

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

December 12th, 2023, at 5:30 PM

**PRESENT:**

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

**CALL TO ORDER**

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

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

**PUBLIC COMMENT**

Mayor Plummer wanted to thank everyone, including staff and DPW, for a fantastic Candlelight night and gave a special shoutout to Dr. Karl Fleischmann, who performed at Village Hall.

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

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

**BUILDING INSPECTOR REPORT**

Trustee Cove wants the Board to know what is going on with empty storefronts/buildings and to have that information for the Building Inspector's monthly reports. Mayor Plummer clarified that Building Inspector Lauth's responsibilities are as code enforcement, building inspector, and fire marshal. Such discussions about local businesses likely happen between an owner and a potential renter. Building Inspector Lauth would only be involved once a new renter was confirmed, and they started establishing their new business. Trustee Cove inquired about multiple vacant properties. Building Inspector Lauth stated that some are under litigation, which the Board is aware of; the fire department is in discussions with Bank of America and reiterated that he is often only privy to information once a renter is confirmed.

**DPW BATHROOM UPDATE**

Scott Harter, the Village Engineer, joined the meeting via Zoom. Mayor Plummer asked for an update on the result of his discussion with Canal Cooperation. He stated that he had yet to hear back from Canal Corp's primary person

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regarding the encroachment of one option for the bathroom build. Trustee Leitgeb asks that the Board exercise more regard in the actual occupancy needs of the DPW building while planning and take more time to analyze and agree on the warranted expenditures that come from those needs. Mayor Plummer stated that the previous Board had already allocated the Board to remodel the DPW bathrooms. She also pointed out to the public that the current state of the single DPW bathroom attached to the kitchen space, including rinsing off sewage and dirt, could be better for the crew's work. She also stated that there is currently only one toilet for male and female employees, and all crew members must go to the kitchen sink to wash their hands. Trustee Lanphear felt a third option might be reducing the shower stalls or some other area. Mayor Plummer requested Superintendent Bleier to speak about the usual operations and use of the facilities. He stated that the crew usually needs the facilities at the same half hour of the day, which would warrant the need for multiple stalls for multiple genders. Superintendent Bleier also pointed out that the crew has no private area to change clothes. Trustee Cove asked Superintendent Bleier if there was a way to stagger when the crew is in the building; he stated that the nature of the DPW's work is crew-based, so they will almost always be in the building simultaneously. Trustee Cove also wanted more definitive numbers for the two plans so the Board could be sure they had enough funds to cover the cost. Village Clerk Ciccarelli said they would only have a solid number once the Board decides on the next steps and the project is out to bid. Scott Harter stated that the small square footage plan would likely be less expensive. Mayor Plummer reminded the Board that they received an estimated number for both plans.

Trustee Leitgeb draws attention to amounts set aside for ARPA funding for the bathroom and how much the current proposals would compare to those available funds. The Clerk adds a brief explanation as to how the ARPA funds are housed.

Trustee Marshall asks to consider funding the bathrooms to come from General funding.

A directive from the Board is given for the Village Engineer to draft a third option that is smaller scale and components of the bathrooms being gender neutral.

### **SHORT-TERM ADVISORY COMMITTEE PRESENTATION**

Len Park, 46 Rand Place—The presentation for the group begins, and a handout is provided to the Board. The handout is posted on the Village website for reference. He states tonight's goal is to provide an interim report of their work thus far. Mr. Parker gives an overview of their research methodologies. He discusses findings in communities like and unlike the Village and conclusions that would not be accessible to the research because STR's experiences of communities like the Village don't have significant issues to publicize them.

Anja Pierce, 71 N. Main Street, stands at the podium to share an overview of the group's legislative research.

MV—shares a particular STR model for Clinton, NY, in Dutchess County. Reference materials presented are available in the meeting packet.

Len Parker, 46 Rand Place—revisits the podium to share the STR regulation characteristics of three different townships. In concluding his segment, he urges the Trustees to ask the 'why' in picking and choosing mechanisms and decisions for STRs in the Village.

Karl Fleischmann, 41 Monroe Ave—shares information about preparedness for the Village in planning for STRs.

Bob Michaels, 71 State Street—reads a letter to the Board and fellow STR group members. Mr. Michaels will conclude his research and turn in an individual report, outside of what the group may compile as a final document.

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Trustee Lanphear reminds the committee that the Board will welcome all reporting outlets.

Trustee Cove asked the committee to share the group's spreadsheet, which was referenced during the presentation. She would like to see more STR research on villages like Pittsford Village. Furthermore, Trustee Cove asks to share more recommendations on the STR economic impacts and safety in small historic residential villages.

Robert Corby, 7 Washington Ave—reinforces the idea of Trustee Cove in hoping the Board of Trustees will emphasize an area's economic and population behaviors in correlation to STRs.

Trustee Leitgeb believes the STR advisory group has thus presented enough to conclude the committee's work and thanks them for their time and work.

The Clerk reads a public comment from resident Peter Brizee—81 South Main Street. The full comment from Mr. Brizee is captured in the meeting recording.

David McGeough, 28 Washington Ave—his written comment is provided at the end of the minutes.

Peggy Caraberis, 81 S. Main—asks how many STRs are in Pittsford Village. Mayor Plummer confirms 13 on file.

The Building Inspector emphasizes the necessity for a Village rental registration process.

Trustee Marshall thanks the STR Committee and looks forward to any additional information they choose to provide.

Len Parker would like to establish the appropriate next steps for the group based on their continuing vision in a final report. The group will continue their internal discussions at their next meeting.

**DISCUSSION WITH BERNARD DONEGAN INC.—BOND INSURANCE**

Jason Schwartz, President of Bernard Donegan Inc., will revisit the process and maturity schedules for the South Street and Wood Street projects tonight. His preliminary overview entails sharing the timeline specifics according to his presented extensive proposal, which the Trustees have already been provided. Mr. Schwartz reminds the Trustees that any reallocation of the project scope must be clearly defined if we would not use the total original amount of the Bond on already laid out project plans in the proposal.

Trustee Leitgeb asks for an update on the current debt and how much is still owed. He encourages the multi-year plan to be established before

**Motion by Trustee Marshall, seconded by Trustee Cove, to move forward with the Clerk, the Engineer, and Village professionals to put together a SEQR resolution and bond resolution, borrowing up to \$950,000 for infrastructure projects, as discussed, with language as reasonably possible accommodating South Street and Wood Street projects, as well as reasonable pedestrian and bicycle infrastructure projects.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – no, Marshall – yes. Cove –yes. *Motion passed.*

**Motion by Trustee Marshall, seconded by Trustee Leitgeb, to take a 10-minute break.**

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

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

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December 12th, 2023, at 5:30 PM

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

**DISCUSSION ON A REFUSE DISTRICT**

The Clerk shares the latest survey data of 25% NO and 75% yes, and responses total 80 out of 226 clicks to review the survey.

Attorney Turner and the Clerk have met to discuss the next steps. He thinks he would like the Board of Trustees to understand the entire process from beginning to end. In brief, he explains:

1. It will include two public hearings during the first year.
2. We must adopt a local law that states that the municipality would create a benefit and refuse districts. Consecutively, the Trustees would authorize services going out to bid as well as a mailing to residents giving notice of the filing of the assessment district.
3. In the case of Pittsford Village, there would be boundaries based on the assessor, including multi-family, single-family, and possibly commercial buildings. Gather the information to establish the tax per unit.
4. Moving forward with a local law, we would have it for review for the January 9<sup>th</sup> trustees' meeting and a public hearing.
5. The whole process is deadline sensitive.
6. The Village can tax the amount it would cost to run the district.

Trustee Marshall proposes that the refuse district be considered for a referendum. Attorney Turner describes that the general election is the platform for a referendum to be considered.

The Clerk proposes that the Board decide on a resident information session during the initial public hearing. The village admin will poll the Board for availability for the informational session. Attorney Turner is directed to draft the local law.

**UPDATE ON TREE ORDINANCE**

Attorney Turner sums up where the Board left off on the draft ordinance and discussions. Adopting the tree ordinance can only proceed once the talks are concluded. To finalize the draft ordinance, he would need the Board's direction.

David Ferris, 27 Monroe Ave—The Clerk reads a letter from the resident, which is provided at the end of the minutes. The Superintendent responds to the comment with a plan for the trees of reference in the letter.

The Board discusses the options for the ordinance to include heirloom board only.

David McGeough, 28 Washington Ave—comments to the Board that no data has been provided on the impact of a reduction of trees due to people cutting them down, and their discussion for the details of this ordinance resembles a Village HOA.

Trustee Lanphear reminds the Board of her stance on the ordinance, being in favor of protecting and identifying potential heritage trees and protecting them in coordination and cooperation with the owners, being mutually agreeable to the property owner.

**Motion by Trustee Marshall, seconded by Trustee Lanphear, to create a heritage tree ordinance that allows for a mutual agreement between the Village and property owners to protect select trees we welcome and exchange protection over time. This will include the public tree ordinance.**

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December 12th, 2023, at 5:30 PM

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

**DPW REPORT**

Trustee Leitgeb would like an upon yearly employee performance reviews. Superintendent Bleier will leave copies of the reviews with the Board for review.

**TREASURER’S REPORT**

Items for review with the Village Clerk included CD interest rates, a request to move funds for negative financial lines, RFP bids, HSA funding, and 2024 Board of Trustee meeting dates.

The Village Clerk presented vouchers listed in Abstract #15

**Vouchers for approval Abstract #15**

• General Fund (#310-322):	\$ 37, 375.33
• Sewer Fund (0):	\$ 0.00
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Total:	\$ 37, 375.33

**Motion by Trustee Marshall, seconded by Trustee Leitgeb, to approve the financials for September through October as presented.**

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

**Motion by Trustee Marshall, seconded by Trustee Leitgeb, to cover the -\$13,689.35 for M. Zoghlin’s attorney costs, from contingency, for \$15,000 total being moved.**

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

The Village Clerk shares that she has completed the RFP for the capital planning.

The Board requests an update from the Clerk on the RFP response from current potential bidders.

**Motion by Trustee Marshall, seconded by Trustee Leitgeb, to accept bids on the RFP.**

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

**Motion by Trustee Marshall, seconded by Trustee Leitgeb, to approve the HSA as submitted.**

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

**Motion by Trustee Marshall, seconded by Trustee Leitgeb, to**

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

**Motion by Trustee Marshall, seconded by Trustee Leitgeb, to approve the HSA as submitted.**

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

Trustee Marshall asks if a rental registration ordinance can be allowed by a Trustee vote. It has yet to be permitted, but just the ordinance initiated. Attorney Turner and Building Inspector Lauth proposed reviewing the current state short-term rental legislation that is underway but has yet to be passed in Albany, then cross-pollinating for a draft of an ordinance based on that outcome. The Building Inspector will begin a rental inventory of the Village.

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December 12th, 2023, at 5:30 PM

2024 meeting dates are discussed amongst the board.

**Motion by Trustee Cove, seconded by Trustee Leitgeb, to approve the Tuesday, 2024 meeting dates for the Board of Trustees.**

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

**Motion by Trustee Leitgeb, seconded by Trustee Marshall, to approve the budget meets as presented.**

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

**MEMBER ITEMS**

Trustee Leitgeb asks if the board will continue Village Manager discussions at the next meeting. Trustee Leitgeb also asks if the Ethics Board presents the annual report as noted in the Village code.

Trustee Marshall would request an update on the reserve language for the budget. Attorney Turner is working on and sending updates by email as needed. He also would like to know what happened to a bus bench and consider providing covered bus benches for commuters who take the bus into the Village daily. The Clerk will review quotes for covered benches.

**Motion by Trustee Leitgeb, seconded by Trustee Lanphear, to approve the minutes for November 14<sup>th</sup>, 2023.**

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

**Motion by Mayor Plummer and seconded by Trustee Cove to enter executive session for an HR concern.**

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

**Motion by Trustee Marshall and seconded by Trustee Cove to exit executive session.**

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

**Motion by Trustee Marshall and seconded by Trustee Cove to pay Matthew McIntyre to pay for his three days of employment while he was injured on the job.**

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

**ADJOURNMENT**

**Motion by Trustee Marshall, seconded by Trustee Leitgeb, to adjourn the meeting at 9:11 PM.**

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

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Alexandria Torres Vaughn, Deputy Clerk