

**PROCEEDINGS OF A REGULAR MEETING OF THE VILLAGE BOARD OF TRUSTEES**  
**January 23, 2018 7 PM**

**Present**

**Trustees:** Lili Lanphear  
Margaret Caraberis  
David Ferris  
Frank Galusha

**Recording Secretary:** Dorothea M. Ciccarelli/Kaitlyn Moranz

**CALL TO ORDER**

**Motion by Trustee Lanphear, seconded by Trustee Ferris**, called the meeting to order at 7:00 PM.  
Vote: Lanphear – yes, Caraberis – yes, Ferris – yes, Galusha – yes. Motion carried.

**CONFLICTS OF INTEREST**

Trustee Lanphear asked if any of the Board members had a conflict of interest or had accepted gifts associated with any of the meeting agenda items. The Board members indicated that they had no conflicts of interest to report.

**PITTSFORD FIRE DEPARTMENT – ROAD CONFIGURATIONS**

**Present:** Representatives from the Fire Department: Fire Marshal, Kelly Cline; Pittsford Fire District, Ed Peets; Fire Chief, Ryan Furber; Pittsford Volunteer Ambulance Operations, Jonathan Smith; Fire Department Civil, Rob Cline.

The Pittsford Fire Department expressed concern over new code regulations regarding changes to alignments of Village streets. According to the code, all street alterations must be seen by the Fire Marshal prior to execution, so that the Fire Department has ample time to review changes to determine any impact on emergency services and be involved in the decision-making. Changes to street alignments have been made without prior approval of the Fire Marshal, and the Fire Marshal also commented on a pedestrian safety plan being sent to the state without her review. New York State Fire Code prohibits the implementation of traffic-calming devices without approval of the emergency services.

David Krause, an SRF traffic consultant working on behalf of the Village, contacted the Fire Marshal to inform her of pedestrian-oriented improvements along Main Street, Monroe Avenue, and State Street to be submitted to the NYS DOT for approval. A meeting was held in July of 2017 between David Krause, the Fire Marshal, and the Fire Chief to present proposals. The Fire Chief had comments regarding the impacts to emergency services, but has not received a response. In a previous Village Board of Trustees meeting, the Mayor indicated that the plans had already been sent to the DOT without the Fire Marshal's review.

Fire Chief Ryan Furber discussed how busy the roadways can get in the Village and how not having a say in the planning can cause a huge issue for emergency responders. He indicated that initial contact with the Village, specifically the Mayor, was good, but that communication decreased over time.

Alterations were made on Church Street and Sutherland Street without Fire Code Official approval as well, creating issues for emergency responders. The addition of parking spaces on Church Street and the widening of parking spaces and addition of a fog line on Sutherland Street create an issue for vehicle-turning radius and a lack of space for cars to pull over for emergency vehicles.

The fire services requested that the parking spaces on Church Street be blocked off again until they can review each street as a whole. They also requested that the plan submitted to the DOT be paused until a review can be done.

The Board will be retrieving a copy of the submitted report for the fire representatives, and Trustees Caraberis and Lanphear suggested representatives from the Fire Department be invited to Active Transportation Plan meetings as well. An update will be given to the fire services representatives by the Village Board in the next week.

## **RFQ – COMPREHENSIVE PLAN AND VILLAGE PLANNING/ZONING CODE UPDATES**

Four applications from code revision consultants were received. Representatives from different sub-committees of the Comprehensive Plan Steering Committee will be handling the interviews, which will begin on January 29<sup>th</sup>, 2018.

## **COMPREHENSIVE PLAN UPDATE**

Comprehensive Plan Committee member, Janet Reynolds, reviewed with the Board the progress the committee has made since its inception. A citizen committee was formed and began meeting in July of 2017 and continues to meet on the 3<sup>rd</sup> Wednesday of each month at 5:30 PM. The group was given various tasks and has been educating themselves on the challenges the Village faces and the strengths, weaknesses, opportunities, and threats of the Village. Trustee Caraberis, as the liaison from the Board, will make a report at the second Board of Trustees meeting of each month regarding the progress of the committee.

The committee has spoken with stakeholders, such as residents, government agencies, visitors, and businesses, to understand goals for the Village. Sub-committees were created for economy, land use, population and housing, transportation, and governance.

Village Topics Speakers Forum Series began with the first presentation on January 10, 2018. The video taken will be added to the Comprehensive Plan Update Steering Committee section of the Village website. The next presentation will be held on February 7, 2018, dealing with New Urbanism in the Village's future.

Demographic data has been added to the plan to show changes over time and will be sent out to the committee.

## **PUBLIC COMMENT**

Sue Ramon – 6 S. Main Street: Discussed the issue regarding snow and ice on pedestrian sidewalks. She acknowledged the efforts of the Village, but does not think the plow is clearing the sidewalks properly. She stated that it should be the responsibility of business owners to clear the snow and salt in front of their buildings, since she recently slipped and fell when conditions were not bad outside.

Trustee Lanphear mentioned that a merchant's association is needed in the Village to address these kinds of issues.

Brooke Fossey – 67 State Street: Spoke to the Board regarding the traffic-calming issues, she is concerned about what the outcome might be in regard to pedestrian safety. While in support of emergency services, as a pedestrian, she hopes a happy medium can be found rather than the veto of traffic-calming measures.

## **HODGSON-RUSS RETAINER**

**Motion by Trustee Ferris, seconded by Trustee Caraberis**, to approve the representation of Hodgson-Russ for 25/35 Schoen Place under the same terms as the prior retainer from May 6, 2014, and to authorize the Deputy Mayor to sign the acceptance of the engagement.

Vote: Lanphear – yes, Caraberis – yes, Ferris – yes, Galusha – yes. Motion carried.

## **NON-MUNICIPAL PERMIT – TOWN OF PITTSFORD**

The Town of Pittsford requested permits for all Town events scheduled for 2018. Trustee Caraberis mentioned that the Town events are not inclusive of non-profit organizations.

**Motion by Trustee Lanphear, seconded by Trustee Ferris**, to approve the non-municipal permits for the Town of Pittsford under the same conditions as previous years.

Vote: Lanphear – yes, Caraberis – yes, Ferris – yes, Galusha – yes. Motion carried.

## **TREE PRESERVATION CODE**

The Mayor will have revisions to the code based on the sections claiming Village trees cannot be cut down and the fines associated with cutting trees down.

## **COLLABORATIVE AGREEMENT**

A re-write was created for the collaborative agreement. The Board will be reviewing the changes for the next meeting.

## **MEMBER ITEMS**

Trustee Caraberis informed the Board that a representative of Zagster has provided the Village with information on the company. The Board received this information for review at the next meeting. A meeting with East Rochester and Fairport was suggested as they will be working with Zagster as well. The Board is waiting for correspondence from businesses that may be impacted.

Trustee Lanphear requested status updates from the Building Inspector for the following projects:

- Pittsford Dairy: outstanding violations letter
- Panther Pit: special use permit discussion
- Violation issuance for 85 S. Main Street skylight and vinyl window issue
- Ticket booth

Trustee Lanphear also attended the PZBA meeting on January 22, 2018. A site plan was reviewed with Pittsford Canalside Properties, and an escrow account was discussed for 75 Monroe Avenue for review of a drainage plan. Drainage issues for 44 Sutherland Street were also discussed.

Trustee Galusha discussed with Kaitlyn Moranz the project of obtaining information regarding permits issued by the Village. Information was obtained from NYS and Monroe County websites, as well as permits from other towns and villages to develop a list of requirements for each Village of Pittsford permit.

Trustee Galusha reminded the Board of a need for the Lock 32 parking plan and lease agreement regarding sharing of parking spaces with Roberts Kitchens.

#### **ATTORNEY REPORT**

**Motion by Trustee Lanphear, seconded by Trustee Ferris**, to enter executive session at 8:35 PM.

Vote: Lanphear – yes, Caraberis – yes, Ferris – yes, Galusha – yes. Motion carried.

**Motion by Trustee Lanphear, seconded by Trustee Ferris**, to exit executive session at 8:51 PM.

Vote: Lanphear – yes, Caraberis – yes, Ferris – yes, Galusha – yes. Motion carried.

#### **TREASURER’S REPORT**

Village Clerk, Dorothea M. Ciccarelli, presented vouchers listed on Abstract #17 of 2017/2018 fiscal year for approval. **A motion was made by Trustee Galusha, seconded by Trustee Lanphear**, to approve payment of the vouchers listed on Abstract #17, with the exception of the legal invoices in the amounts stated below and to charge them to the appropriate accounts.

##### **Vouchers for approval – Abstract #17**

• General Fund (#475-#500):	<u>\$ 22,646.22</u>
Total Vouchers for Approval:	\$ 22,646.22

Vote: Corby – yes, Lanphear – yes, Caraberis – yes, Ferris – yes, Galusha – yes. Motion carried.

#### **CLERK’S REPORT**

- The Clerk informed the Board that the Leadership Team annual joint leadership meeting will be held on June 13, 2018 at 5:00 PM. The Pittsford School District is planning the dinner.
- The State of the Town and Village address will be January 25, 2018.
- The Clerk’s luncheon will be held at the Village Hall on January 24, 2018 at 12:00 PM. Trustee Caraberis will be present to swear in Village Clerk Dorothea M. Ciccarelli as President of the Association.
- The first Budget Meeting will be held on January 25, 2018 at 6:00 PM. Following meetings will be posted on the Village website.

#### **MINUTES**

**Motion by Trustee Caraberis, seconded by Trustee Ferris**, to approve the Village Board of Trustees meeting minutes from November 14, 2017.

Vote: Lanphear – yes, Caraberis– yes, Ferris – yes, Galusha – yes. Motion carried.

**Motion by Trustee Ferris, seconded by Trustee Lanphear**, to approve the Village Board of Trustees meeting minutes from November 30, 2017.

Vote: Lanphear – yes, Caraberis– yes, Ferris – yes, Galusha – yes. Motion carried.

#### **ADJOURNMENT**

**Motion by Trustee Lanphear, seconded by Trustee Galusha**, to adjourn the meeting at 9:07 PM.

Vote: Lanphear – yes, Caraberis– yes, Ferris – yes, Galusha – yes. Motion carried.