

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

May 14th, 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 trustees stated that they did not have a 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. Mayor Plummer asked that everyone present be sure to silence their cell phones.

ORGANIZATIONAL MEETING

Attached are Organizational Meeting motions and votes at the end of the minutes.

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

May 14th, 2024, 5:30 PM

Trustee Marshall wanted to discuss lower board appointments. He believed the lower boards should be able to choose their own leadership, not the mayor making appointments. Trustee Leitgeb agreed, stating that they seem to run independently otherwise. Trustee Lanphear asked what the suggested way forward would be in that case. Trustee Marshall believed that according to the village code if the mayor simply does not make an appointment, it then is left up to the specific board to decide on leadership.

Trustee Leitgeb then asked to talk with all lower board members and get their opinions on who they would prefer as Chairperson before the Board of Trustees voted on appointments and asked about training hours for all members.

Mayor Plummer stated that all the board members had access and the opportunity to speak with members and view training records well before the organizational meeting. Those requests should not have occurred so late as to hinder them from moving forward with organizational business.

Trustee Cove said she asked for training information at 3 PM that afternoon before the meeting. The village clerk stated that she would need more than two hours notice to make that information available.

Robert Corby, 7 Washington Avenue, stood wanting to share some historical perspective on the role of the boards. He said he felt that rotating the chair yearly did not work within the village government because there was no staff constantly facilitating the chair as there would be in larger municipalities. So, it takes many years for a chair to accumulate the knowledge they need for the position.

BUILDING INSPECTORS REPORT

Motion by Trustee Marshall and seconded by Trustee Lanphear to approve the Non-Municipal Use Permit for the Pittsford Library Book Bike to allow the night change from Friday to Wednesday evenings with no other changes to the previous application.

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 to order.

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

The board decided to move the discussion of converting the village street lights to LED bulbs to the next meeting's agenda.

Motion by Trustee Marshall, seconded by Trustee Lanphear, to approve the application for rental property permits with the amendments discussed of adding "residential" to the titling and adding the line requesting if it is a short-term rental with a description of 30 days.

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

Bob Corby, 7 Washington Avenue, wanted to point out one pitfall the board should consider, that they don't want a situation where a point of egress/fire escape is on the front of a historic building.

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

May 14th, 2024, 5:30 PM

DPW REPORT

Trustee Marshall inquired about the bike signs for the canal path and how to enforce the use of motorized vehicles on the canal path now that electric bicycles are becoming popular.

Bob Corby, 7 Washington Avenue, said the only way to slow the cyclist down was to have physical barriers that caused them to decrease speed.

Superintendent Bleier stated that physical barriers on sidewalks and the canal path would not be ADA-compliant as they would inhibit accessibility.

TREASURERS REPORT

The Village Clerk stated that there was no report for the meeting.

The Village Clerk presented vouchers listed in Abstract #25 of the 2023/2024 fiscal year for approval.

Vouchers for approval Abstract #25

• General Fund (#621-#654):	\$ 26,991.76
• Sewer Fund (#631-#646):	\$ 2,788.24
	<hr/> \$ 29,780.00

Motion by Trustee Marshall, seconded by Trustee Cove, to approve vouchers with the amendments presented.

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

Bob Corby, 7 Washington Avenue, wanted to remind the board the entire treasurer's report should be included in the public packet so the public can follow along.

Village Clerk Ciccarelli stated that bill pay has never been included in the packet because it contains information not for the public and is not required to be in the public realm. The financials are posted quarterly for the public. The trustees agreed that they would not include bill pay in the public packet but would consider including the financials on a monthly basis.

Motion by Trustee Marshall, seconded by Trustee Leitgeb, to include the financials in every packet moving forward.

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

Motion by Trustee Marshall, seconded by Trustee Leitgeb, to approve the April 2024 financials as presented and to authorize budget transfers as requested.

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

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

May 14th, 2024, 5:30 PM

Motion by Trustee Marshall, seconded by Trustee Leitgeb, to establish the Capital Project for South and Wood Street.

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

Motion by Trustee Marshall, seconded by Trustee Leitgeb, to approve the budget transfer from the infrastructure reserve to the Village Hall capital plan and to approve the quote and use ARPA funds for the Village Hall iron railings restoration.

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

Mayor Plummer asked Village Clerk Ciccarelli to send the board a list detailing what projects the ARPA funds had been used for.

Motion by Trustee Marshall, seconded by Trustee Cove, to authorize the village clerk to handle the bond proceeds.

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

Motion by Trustee Marshall, seconded by Trustee Leitgeb, to transfer the full \$8,636.39, the full balance of the Capital Improvements 2015 Reserve, to the General Fund and use the funds to pay the prior Capital Improvement Bond and any additional interest and close it out the project.

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

GPI ENGINEERING PLAN REVIEW

Superintendent Bleier told the board that he would be happy to take any questions they might have to the GPI contact on his May 17th meeting.

PUBLIC HEARING- 6 PM, VILLAGE REFUSE DISTRICT

Motion by Trustee Marshall, seconded by Trustee Cove, to open the public hearing for the formation of a residential village refuse district.

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

Mayor Plummer asked if anyone from the public wished to speak. The village clerk stated no.

Motion by Trustee Marshall, seconded by Trustee Cove, to close the public hearings.

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

Motion by Trustee Marshall, seconded by Trustee Lanphear, to authorize the mayor to sign part one, adopt the finding of part two of the SEQOR, and declare it to be that it has no substantial adverse environmental impact.

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

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

May 14th, 2024, 5:30 PM

Motion by Trustee Cove, seconded by Trustee Lanphear, to adopt Local Law amending sections 173-10., 173-11., 173-12., 173-14., 173-15. And 173-1 of the code of the Village of Pittsford and create a residential refuse district in the Village of Pittsford.

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

2024-2025 TAX WARRANT

Motion by Trustee Marshall, seconded by Trustee Cove, to adopt the form as presented and authorize the mayor and village clerk to sign the tax warrant for 2024-2025.

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

INVASIVE SPECIES REMOVAL, ARBORETUM

Motion by Trustee Marshall, seconded by Trustee Leitgeb, to accept the bid as presented and to use ARPA to fund it.

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

Robert Corby, President of Friends of the Arboretum, thanked the board for taking this significant step and mentioned a possible Scout project to help deal with Japanese Knotweed.

SEQR DESIGNATION- CANAL WAYS GRANT, SCHOEN PLACE

Mayor Plummer set an action item to send out the grant project information to the current board members so they can familiarize themselves before agreeing to the SEQR documentation.

Peggy Caraberras, 81 South Main Street, asked if this was a matching grant and why it wasn't budgeted in the Multi-Year Capital Plan.

Village Clerk Ciccarelli responded that it was a matching grant and that the board did not want to include it in the multi-year capital plan until they had a better idea of the overall project plan.

LIQUOR LICENSE- 5 STATE STREET

Motion by Trustee Marshall, seconded by Trustee Cove, to allow the village clerk to waive the 30-day notice regarding the liquor license for 5 State Street.

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

Mike Reynolds, Owner of 5 State Street, thanks the board.

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

May 14th, 2024, 5:30 PM

MINUTES

Motion by Trustee Leitgeb, seconded by Trustee Cove, to approve the March 12th meeting minutes as presented.

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

MEMBER ITEMS

Trustee Lanphear requested that Scott Harter, Village Engineer, provide the Schoen Place boundary map to the trustees.

Trustee Marshall wanted to confirm that there would be something on the next meeting agenda regarding reviewing of the R5 zoning.

EXECUTIVE SESSION

Motion by Mayor Plummer, seconded by Trustee Marshall, to enter 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.*

Motion by Trustee Leitgeb, seconded by Trustee Cove, to authorize the village clerk to apply to civil service for the title of Superintendent of Public Works and Assistant Building Inspector.

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 8:14 PM.

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

Laura Donk, Recording Secretary