

Proceedings of the Annual Organizational Meeting of the Village of Pittsford Board of Trustees held on Tuesday, May 14, 2024

The power to appoint all department, non-elective officers, employees, and other positions is granted exclusively to the Mayor by NYS Village Law §3-301(3) & §4-400 (1) (c) (i). Mayoral appointments (except Deputy Mayor [NYS Village Law §4-400]) are subject to Village Board approval.

Mayor Appointment

Mayor Plummer appoints Dave Marshall as Deputy Mayor for the 2024-2025 fiscal year.

Appointments Specialized Services

Motion by: Trustee Lanphear Seconded by: Trustee Leitgeb to:	Appoint Mengel, Metzger, Barr & Company, CPA, P.C., for a one-year term ending in 2025.
Motion by: Trustee Lanphear Seconded by: Trustee Cove to:	Appoint Scott A. Harter as Village Engineer for a one-year term ending in 2025.
Motion by: Trustee Lanphear Seconded by: Trustee Cove to:	Appoint Stephen Robson as Village Assessor for a one-year term ending in 2025.
Motion by: Trustee Lanphear Seconded by: Trustee Cove to:	Appoint Gary Wilkins as Village Insurance Agent for a one-year term ending in 2025.
Motion by: Trustee Lanphear Seconded by: Trustee Cove to:	Appoint Bernard P. Donegan Inc. as Financial Advisors for a one-year term ending in 2025.

Legal Representation

Motion by: Trustee Cove Seconded by: Trustee Marshall to:	Appoint Jeffrey Turner as the Village Board Attorney at a rate set per retainer agreement for a one-year term ending in 2025.
Motion by: Trustee Lanphear Seconded by: Trustee Marshall to:	Appoint Jeffrey Turner as the Historic Preservation Board Attorney at a rate set per retainer agreement for a one-year term ending in 2025.
Motion by: Trustee Lanphear Seconded by: Trustee Cove to:	Appoint as Planning Board and Zoning Board of Appeals Attorney Mindy L. Zoghlin, Esq., Zoghlin Group PLLC. at a rate set per retainer agreement for a one-year term ending in 2025.

Motion by: Trustee Lanphear Seconded by: Trustee Leitgeb to:	Appoint Timothy R. McGill as Municipal Bond Attorney for a one-year term ending in 2025.
Motion by: Trustee Lanphear Seconded by: Trustee Leitgeb to:	Appoint Hodgson Russ as Special Counsel for 75 Monroe Avenue at a rate set per retainer agreement for a one-year term ending in 2025.
Motion by: Trustee Lanphear Seconded by: Trustee Marshall to:	Appoint Jeffrey Turner as the Village Labor Attorney at a rate set per retainer agreement for a one-year term ending in 2025.

Historic Preservation Board

Motion by Seconded by to: DEFERRED	Appoint Daniel Olson as Chair of the Historic Preservation Board for a one-year term ending in 2025, effective at the subsequent June regular meeting.
Motion by Seconded by to: DEFERRED	Appoint Maria Murillo as a Historic Preservation Board member for a three-year term ending in 2027, effective at the subsequent June regular meeting.
Motion by Seconded by to: DEFERRED	Appoint Benjamin Roberts as a Historic Preservation Board Alternate for a term ending in 2025, effective at the subsequent June regular meeting.
Motion by Seconded by to: DEFERRED	Appoint Christina Lanahan as a Historic Preservation Board alternate for a five-year term ending in 2029, effective at the subsequent June regular meeting.

Planning Board and Zoning Board of Appeals

Motion by Seconded by to: DEFERRED	Appoint Susan Lhota as Chair to the Planning Board and Zoning Board of Appeals for a one-year term ending in 2025, effective at the subsequent June regular meeting.
Motion by Seconded by to: DEFERRED	Appoint Jared Cook as a Planning Board and Zoning Board of Appeals member for a five-year term ending in 2029, effective at the subsequent June regular meeting.

Wage Compensation 2024 / 2025

Motion by: Trustee Lanphear
Seconded by: Trustee Marshall to:

Approve the Wage Compensation Schedule for 2024 / 2025.

Board of Trustees

Alysa Plummer	Mayor	\$ 16,622.22	Per Year
Lili Lanphear	Trustee	\$ 7,064.50	Per Year
Justin Leitgeb	Trustee	\$ 7,064.50	Per Year
Dave Marshall	Trustee	\$ 7,064.50	Per Year
Lisa Cove	Trustee	\$ 7,064.50	Per Year

Planning Board and Zoning Board of Appeals

Susan Lhota	Chairperson	\$1,000.00	Per Year
Jo Anne Shannon	Member	\$400.00	Per Year
Justin Vlietstra	Member	\$400.00	Per Year
Kathleen Hoppin	Member	\$400.00	Per Year
Jared Cook	Member	\$400.00	Per Year

Historic Preservation Board

Daniel Olson	Chairperson	\$1,000.00	Per Year
Jeffery Pollock	Member (Temporary Holdover)	\$400.00	Per Year
Maria Murillo	Member	\$400.00	Per Year
Christopher Dabroski	Member	\$400.00	Per Year
Carolina Torres	Member	\$400.00	Per Year

Clerk's Office

Dorothea M. Ciccarelli	Village Clerk / Deputy Treasurer	\$ 86,526.80	Salary
Alexandria Torres Vaughn	Deputy Clerk	\$ 53,690.00	Salary
Francine Brokaw	Deputy Treasurer	\$ 54,720.85	Salary
Steve Lauth	Building Inspector / Fire Marshal	\$ 78,151.16	Salary
Vicki Profitt	Historian	\$ 500.00	Per Year
Laura Donk	Archivist	\$ 19.62	Per Hour
Mike James	Parking Monitor	\$ 19.24	Per Hour

Highway Department

Zachary Bleier	Superintendent of Public Works	\$ 78,043.78	Salary
Jason Cernis	DPW Crew Leader	\$ 29.94	2024 \$ 30.91 2025 Per Hour *
Sean Beasor	MEO	\$ 22.20	2024 \$ 22.92 2025 Per Hour *
Danielle Rehler	Laborer	\$ 25.00	2024 \$ 25.81 2025 Per Hour *
Peter Bessey	Laborer	\$ 22.50	2024 \$ 23.23 2025 Per Hour *
Matthew Macintyre	MEO	\$ 21.50	2024 \$ 22.25 2025 Per Hour *
Bobby Bashaw	Laborer / Gardener	\$ 21.00	2024 \$ 21.68 2025 Per Hour *

***As Per Union Contract**

Liaison Positions 2024 / 2025 Mayor Appointment

Motion by: Trustee Leitgeb		Approve the Liaison Positions for 2024 / 2025
Seconded by: Trustee Cove to:		
Liaison Positions	2023 / 2024	2024 / 2025
Sustainability Initiative (formerly trees)	Plummer / Leitgeb	Plummer/ Marshall
Economic Development / Chamber of Commerce / Village Merchants Association	Cove / Plummer	Cove / Plummer
PZBA	Leitgeb	Marshall / Leitgeb
HPB	Lanphear	Lanphear
Treasurer	Plummer / Marshall	Plummer / Marshall
DPW	Leitgeb	Leitgeb
Fire Marshal & Building Inspector	Plummer	Plummer
Streetscape Beautification * (subset of sustainability initiative)	Lanphear/ Cove	Lanphear/ Cove
Town Supervisor / Other	Plummer	Plummer
Leadership	Plummer / Lanphear	Plummer/ Marshall
Grants	Plummer / Marshall	Plummer / Marshall
Office Staff	Plummer	Plummer
GIS	Building Inspector / Bleier	Building Inspector / Bleier
Code Update Committee	Board of Trustees / Building Inspector	Board of Trustees / Building Inspector
Technology	Plummer / Leitgeb / Ciccarelli	Plummer / Leitgeb / Ciccarelli
Sheriff's Department	Plummer / Lanphear / Cove	Plummer / Cove
Building Maintenance	Plummer / Cove	Plummer/ Lanphear
Arboretum	Lanphear / Cove	Lanphear / Cove
Pittsford Fire Department	Plummer / Cove	Plummer / Cove
Internal Budget Committee	Department Heads / Plummer / Marshall	Department Heads / Plummer / Marshall

Tax Rate / Sewer Rent 2024 / 2025

Motion by: Trustee Marshall Seconded by: Trustee Lanphear to:	Approve the Tax Rate / Sewer Rate for 2024 / 2025
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The tax rate for the Village of Pittsford fiscal year, beginning June 1, 2024, and ending May 31, 2025, is set at \$5.43 per thousands of taxable assessed valuation.

Sewer rent will be \$34.25 for the first 4000 gallons and \$3.76 for every 1000 gallons over. For Wood Creek, the rate will be \$7.68 per 1000 gallons.

Official Meetings

Motion by: Trustee Lanphear Seconded by: Trustee Leitgeb to:	Approve the Official Meetings for 2024 / 2025
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The regular meetings of the Board of Trustees will be held on the second and fourth Tuesday of each month at 5 P.M. unless otherwise noted on the schedule developed in December for the coming year.

The organizational meeting will be held either in the month of April or May at a date to be arranged.

The public hearing to adopt the tentative budget will be held prior to April 8, 2025, and adjourned by April 30, 2025. Unless changed by the Board of Trustees.

Hiring Process / Employee Training

Motion by: Trustee Marshall Seconded by: Trustee Lanphear to:	Approve the Hiring Process and Employee Training for 2024 / 2025
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Employee training sessions shall be held in the first quarter of the year whenever possible.

The Village Board shall have the authority to set the rate of pay for any newly hired employee.

Official Newspaper / Bank

Motion by: Trustee Lanphear Seconded by: Trustee Leitgeb to:	Approve the Official Newspaper and Bank for 2024 / 2025
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The Mendon-Honeoye Falls-Lima Sentinel is designated as the official newspaper for the Village of Pittsford.

The Canandaigua National Bank and Trust Company is designated as the official bank for the Village of Pittsford; alternate bank to be J.P. Morgan Chase, Pittsford Branch. The dollar limit for deposits to any one institution shall be \$2,000,000.00.

Bonding / Check Signatures

Motion by: Trustee Lanphear Seconded by: Trustee Leitgeb to:	Approve the Bond and Check signatures for 2024 / 2025
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The bond for the Clerk/Collector of Taxes & Treasurer is fixed at \$200,000.00.

The vendor account checks are to be signed by two of the following: Either the Mayor or Deputy Mayor and either the Treasurer, Deputy Treasurer, or the Village Clerk.

The payroll checks are to be signed by one of the following: The Mayor, Deputy Mayor, Treasurer, Deputy Treasurer, or Village Clerk.

Hours of Operation / Floating Holiday

Motion by: Trustee Cove Seconded by: Trustee Lanphear to:	Approve the Hours of Operation and Floating Holiday for 2024 / 2025
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Village Office hours will be from 8 AM to 4:00 PM Monday through Friday unless revised during the year. Summer Hours, effective May 3, 2024 – September 6, will be Monday through Thursday 8 AM – 4:00 PM Friday 8 AM – 1:00 PM

July 5, 2025, shall be designated as the floating holiday to be used within the 2024 / 2025 fiscal year.

2024 / 2025 Fee Schedule

Motion by: Trustee Cove Seconded by: Trustee Lanphear to:	Approve the Fee Schedule for 2024 / 2025
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Residential Building Permits

Single Family unit/multifamily (per unit/each)	\$.30 per sq. ft - minimum \$450.00
Remodel New Construction -\$0-\$4999	\$50.00
Remodel New Construction -\$5000-\$14999	\$80.00
Remodel New Construction -\$15000-\$29999	\$150.00
Remodel New Construction -\$30000-\$49999	\$300.00
Remodel New Construction -\$50000 and up	Value x .007
Plan & Code Review of Construction Plans	\$125.00 per hour
Accessory Structures (sheds, decks, gazebos, etc.)	\$.20/SF, \$50.00 Min
Fences	\$50.00
Above-ground Swimming pools and Hot tubs	\$75.00
In-ground Swimming pools and Hot tubs	\$100.00
Swimming Pool Fill-In	\$25.00
Window, Door, or Siding Replacement	\$50.00
Solid Fuel Appliance	\$50.00
Fireplace	\$50.00
Gas Appliances (Furnace, Hot Water Heater, Fireplace) (per unit/each)	\$50.00
Satellite Antenna (Over 18")	\$50.00
Chimney Repair/Re-line	\$25.00
Demolition	\$40.00
Plumbing	\$40.00
Standby Generator	\$50.00
Handicapped Lift	\$40.00
Electrical Service	\$25.00
Electrical Inspections (Third Party does inspecting)	\$10.00
Tents	\$50.00
Basement Waterproofing	\$25.00
Driveways	\$25.00
Temporary Dumpster	\$25.00
Sewer Repair	\$50.00
Permit Renewal	50% of Permit Fee
Escrow for Application Review	TBD
Alteration of lot line	\$150.00
Existing commercial site minimum	\$500.00
New commercial site minimum	\$500.00
Residential major sub/site minimum	\$1,000.00
Residential minor sub/site minimum	\$500.00
Special exception	per application

Wireless communication facility minimum	\$8,500.00
Certificate of Occupancy, COFO (per unit/each)	\$75.00
Certificate of Compliance, COFC (per unit/each)	\$50.00
Rental property permit apartment buildings/townhouses	\$350 or \$25/unit (greater of the two) per year
Rental property permit inn/rooming house	\$350.00 per year
Rental property permit residential rental registration	\$125/building per year
Rental property permit rent annual inspection	\$100.00 per unit
Rental property permit two family rental	\$250.00 per year
Rental property permit three family rental	\$350.00 per year
Commercial Building Permits	
Project Valuation (New Construction, Additions, Remodeling, Accessory Structures)	
\$ 0 - \$9,999	\$150.00
\$10,000 - \$29,999	\$300.00
\$30,000 - \$49,999	\$500.00
\$50,000 - \$89,999	\$700.00
\$90,000 and up	(cost) * \$0.008
Plan & Code Review of Construction Plans	\$125.00 per hour
Tenant Change	\$35.00
Interior Demolition	\$50.00
Demolition of Structure	\$300.00
Plumbing	\$50.00
Temporary Dumpster	\$75.00
Electrical Service	\$50.00
Gas Appliances (per unit/each)	\$50.00
Electrical Inspections (Third Party does inspecting)	\$20.00
Tents	\$50.00
Driveways	\$50.00
Chimney Repair/Re-line	\$50.00
Elevators and Lifts	\$100.00
Sewer Repair	\$100.00
Siding	\$50.00
Right-of-Way Permit	\$100.00
Right-of-Way Deposit	\$1,500.00 - \$2,500.00
Building Permit Renewal	50% permit fee
C of O Commercial (per building)	\$1,000.00
C of O Commercial (additions)	\$350.00
C of O Commercial (alterations)	\$150.00
C of C Commercial Certificate of Compliance	\$75.00
Annual Fire Inspections	\$75.00
Signs	

Building-mounted Sign	\$3.00/SF, \$50 Min.
Freestanding Sign	\$3.00/SF, \$100 Min.
Temporary Sign	\$50.00
Miscellaneous Building Fees	
Plan & Code Review of Construction Plans	\$125.00 per hour
Zoning Compliance Letter	\$35.00
Stop Work Order - Collected Prior to Resuming Work	\$200.00
Construction Prior to Issuance of Permit	100% of Permit Fee, \$200 Min.
Retrieval Fee for Temporary Signs	
1st Time	\$25.00
2nd Time	\$50.00
3rd Time	\$100.00
Operating Permit	\$100.00
Re-inspection (normal hours)	\$50.00
Re-inspection (after-hours and weekends)	\$250.00
Registration of Temporary Storage Unit	\$50.00
Board Applications	
Historic Preservation Board	\$75.00
Planning Board	
Site Plan Review (less than 5 acres)	\$200.00
Site Plan Review (greater than 5 acres)	\$500.00
Minor Site Change	\$100.00
Subdivision or Change of Lot Line	\$100.00
Exterior Lighting - Commercial	\$100.00
Exterior Lighting – Residential New Construction	\$25.00
Landscape alteration (commercial)	\$150.00
Rezoning Application	\$350.00
Commercial/Industrial Change of Use	\$100.00
Zoning Board	
Application and Public Hearing	\$150.00
Use Variance - Residential	\$150.00
Use Variance - Commercial	\$250.00
Area Variance - Residential	\$85.00
Area Variance - Commercial	\$200.00
Multiple Variance	\$25/Variance after base fee
Special Exception Use	\$200.00
RV Special Exception Use	\$50.00
Temporary Zoning Permit	\$100.00
Appeal: HPB, Bld, Insp. Determination	\$100.00
Wireless Communication Facility Review	\$5,000.00
Wireless Communication Facility Modification	\$2,000.00
Interpretation	\$300.00

Consultant Review Deposit	\$500.00
Board of Trustees	
Special Permit	\$250.00
Special Permit Amendment	\$250.00
Temporary Retail Application Fee	\$50.00
Temporary Retail - Single Day	\$50.00
Temporary Retail - Monthly	\$100.00
Books	
Comprehensive Plan Book	\$25.00
Comprehensive Plan CD	\$10.00
Design Guidelines Book	\$30.00
Design Guidelines CD	\$5.00
Licenses	
Auctioneering	\$20.00
Sale of Goods from Canal Boats or Canal	\$20.00
Hawkers, Peddlers, & Solicitors	
3 Day Permit	\$100.00
Each Additional Day	\$25.00
Temporary Merchant Fee	\$100.00
Administrative	
Tax Search	\$25.00
Insufficient Funds	\$35.00
Photocopies - First 5 sheets free for Village Business	\$0.25/copy
Code Sections	\$1.00
Permit Search/Zoning Compliance Letter	\$15.00
SEQR	
Commercial	\$50 + postage
Residential	\$25 + postage
Vehicle Immobilizer Device Removal	\$100.00
Failure to Follow Directive of the Building Inspector	
1st Time	\$100.00
2nd Time	\$200.00
3rd Time	Legal
Lawn Mowing	\$150/hr/worker + equipment + \$50 offense 1, \$100 2nd, \$250 3rd
Refuse Management	
Trash Hauler	\$500/hauler
Sewer	
Sewer Connection Fee (New construction and outside connections outside incorporation limits payable prior to building permit being issued)	\$1,900/residential unit or commercial tenant space

Parking Fee Schedule

Motion by: Trustee Cove Seconded by: Trustee Leitgeb to:	Approve the Parking Ticket Schedule for 2024 / 2025
Overtime parking	\$30.00
More than 13 inches from curb	\$30.00
Less than 20' feet from Crosswalk or intersection	\$30.00
Vehicle on Curb	\$30.00
Left to curb (facing wrong way)	\$30.00
Obstructing Curb Area Entrance to Sidewalk	\$30.00
On sidewalk or crosswalk	\$30.00
Not Parallel to Curb or Edge of Roadway	\$30.00
Vehicle Within Intersection	\$30.00
Double Parking on Road	\$30.00
Unregistered Vehicle/Trailer	\$30.00
Current Registered Not Displayed	\$30.00
Vehicle Plate(s) Not Displayed Properly	\$30.00
Parked over 72 Hours	\$30.00
In front of driveway	\$30.00
Within 30 feet of a traffic control device	\$30.00
Prohibited Parking	\$30.00
Vehicle Taking up Two Spots	\$30.00
No standing zone	\$30.00
Loading zone	\$30.00
Uninspected motor vehicle	\$30.00
Night parking 2-6 A.M. (Nov. 1-April 15)	\$30.00
Unattended vehicle	\$30.00
No parking zone	\$30.00
Bus stop	\$30.00
Abandoned vehicle	\$30.00
Less than 15 feet from hydrant	\$30.00
Less than 20 feet from fire hall entrance	\$30.00
Other _____	\$30.00
Handicapped zone	\$75.00
Fire lane	\$75.00

2024 / 2025 Resolutions

Motion by: Trustee Marshall

Seconded by: Trustee Leitgeb **to:**

Approve the following 2024 / 2025 Resolutions.

MILEAGE

WHEREAS, the Board of Trustees of the Village of Pittsford has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal vehicles while performing their official duties on behalf of the Village; now, therefore, be it

RESOLVED: That the Board of Trustees shall approve reimbursement to such officers and employees based on IRS Standard Mileage Rates.

ATTENDANCE AT SCHOOLS, CONFERENCES, MEETINGS

WHEREAS, there is to be held during the coming official year the Training School for Fiscal Officers and Municipal Clerks, and the Public Works School, conducted by the New York State Conference of Mayors; four scheduled meetings per year of the Association of Monroe County Village Clerks; the monthly Superintendent of Public Works meetings; and the Finger Lakes Building Officials Association Annual Educational Conference, the annual NYALGRO Records Management Conference, as determined by the Board of Trustees and

WHEREAS, it is determined by the Board of Trustees that the attendance by certain municipal officials and employees at one or more of these meetings, conferences, or schools benefits the municipality; now, therefore, be it

RESOLVED: that Village Clerk and/or Treasurer or designee is authorized to attend the Annual Training School for Municipal Clerks, Village Clerk and/or Treasurer or designee is authorized to attend the scheduled meetings of the Association of Monroe County Village Clerks; the DPW Superintendent or Working Foreman is authorized to attend the annual Public Works School and the monthly superintendent meetings, and the Building Inspector is authorized to attend the Finger Lakes Building Officials Association Annual Educational Conference, Records Clerk and/or assistant is authorized to attend the annual NYALGRO conference, as determined by the Board of Trustees; All expenses are to be paid by the Village of Pittsford, pending prior approval by the Board of Trustees. This resolution shall take effect immediately.

SPECIAL MEETING

WHEREAS, the Village of Pittsford meets regularly on the second and fourth Tuesday of each month, and

WHEREAS, the Board may find it necessary to meet from time to time in Special Meeting, therefore be it

RESOLVED: The Board of Trustees hereby adopts the following procedure for calling a Special Meeting:

1. The Mayor or any of the Trustees may call a Special Meeting.
2. The Village Clerk or the Deputy Clerk is responsible for notifying the board members, the news media, and the general public that a special meeting has been called.
3. Board members will be notified promptly of the special meeting.
4. A notice of the special meeting will be posted on the bulletin board at the Village Hall.

5. If the Village Clerk or Deputy Clerk is unavailable, the Board member who called the special meeting shall either make the necessary contacts or designate an appropriate person to make such contacts.

LICENSING OF HAULERS AND CONDITIONS OF COLLECTION

WHEREAS, §173 of the Village Code states that all refuse haulers engaged in business in the Village of Pittsford must apply for and be issued an annual license by the Board of Trustees at the Organizational Meeting and,

WHEREAS, The Board of Trustees accepts the applications of the following: Waste Management of NY, LLC-Rochester, Suburban Disposal, Coakley Disposal Service, Inc. Seyerek Disposal and Casella for commercial and residential solid waste removal in the village, having determined that they meet the requirements of §173-15 and,

WHEREAS, As stated in §173-15 A. (7), the Board of Trustees has determined that there will be \$500 per year associated with the license and,

WHEREAS, according to §173-15 B. (1), the Board of Trustees has determined that the days of the week for residential refuse collection will be Wednesday and Friday except as noted in §173-3.1 (holidays, storms, etc.) and,

WHEREAS, the haulers listed above have provided evidence to the satisfaction of the Building Inspector that reasonable alternatives and explanations exist for the collection of refuse not considered in normal service, such as yard waste, bulky refuse, and appliances as specified in §173-15 B. (5),

NOW THEREFORE BE IT RESOLVED that we, the members of the Village of Pittsford Board of Trustees, do hereby issue a license to engage in business in the Village of Pittsford to the haulers specified above for a period of one year, noting that the license will expire at the time of the Organizational Meeting in 2024, with the condition that these haulers continue to comply with all conditions and provisions listed in Chapter 173, Solid Waste of the Code of the Village of Pittsford.

ELECTRICAL INSPECTORS

WHEREAS, § 90 of the Village Code states that all Electrical Inspectors engaged in the business in the Village of Pittsford must be issued an authorized by the Board of Trustees at the Organizational Meeting and,

WHEREAS, The Board of Trustees accepts the applications of the following: Commonwealth, Middle Department Inspection Agency, and New York Electrical Inspection Agency having determined that they meet the requirements of § 90 and,

NOW THEREFORE BE IT RESOLVED that we, the members of the Village of Pittsford Board of Trustees, do hereby authorize to engage in business in the Village of Pittsford to the haulers specified above for a period of one year, noting that the authorization will expire at the time of the Organizational Meeting in 2024, with the condition that these Inspectors continue to comply with all conditions and provisions listed in Chapter 90, Electrical Standards of the Code of the Village of Pittsford.

AUTHORIZED PAYMENT IN ADVANCE OF AUDIT OF CLAIMS

By the provision written in Village Law § 5-524 (6), the Board of Trustees offers the following resolution:

WHEREAS the Board of Trustees has determined to authorize payment of audit claims for public utility services, postage, freight, and express charges following review by the Trustee Financial Liaison and

WHEREAS all such claims shall be presented at the next regular meeting for audit and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

NOW THEREFORE BE IT RESOLVED:

That the Board of Trustees authorizes payment in advance of audit claims for public utility services, postage, freight, and express charges, and all such claims shall be presented at the next regular meeting for audit, and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees, and

BE IT FURTHER RESOLVED:

That this resolution shall take effect immediately.

PROCUREMENT / BUILDING USE POLICY

Motion by: Trustee Marshall
Seconded by: Trustee Lanphear **to:**

Adopt the Procurement and Building Use Policy for 2024/2025.

PROCUREMENT POLICY

Purpose.

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud, and corruption. To further these objectives, the governing board is adopting internal policies and procedures governing all procurements of goods and services, which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law.

Evaluation; estimate

Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law, Section 103. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a given fiscal year.

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under twenty thousand dollars (\$20,000) and public works contracts under thirty-five thousand (\$35,000); emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

Requests for proposals: exceptions.

All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over twenty thousand dollars (\$20,000) and public works contract over thirty-five thousand dollars (\$35,000); goods purchased from agencies for the blind or severely handicapped pursuant to section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under County contracts pursuant to Section 103, Subdivision 2, of the General Municipal Law; or purchases pursuant to Section 19-6 of this chapter.

Method of purchase.

The following method of purchase, as adopted at the July 7, 2008, meeting and updated annually by the Village Board of Trustees, will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Contract	Method
\$1 - \$2500	At the discretion of the *purchasing dept. No verbal quotes are required (*Village Clerk, Superintendent of Public Works)
\$2,501-\$4,999	Two (2) written quotations Documentation on the necessity of the Purchase
\$5,000 - \$19,999	Three (3) Written/fax quotations or A written request for Proposals Purchases over \$10,000 will require approval of the Village Board of Trustees Documentation on the necessity of the Purchase

Public Works Contracts

Estimated Amount of Purchase Contract	Method
\$1 - \$2,500	At the discretion of the * purchasing dept. No verbal quotes are required (*Village Clerk, Superintendent of Public Works)
\$2,501 - \$4,999	Two (2) written quotations Documentation on the necessity of the Purchase
\$5,000 - \$9,999	Three (3) written/fax quotations Documentation on the necessity of the Purchase
\$10,000 - \$34,999	Three (3) written/fax quotations or Written request for Proposals Approval of the Village Board of Trustees Documentation on the necessity of the Purchase

A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

Documentation is required of each action taken in connection with each procurement over the \$2,000 threshold.

Awarding of contracts.

Purchases over \$10,000 dollars will require the purchase agent to obtain approval from the Board of Trustees prior to purchase. Documentation and an explanation are required whenever a contract is awarded to someone other than the lowest responsible offered. This documentation will include an explanation of how the award will achieve savings or how the offered is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

Exemptions from solicitation.

Pursuant to General Municipal Law, Section 104-b, Subdivision 2f, the procurement policy may contain circumstances when types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances, it may not be in the best interest of the Village of Pittsford to solicit quotations or document the basis for not accepting the lowest bid:

- A. **Emergency purchases pursuant to Section 103, Subdivision 4, of the General Municipal Law.** Due to the nature of this exception, these goods or services must be purchased immediately, and a delay in order to seek alternate proposals may threaten the life, health, safety, or welfare of the public. This section does not preclude alternate proposals if time permits.
- B. **Purchase of surplus and second-hand goods from any source.** If alternate proposals are required, the Village of Pittsford is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices or used goods and a lower price may indicate an older product.
- C. **Goods or services under \$1000.** The time and documentation required to purchase through this policy may be more costly than the item itself and would, therefore, not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

PROCUREMENT OF PROFESSIONAL SERVICES PROCEDURE

It is the official policy of the Village of Pittsford to procure professional services at a reasonable price from qualified professionals to ensure the efficient use of taxpayer funds. The Village’s Procurement Policy stipulates that the selection of professional service providers must consider accountability, reliability, responsibility, technical skills, education and training, judgment, and integrity. The village of Pittsford is a historic cultural landscape that is both locally and nationally designated as a historic district. As the steward of an irreplaceable resource, the Village government must be careful to select qualified professionals who understand the unique issues associated within a historic, walkable context.

- 1) A Trustee and/or authorized department head desiring to retain a professional for services should obtain approval from the Village Board of Trustees.
- 2) If the project requires Village Board approval, all relevant documentation should be presented with the request or at the Board’s next meeting.
- 3) Written contracts shall describe the services to be provided, the time period of the contract must be specified, and the basis for compensation noted.

THRESHOLDS TO SECURE PROFESSIONAL SERVICES

Estimated Amount of Professional Contract	Method
\$1 - \$1,500	At the discretion of the *purchasing dept. No verbal quotes are required (*Village Clerk, Superintendent of Public Works)
\$1,500-\$4,999	Two (2) Quotes required. Supporting documentation is needed to secure the specified vendor. Approval of the Village Board of Trustees Required
\$5,000 and over	Three (3) written Requests for Proposal are required. Supporting documentation is needed to secure the specified vendor. Approval of the Village Board of Trustees is required

The Village of Pittsford will issue a “Request for Proposal” (RFP) to solicit competition when the bidding is not required by law or when statutes authorize an alternative to bidding. In these situations, the Village will issue RFPs, including the following, to ensure minimum functional, technical, and contractual requirements are satisfied.

1. **Statement of Purpose** - A brief description of the project goals, including information about the project’s maximum budget, and the date responses are due.
2. **Background Information** - description of the village, project site, environmental considerations, and other information the responder will need to prepare an adequate proposal.
3. **Description of Work** – Specific enumeration of each task to be accomplished. It should include details about the duties the contractor is expected to perform, performance standards, anticipated outcomes, schedule for completing the work, and an outline of methods to be used for monitoring performance.
4. **Contract Details** - Includes period of performance, payment schedule, incentives and penalties, and contractual terms and conditions.

5. **Submission Instructions** – Explains the steps, information/forms, and schedule required to provide an acceptable submission responding to the Village’s RFP.

The evaluation process for the RFP will be conducted by an evaluation committee* (As Assigned), which should consider the following of each proposal: the compliance with the mandatory conditions, the experience of the offeror, the proposed solution and the management plan of the project or service. The Village will assign a value to each factor (i.e., 10 points if the proposal exceeds requirements, 7 if the proposal meets requirements, etc.) and then add all of the factors together to determine the total score of each proposal.

After determining the top proposal, the Village is free to negotiate the terms of the contract with the chosen offeror. Once finalized, the contract will be signed, and the other offerors will be notified that their proposals were rejected. The municipality will then make the contract available for public inspection.

The Village will refer to the booklet “Seeking Competition in Procurement” (part of the Local Government Management Guide series published by the Office of the New York State Comptroller) in developing RFPs where applicable.

BUILDING USE

It is the policy of the Village to permit the use of the meeting room in the Village Hall by residents and nonprofit organizations located in the Village and the Town of Pittsford. The Village is proud of this beautiful and historic facility and believes that it should be shared with the community. Obviously, any such use cannot be permitted to interfere with the Hall's primary governmental use. Also, because of its value, community organizations will be asked to adhere to the following conditions, rules, and regulations:

- (1) No organizational use of the Village Hall will be permitted unless the application for such is made by completion of the application form in the Village Clerk's office.
- (2) A responsible adult must be present at all times during the use.
- (3) Each user must deposit the sum of Fifty Dollars (\$50.00) CASH with the Clerk to be forfeited in the event that the key to the building is not returned within 24 hours after the use is terminated. Also, the deposit will be retained by the Village as an offset against any damage resulting from the use of the building by the applicant. Otherwise, the deposit will be returned to the depositor.
- (4) Meeting space will be available during the hours of 7:45 A.M. to 11:00 P.M. each day, except times when Village meetings may be scheduled and 9 A.M. to 5 P.M. on the weekends.
- (5) There are no kitchen facilities available to the organization; therefore, meals may not be prepared or served at the premises. Food and drink shall be limited to light refreshments and non-alcoholic beverages only. All tables must be covered with a waterproof padded cloth. All trash/garbage shall be removed from the premises by the organization.
- (6) All lights are to be turned off on leaving the premises, and the access doors locked. Organizations are required to leave the premises in a clean condition. The room must be restored to the same configuration as when the organization arrived. This failing, the deposit will be applied to the cost of janitorial services.
- (7) In the event of a cancellation or problem during regular office hours (7:30 A.M. to 4:00 P.M.), please contact the Village staff at 586-4332. After hours, in the event of an **emergency only**, please call our answering service at 340-1433.
- (8) Each organization is granted access for no more than 4 hours per month.
- (9) The facility shall not be used for commercial business or for-profit purposes.

Dorothea M. Ciccarelli, Recording Secretary