

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

April 9, 2024, 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, Cove – yes, Marshall – yes. *Motion passed.*

**CONFLICTS OF INTEREST DISCLOSURE**

Mayor Plummer asked the board if they had anything to disclose. The members stated they did not have any conflict of interest.

**GUIDELINES FOR PUBLIC COMMENT**

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

**PLEDGE OF ALLEGIANCE**

The room then stood and recited the Pledge.

**PUBLIC COMMENT**

Mayor Plummer asked if there were any public comments. The Village Clerk stated there were none.

**BUILDING INSPECTOR REPORT**

**Motion by Trustee Marshall and seconded by Trustee Cove, to refund the special use permit application fee to Pittsford Storage.**

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

**Motion by Mayor Plummer and seconded by Trustee Leitgeb, to waive the fee for the proposed sign project at the Arboretum by the local scouts pending approval.**

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

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Trustee Marshall asked the building inspector to clarify for residents how alternative materials such as metal can be used. Inspector Lauth stated that they would have to get acceptance from the Historic Preservation Board if other than wood or what was already preexisting. Mayor Plummer then followed up asking if Trex could be used for a deck that is out of the public eye. He confirmed that it could be if it was not in the public view.

**DPW REPORT**

Trustee Cove asked Superintendent Bleier to follow up with neighbors near the sign that was hit by the ballfield to inquire if they possibly had a view of the car that caused the damage before filing a possible insurance claim to replace the signage.

Trustee Leitgeb inquired as to why there was a need to run \$6000 worth of cable at the DPW if there is a future office upgrade on the horizon. He offered to come out to the garage to investigate and give his opinion on what could be done differently.

Mayor Plummer set an action item for as soon as possible that Trustee Leitgeb and Superintendent Bleier schedule a time to meet at the DPW and see if there was a cheaper option.

**TREASURERS REPORT**

The Village Clerk presented vouchers listed in Abstract #23 of the 2023/2024 fiscal year for approval.

**Vouchers for approval Abstract #23**

• General Fund (#570-#593):	\$ 12,655.93
• Sewer Fund (#578, #583):	\$ 303.84
	<hr/>
	\$ 12,959.77

**Motion by Trustee Leitgeb, seconded by Trustee Cove, to approve the vouchers as presented.**

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

**Motion by Trustee Marshall, seconded by Trustee Leitgeb, that the village attempt to hire Greenlight for internet service and connectivity and allow the clerk to proceed with the product presented online at the cost presented at the quoted increased speed.**

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

Trustee Cove wanted to thank Trustee Leitgeb and Trustee Marshall on the record for working to keep costs down.

**Motion by Trustee Marshall, seconded by Trustee Cove, to have Village Attorney Turner investigate the flexibility the board has to redirect the use of the money in the Geare Fund.**

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

**BOY SCOUT PROJECT REQUEST- ARBORETUM WAYFINDING SIGNS**

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Ben Sackett came before the board to present his proposed project at the Arboretum. Mayor Plummer informed him that the Historic Preservation Board would have to approve the signs. Trustee Cove asked for clarification on the number of signs and posts. Mr. Sackett said it would be 15 signs and 6 posts because one of the trails was not established yet. Trustee Marshall asked about font size for the longer names and if he would make the future trail signs at the same time, so they were all the same. Mr. Sackett stated, yes. Trustee Leitgeb thought the proposal was great and would be of great help to those enjoying the park.

**Motion by Trustee Marshall, seconded by Trustee Cove, to declare this a Type II SEQR for Declaration 617-5.C.9.**

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

**Motion by Trustee Cove, seconded by Trustee Marshall, to approve the Boy Scout project for the Arboretum Wayfaring signs**

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

Trustee Lanphear wanted to designate Inspector Lauth as the contact person at the village for the project.

**APPLICATION FOR A SHORT-TERM RETAIL PERMIT- HARLADAY HOTS**

**Motion by Trustee Cove, seconded by Trustee Marshall, to move the Harladay Hots short-term retail permit to public hearing on April 30<sup>th</sup>, 2024, at 4 PM**

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

**DISCUSSION ON AMENDING SHORT-TERM RETAIL CODE**

Justin Vlietstra, 19 Boughton Avenue, said it sounded like short-term retail permits should be considered use variances.

**Motion by Trustee Marshall, seconded by Trustee Cove, to have the Village Attorney Turner write code to allow short-term retail permit renewals to be reviewed by the code enforcement officer with the condition discussed.**

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

**SPECIAL PERMIT APPLICATION- 5 STATE STREET**

Trustee Marshall wanted to know what the hours of operation limits for restaurants throughout the village were so that the board could stay consistent with what it allowed.

Justin Vlietstra, 19 Boughton Avenue, stated that the code also says that applications can be viewed concurrently if it conflicts. Different clauses conflict and code regarding review order. Some say first others say concurrent. Site planning is special. See concurrent reviews and site plan code.

Trustee Lanphear asked if the water line going in at the Village Bakery had anything to do with this application/property. Building Inspector Lauth stated that it did not.

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**Motion by Trustee Marshall, seconded by Trustee Leitgeb, to move the special-permit application for the restaurant at 5 State Street to Public Hearing on April 30<sup>th</sup>, 2024, at 4 PM.**

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

**Motion by Trustee Marshall, seconded by Trustee Leitgeb, to declare this a Type II SEQR for Declaration 617-5.C.18**

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

**PZBA & HPD BOARD STATUS**

The village clerk presented the current village board appointments to the board and stated that the Organizational Meeting would occur at the end of April.

**6:30 PM PUBLIC HEARING- 2024-2025 VILLAGE BUDGET**

Trustee Marshall and Trustee Leitgeb asked Village Attorney Turner if the board needed to consider anything to concurrently adopt the Multi-Year Capital Plan and the 2024-2025 Budget. Village Attorney Turner stated that there was nothing in the code but informed the board that each would be an unlisted action for SEQR purposes.

**Motion by Mayor Plummer and seconded by Trustee Cove, to adjourn the meeting for five minutes.**

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

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

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

Mayor Plummer thanked Village Clerk/Treasurer Ciccarelli, Superintendent Bleier and the Trustees for their hard work preparing the budget especially Trustee Marshall who made time to attend lunch meetings.

Mayor Plummer then presented the 2024-2025 Village of Pittsford Budget.

Trustee Leitgeb stated that former Trustee Galusha had started creating a Multi-Year Capital Plan and wanted to recognize that without his work the board would not have developed their plan.

**Motion by Trustee Cove and seconded by Trustee Leitgeb, to open the public hearing on the 2024-2025 tentative village budget.**

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

Peggy Caraberis, 81 S. Main Street, first thanked the board for doing the Multi-Year Capital Plan and the budget in tandem and reiterated Trustee Leitgeb's thanks to former Trustee Galusha. She then asked what else the bond for South Street would cover. Village Clerk Ciccarelli stated that it would be for the South and Wood Street Project, it would be covering engineering cost for South, Wood and Sutherland Streets and would also be anticipating any additional funds would be used for other future road projects such as Sutherland Street. Ms. Caraberis asked what the ARPA funds would be used for. It was stated that at this time they would be used for the DPW bathrooms and the anticipated RFP for the mitigation of invasive species at the Arboretum. The initial designation was \$15,000. Ms. Caraberis asked if legal counsel was consulted before creating the budget. In her opinion, the village had not allocated enough.

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Justin Vlietstra, 19 Boughton Avenue, asked the board to hold off on voting on the budget until the village did better outreach to residents such as emails from the constant contact system.

The village clerk responded that the budget was available for viewing on the village website and in person at village hall for about two weeks.

Mr. Vlietstra then asked what the PZBA's budget was. Village Clerk Ciccarelli responded that nothing had significantly changed from the past year.

**Motion by Trustee Marshall and seconded by Trustee Leitgeb, to close the public hearing for the tentative budget.**

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

**DISCUSSION ON MULTI-YEAR CAPITAL PLAN**

**Motion by Trustee Marshall and seconded by Trustee Leitgeb, to move the Multi-Year Capital Plan to public hearing on April 30<sup>th</sup>, 2024, at 4 PM.**

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

**ARBOR DAY PROCLAMATION**

**Motion by Trustee Marshall and seconded by Trustee Cove, to approve the proclamation as presented.**

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

**NATIVE PLANT MONTH RESOLUTION**

**Motion by Trustee Cove and seconded by Trustee Marshall, to adopt the resolution commemorating April 2024 as Native Plant Month.**

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

**PLAN FOR ALTERNATIVE ENERGY SOURCES TO THE COMMUNITY**

The board decided that it would like to have a Coffee and Conversation with village residents to discuss alternative energy sources with the Climate Smart representative present. An action item was set to reach out to the representative and then find a good date for the trustees and him to be able to attend.

**MEMBER ITEMS**

Trustee Lanphear would like to get a short-term rental workshop scheduled. She then asked Superintendent Bleier about a problematic tree on Monroe Avenue that needs to be removed and if replacements had been budgeted for. He said it would be removed and that they had budgeted for replacement.

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Trustee Marshall asked if there was any consideration of placing a trash bin near South of Jefferson Avenue on Main Street and also a recycling bin could be placed at the four corners and on Schoen Place. The Board decided to place a test one on Schoen Place to see if the public used it properly.

Trustee Marshall asked the village clerk to send the Multi-Year Capital Plan to the village's municipal financial advisor to get a final opinion.

He also wanted to put on the next meeting's agenda a discussion of the elimination of R5 zoning.

**MINUTES**

**Motion by Trustee Marshall, seconded by Trustee Leitgeb, to approve the February 13<sup>th</sup>, 2024, meeting minutes with modification.**

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

**EXECUTIVE SESSION**

**Motion by Trustee Marshall, seconded by Trustee Cove, to close the meeting and enter an executive session to discuss an employee matter.**

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

**Motion by Mayor Plummer, seconded by Trustee Cove, to leave executive session.**

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

**DPW LABORER POSITION**

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

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

**Motion by Trustee Cove, seconded by Trustee Leitgeb, to offer a position to Bobby Bashaw for DPW laborer/groundskeeper at \$21 per hour contingent on a background check, a physical and reference approvals to start at the first available date.**

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

**ADJOURNMENT**

**Motion by Mayor Plummer, seconded by Trustee Cove, to adjourn the meeting at 8:47 PM.**

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

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Laura Donk, Recording Secretary