to add this discussion to budget considerations for the new year.

MEMBER ITEMS

Trustee Leitgeb asked if the Arboretum could use the gravel pile by the DPW to fill in low spots on trails. Supervisor Beiler voiced concern, citing the Prism meeting, about the possibility of spreading invasive species by moving the gravel throughout the arboretum. He wondered if there was another option until the Ailanthus could be treated.

Mr. Robert Corby, President of the Friends of the Arboretum, stated that he went through the gravel pile, saw no indication of roots, and believed it would be OK to use.

Motion by Trustee Leitgeb, seconded by Trustee Lanphear, to allow the Friends of the Arboretum to move the gravel pile to low spots on the trail.

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November 14th, 2023, at 5:30 PM

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ADJOURNMENT

Motion by Trustee Marshall, seconded by Trustee Leitgeb, to adjourn the meeting at 9:06 PM.

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

Laura Donk, Recording Secretary