

# VILLAGE OF PITTSFORD

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*Village Hall ca 1855 (remodeled 1937)*

## Village of Pittsford Board of Trustees Meeting September 29, 2022, 5:30 PM

### Tentative Agenda

#### Board Member - Conflict of Interest Disclosure & Open Meeting Compliance Certification

#### Workshop Meeting

- Short-term rentals

#### Regular Meeting

#### Meeting Items

1. 75 Monroe Avenue
  - Update
  - Draft - Reconsideration of Special Permit
2. Schedule for Fire Code Inspections in the Village of Pittsford
3. LWRP Code Updates

#### Executive Session

4. Special Permit Application – 19 State Street
5. Non-Municipal Permit Application
  - Candlelight Night 2022
  - Pittsford Crew – Pull the Plug Regatta
6. Multi-Year Capital Plans
7. Update on the NYSDOT Upgrade and Resurfacing

#### Department Reports

- Treasurer's / Village Clerk Report
- Minutes

#### Member Items

- **Trustee Stetzer** - Jefferson Road & Sutherland Intersection

#### Public Comment

Next Scheduled Meeting –Regular Meeting October 13, 2022, \*Subject to Change Without Notice

Village Board Meeting

Workshop Meeting

Short-Term Rentals

## HOW MUCH CAN LOCAL GOVERNMENTS REGULATE SHORT-TERM RENTALS?

### NYCOM's 2022 Fall Training School

Wednesday, September 14, 2022

Speakers: Wade Beltramo, NYCOM General Counsel

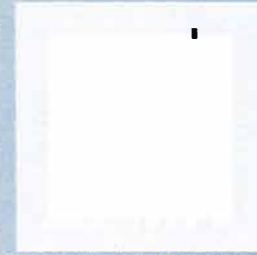
wade@nycom.org  
rebecca@nycom.org



www.nycom.org

## Handouts

[http://bit.ly/2022\\_NYCOM\\_FTS](http://bit.ly/2022_NYCOM_FTS)



## Why are Short-Term Rentals an Issue?

1. Proliferation Across the State
2. Displacing Permanent Housing, Driving Up Housing Costs
3. Competing Against Hotels & B&Bs That are Paying Taxes
4. Neighborhood Environment
5. Security Concerns



## State Law Regarding Rentals

1. Little Regulation
2. Multiple Dwelling Law



### NYS Multiple Dwelling Law

- 1. Applies to Cities w/ at Least 350,000 Residents
- 2. Other Local Gov'ts May, Via Local Law, Apply It to Their Jurisdiction



### NYS Multiple Dwelling Law

- 1. "Multiple Dwelling" - a Dwelling Which Is Rented or Leased out as Residence of 3 or More Families
- 2. "Class A" Multiple Dwelling - Occupied For Permanent Residence



### NYS Multiple Dwelling Law

- 3. "Class A" May Only Be Used as Dwelling Unit By Same Natural Person or Family for at Least 30 Consecutive Days



### NYS Multiple Dwelling Law

- 4. Following "Class A" Uses Are Permitted:
  - a) Occupancy by Persons Living w/i Household of Permanent Occupant Such as House Guests or Lawful Boarders, Roomers or Lodgers (Living w/i Household); or
  - b) Occasional Occupancy When Permanent Occupants Are Temporarily Absent for Personal Reasons, Provided No Monetary Compensation Is Paid



## NYS Multiple Dwelling Law

5. "Class B" Multiple Dwelling Is Occupied Transiently by Individuals/Families Who Are Lodged w or w/o Meals
- Hotels, Lodging Houses, Rooming Houses, Boarding Houses, Boarding Schools, Furnished Room Houses, Lodgings, Club Houses, College & School Dormitories



## NYS Multiple Dwelling Law

6. "Class A"
- NO Single Room Occupancy, Unless Complies w/ Multiple Dwelling Law § 248 Requirements (2nd Means of Egress, Self-Closing Fireproof Doors, etc.)



## NYS Multiple Dwelling Law

7. New Law in 2016
- Chapter 396 of the Laws of 2016
  - Signed Into Law Oct 21, 2016
8. MDL § 121 Prohibits Advertising Occupancy that Violates MDL Restrictions on "Class A" Multiple Dwellings "Class A"



## NYS Multiple Dwelling Law

9. Helms Realty Corp. v. NYC
- 320 F. Supp. 3d 526(S.D.N.Y. 2018)
  - Plaintiff is a Hotel w/ 126 Rooms for Transient Occupancy
  - NYC Issued Violations for Unlawful Advertising in Violations of MDL § 121



## NYS Multiple Dwelling Law

### 9. Helms Realty Corp. v. NYC

- Plaintiff Alleged § 121 is Unconstitutionally Vague & Thus in Violation of First Amendment
- Court Ruled Neither "advertise" nor "class A" are Vague
- Court Ruled the Advertising of Illegal Conduct is NOT Constitutionally Protected Speech



## NYS Multiple Dwelling Law

### 9. Helms Realty Corp. v. NYC

- Court Ruled § 121 is NOT Overbroad



## Local Regulation of Short-Term Rentals

- Traditional Euclidian Zoning Restrictions
  - Short-Term Rentals Confined to a Specific District
- Short-Term Rental by Special Use Permit



## Local Regulation of Short-Term Rentals

- Factors Relevant to Regulating Short-Term Rentals
  - Traffic
  - Parking
  - Noise
  - Visual Impact
  - Disruption to the Housing Market
  - Unfair Market Competition
  - Taxes



## Local Regulation of Short-Term Rentals

- Airbnb v. City of New York,  
373 F.Supp.3d 467 (S.D.N.Y. Jan. 3, 2019)  
- NYC Ordinance Regulating "Booking Services"



## Local Regulation of Short-Term Rentals

- Airbnb v. City of New York
  - Required Monthly Transaction Report
    - a. Short-Term Rental Address;
    - b. Host's Information;
    - c. URL Information;
    - d. Nature of Rental (i) Entire Dwelling or (ii) Part of Dwelling;
    - e. Total # of Days Rented;
    - f. Amount of Rental Fees; &
    - g. Amount of Rent
  - Civil Penalty of \$1,500



## Local Regulation of Short-Term Rentals

- Airbnb v. City of New York
  - The Fourth Amendment  
"The right of the people to be secure in their persons, houses, papers, and effects, against **unreasonable searches and seizures**, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized."



## Local Regulation of Short-Term Rentals

- Airbnb v. City of New York
  - Citing Katz v. United States, 389 U.S. 347 (1967)
  - "This line of authority makes clear that the compelled production from home-sharing platforms of user records is an event that implicates the Fourth Amendment."
  - City's Requirement is **NOT Reasonable**



## Local Regulation of Short-Term Rentals

### ▪ Airbnb v. City of New York

- "businesspeople 'ha[ve] a constitutional right to go about [their] business free from unreasonable official entries upon [their] private commercial property.'"
  - See v. City of Seattle, 387 U.S. 541, 543 (1967)



## Local Regulation of Short-Term Rentals

### ▪ Airbnb v. City of New York

- The Stored Communications Act –
  - "covered services may not disclose 'a record or other information pertaining to a subscriber to or customer of such service ... to any governmental entity,' except as authorized by Section 2703 or 'with the lawful consent of the customer or subscriber.'"



## Local Regulation of Short-Term Rentals

### ▪ Airbnb v. City of Boston,

386 F.Supp.3d 113 (D. Mass. May 3, 2019)

- Communications Decency Act, 47 U.S.C. § 230
- Stored Communications Act, 18 U.S.C. § 2701
- Boston's Regulation Does NOT Impose Liability Based on Content of Airbnb's Listings
- Boston's Regulation Requires Airbnb to Cross-Reference Bookings Against City's List of Ineligible Units



## Local Regulation of Short-Term Rentals

### ▪ Fruchter v. Town of Hurley

- 133 A.D.3d 1174 (3d Dep't 2015)
- Single-Family Residence
- Zoned A-4 Residential
- Listed on Internet for Rentals Ranging from One Night to One Month or an Entire Season
- Rented Entire Residence
- Owner Did Not Stay or Serve Food



## Local Regulation of Short-Term Rentals

### ▪ Fruchter v. Town of Hurley

- CEO Issued Order to Remedy for Illegally Operating Bed-and-Breakfast or Hotel
- Owner Appealed to ZBA, Which Ruled Owner Needed a Special Use Permit
- Owner Commenced Article 78 Challenging ZBA Determination



## Local Regulation of Short-Term Rentals

### ▪ Fruchter v. Town of Hurley

- Judicial Review of ZBA Determination is "Generally Deferential"
- ZBA is Accorded Reasonable Discretion in Interpreting Local Ordinance
- EXCEPT, When "Issue Presented is One of Pure Legal Interpretation" of Zoning Law, THEN "Deference is Not Required"



## Local Regulation of Short-Term Rentals

### ▪ Fruchter v. Town of Hurley

- "Since 'Zoning Restrictions Are In Derogation of the Common Law . . . [They] Are Strictly Construed Against the Regulating Municipality'"



## Local Regulation of Short-Term Rentals

### ▪ Fruchter v. Town of Hurley

- "Petitioner's Activity Does Not Fit Neatly Into the **Definitions** In the Town Code. The Town Code Does Not Appear to Have Been **Updated** to Consider the Ramifications From the Emergence of the So-Called 'Sharing Economy,' Which Includes the Type of House Sharing or Short-Term Rentals Recently Made Popular By Various Platforms on the Internet"



## Local Regulation of Short-Term Rentals

- Fruchter v. Town of Hurley
  - "The Issue Thus Distills to Whether the Rentals Removed the Property From the Definition of Residential One-Family Dwellings & Whether Such Activity Fits Under Another Definition In the Town Code."
  - Owner's Use Did Not Fall Under Town Code Definitions of B&B or Hotel, or Owner-Occupied Dwelling



## Local Regulation of Short-Term Rentals

- Fruchter v. Town of Hurley
  - Town Code **Did Not Define** "Transient"
  - Inasmuch as Owner's Use Did Not Fall Within Definition of Activities Requiring a Special Use Permit, & Town Code **Did Not Otherwise "Expressly Prohibit"** Owner From Renting Residence to Vacationers



## Local Regulation of Short-Term Rentals

- Fruchter v. Town of Hurley
  - Court Could Not Say Rental Placed Otherwise Obviously Residential Structure Outside Town's Definition of a Residential One-Family Dwelling



## Local Regulation of Short-Term Rentals

- Lavender v. Town of Bolton
  - 141 A.D.3d 970 (3d Dep't 2016)
  - A **ZBA's Interpretation Is Afforded Deference** & Will Only Be Disturbed If Irrational/Unreasonable
  - Except Where the Issue Presented Is One of Pure Legal Interpretation of Underlying Zoning Law In Question



## Local Regulation of Short-Term Rentals

### ▪ Lavender v. Town of Bolton

- Exception Does Not Apply to Analysis of Whether Accessory Use Is Incidental to & Customarily Found In Connection w/Principal Use of Property, Which Is Fact-Based



## Local Regulation of Short-Term Rentals

### ▪ Lavender v. Town of Bolton

- Zoning Laws Are to be **Strictly Construed** in Favor of the Property Owner Except When It Is Difficult or Impractical to Craft a Rule Which Is Definitive & All-Encompassing, In Such Cases, the Local Legislature May Delegate a Reasonable Amount of Discretion in Interpretation of Zoning Laws to an Administrative Body or Official



## Local Regulation of Short-Term Rentals

### ▪ Lavender v. Town of Bolton

- "Whether a Proposed Accessory Use Is . . . Incidental to & Customarily Found In Connection with the Principal Use Depends on an Analysis of the Nature & Character of the Principal Use of the Land In Question In Relation to the Accessory Use, Taking Into Consideration the Over-all Character of the Particular Area In Question"



## Local Regulation of Short-Term Rentals

### ▪ Lavender v. Town of Bolton

- Marketing of Property Evinces a Clear Intent to Target a Rental Audience that Sought More Than Just Residential Use
- In Light of **Proof**, ZBA Could Rationally Conclude Petitioner's Activities In Promoting & Renting Property as an Event Venue Were Neither Incidental Nor Subordinate to the Property's Residential Use



## Local Regulation of Short-Term Rentals

### ▪ Soule v. Scalci

- 288 A.D.2d 585 (3d Dep't 2001)
- Tourist Accommodation was Defined as "A Building Intended, Designed, & Used As a Private Residence Within Which Are Rented From Time to Time for the Overnight Accommodation of Guests. Includes Tourist Homes & Bed & Breakfast Accommodations."



## Local Regulation of Short-Term Rentals

### ▪ Soule v. Scalci

- ZEO Found Owner Did Not Have Necessary Special Use Permit to Operate Tourist Accommodation
- Article 78 Challenging ZBA Determination Interpreting Definition of "Tourist Accommodation" in Village's Zoning Ordinance as Including Petitioner's Five-Unit Apartment House



## Local Regulation of Short-Term Rentals

### ▪ Soule v. Scalci

- ZEO Found Owner Did Not Have Necessary Special Use Permit to Operate Tourist Accommodation
- Article 78 Challenging ZBA Determination Interpreting Definition of "Tourist Accommodation" in Village's Zoning Ordinance as Including Petitioner's Five-Unit Apartment House



## Local Regulation of Short-Term Rentals

### ▪ Soule v. Scalci

- Supreme Court Granted Petition (Against Village)
- Appellate Division Upheld Supreme Court's Decision Because There Was No Evidence That Owner Rented "Rooms" Within His Private Residence or Rented Less Than A Complete Dwelling Unit in Multiple Dwelling, w/ Separate Housekeeping & Cooking Facilities



## Local Regulation of Short-Term Rentals

### ▪ Soule v. Scalci

- Owner Apparently Rented Units for as Short as One Week, But There Was Nothing In the Zoning Ordinance Which Required a Minimum Rental Period For a Multiple-family Dwelling, Although Such a Limitation Could Have Easily Been Included by the Applicable Legislative Body



## Local Regulation of Short-Term Rentals

### ▪ Soule v. Scalci

- Appellate Division Held that ZBA's Decision Finding the Owner's Rental of the Dwelling Unit as a "Tourist Accommodation" Had No Rational Basis "Given the Absence of Such a Restriction" in the Zoning Ordinance



## Local Regulation of Short-Term Rentals

### ▪ Calvey v. Town Bd. of N. Elba

- 2021 WL 1146283 (N.D.N.Y. Mar. 25, 2021)
- **Town & Village Enacted STR Regulations**



## Local Regulation of Short-Term Rentals

### ▪ Calvey v. Town Bd. of N. Elba

- Plaintiff Listed 13 Causes of Action
  1. Equal Protection
  2. Unreasonable Search & Seizure



## Local Regulation of Short-Term Rentals

### ▪ Calvey v. Town Bd. of N. Elba

- Plaintiff Listed 13 Causes of Action
  3. Substantive Due Process Violation
    - a. Due to Arbitrary Interference With a Property Right
    - b. Arbitrary Restriction Preventing Rentals of More than 90 Days Per Year
    - c. Vested Rights Claim
    - d. Requiring Landowners Provide Contact Person for the Property
    - e. Because Enforcement of the STR Law "Is Sure to Be Arbitrary"
    - f. Because It Permits Enforcement Officers to "Unilaterally" Impose "Conditions When [They Issue] a Short-term Rental Permit"
    - g. Because It Imposes Strict Liability & Makes Landowners Responsible For Violations by Designated Contact Persons & Short-Term Tenants



## Local Regulation of Short-Term Rentals

### ▪ Calvey v. Town Bd. of N. Elba

- Plaintiff Listed 13 Causes of Action
  4. Procedural Due Process Violation Because It Permits the CEO to Take Action Against Plaintiffs' Right to Rent Their Property Without "Sufficient Due Process Protections"
  5. Unconstitutional Taking Because of 90-day Rental Cap
  6. Unconstitutional Violation of Contract Clauses
  7. First Amendment Violation



## Local Regulation of Short-Term Rentals

### ▪ Hignell-Stark v. City of New Orleans

- 2022 WL 3584037 (5th Cir. Aug. 22, 2022)
- Prior to 2017, City Prohibited Rentals Shorter Than 30 Days
- Effective April 1, 2017, City Offered STR Licenses Good for One Year
- City Studied STR Program Found STRs Contributed to Nuisances



## Local Regulation of Short-Term Rentals

### ▪ Hignell-Stark v. City of New Orleans

- As a Result of the Study, City Revised the STR Program
- Two Aspects of Revisions Subject to Litigation:
  1. Requiring STRs to be Owner's Primary Residence
  2. Advertising Restriction: (a) Prohibited Advertising Illegal STRs & (b) Prohibited Advertising for Occupancy Greater than Licensed



## Local Regulation of Short-Term Rentals

### ▪ Hignell-Stark v. City of New Orleans

- Plaintiffs Challenged the Revised Licensing Program, Asserting Three Causes of Action:
  1. Takings Clause
  2. Residency Requirement Was a Dormant Commerce Clause Violation, Discriminating Against Interstate Commerce
  3. Advertising Restrictions Violated the First Amendment as a Prior Restraint on their Protected Speech



## Local Regulation of Short-Term Rentals

### ▪ Hignell-Stark v. City of New Orleans

- Court Ruled:
  1. Takings Clause - Plaintiff's Didn't Have a Property Interest in the Renewal of their License
  2. Dormant Commerce Clause - The Residency Requirement Violates the Dormant Commerce Clause
  3. First Amendment - District Court's Holding was Not Final and Thus Not Ripe for the Court of Appeals



## Local Regulation of Short-Term Rentals

### ▪ Lessons For Crafting Short-Term Rental Regulations

- Clearly, Expressly State What Is Allowed
- Clearly, Expressly State What is NOT Allowed
- Enumerate the Standards for Granting or Denying Special Use Permits



# Village Board Meeting

## Meeting Items Agenda Item 1

### 75 Monroe Avenue

- Update
- Draft - Reconsideration of  
Special Permit

## RESOLUTION No. \_\_ of 2022

At a Special Meeting of the Pittsford Village Board of Trustees held on \_\_\_\_\_ --, 2022, Trustee \_\_\_\_\_ moved the adoption of the following Resolution; Trustee \_\_\_\_\_ seconded the motion:

**WHEREAS**, by application dated June 23, 2009, **PITTSFORD CANALSIDE PROPERTIES, LLC** (“Applicant”) submitted applications for Special Permits to permit the construction and operation of multiple-dwelling buildings and a restaurant on land owned by Applicant at 75 Monroe Avenue, Pittsford, NY (Tax Account No. 151.170-0003-003) (the “Property”) pursuant to Article VA R-5 Residential District (§§ 210-19.1 – 210-19.5) of the Code of the Village of Pittsford (the “Code”); and

**WHEREAS**, in developing the R-5 Code, the Village Board utilized “form based” design standards because the Board recognized the critical relationship between the Village’s distinctive physical character, charm, and historic integrity and residents’ quality of life, property values and the health of the community’s business economy. Form based standards and codes are prescriptive, allowing for reasonable and limited deviation, requiring that the physical character of new development must reflect the community’s vision of its current and future identity. This type of code requires a detailed description of the vision, addressing both private and public space to ensure new development blends seamlessly with the existing village. Form based standards regulate the physical character of buildings, streets, sidewalks, parks, and parking. Form based standards are place based, building upon the unique characteristics of the community and the region. Form based standards incorporate spatial organizing principles that reflect and reinforce the existing Village hierarchy and the transition from Village center to edge.

**WHEREAS**, the Board of Trustees believes that the large size and highly visible location of the project proposed at 75 Monroe Avenue warranted careful study to identify and minimize potential adverse impacts, over the last two years, the Board of Trustees, with assistance from the Architectural Preservation Review Board and the Planning Board has looked in depth at a broad spectrum of issues.;

**WHEREAS**, the Village has hired multiple consultants to assist the boards in the review of this project including a traffic engineer, an attorney specializing in real estate and municipal zoning, a preservation architect, an environmental engineer, a civil engineer, two planners, an appraisal firm, a SEQR consultant, and a rental residential real estate expert; and the Village has also consulted with the Department of Environmental Conservation, the New York State Department of Transportation, the State Historic Preservation Office, the New York State Canal Corporation and the legal staff of the New York Conference of Mayors and Municipal Officials; and

**WHEREAS**, pursuant to § 210-19.2 B. (3) (a) of the Code, the Board of Trustees conducted a public hearing on August 11, 2009 which continued on August 9, 2012, September 11, 2012, September 24, 2012, and October 25, 2012, at which time such public hearing was declared closed; and

**WHEREAS**, pursuant to § 210-19.2 B. (3) (b) of the Code, the Board of Trustees referred the applications for Special Permits to the Planning Board for review; and

**WHEREAS**, the Planning Board referred the applications for Special Permits to the Architectural Preservation and Review Board (now the Historic Preservation Board); and

**WHEREAS**, by Memorandum dated March 26, 2012, the Planning Board submitted recommendations to be considered by the Board of Trustees based on the standards listed in § 210-19.2 B. (3) (c) of the Code; and

**WHEREAS**, as a result of meetings between the Applicant and the Board of Trustees, the Planning Board and the Architectural Preservation and Review Board, and the Applicant having satisfied the Board of Trustees and an expert retained on its behalf that further significant reductions and changes would not allow the Applicant to realize a reasonable return on the project, the Applicant has modified its original proposal by, among other things, reducing the number of apartment units from 185 to a maximum of 167; by reducing the number of restaurant seats from 150 to 125; by changing the architectural style and appearance of the buildings to be constructed to reflect the commercial nature of buildings historically located along the Erie Canal and to produce a scale that is visually compatible with the Village's distinct aesthetic character; and

**WHEREAS**, the Applicant has submitted a Concept Plan dated March 5, 2012 (the "Concept Plan"), and a conceptual ground level drawing received by the Architectural Preservation and Review Board on December 21, 2011 depicting in a general and conceptual fashion the design, height and configuration of the buildings on the site, showing the arrangement of buildings, streets, sidewalks, landscaped areas, parking areas, canalside amenities and other features of the proposed development ("Ground Level Drawing"), and the Architectural Preservation and Review Board prepared a document based upon the Ground Level Drawing entitled "Quantitative Analysis of Building Heights" ("Quantitative Analysis"), noting that the Ground Level Plan contained the following percentages of building stories: 4 ½ (4) stories – 28%; 3 ½ (3) stories – 37%; 2 ½ (2) stories – 31%; and 1 ½ (1) stories – 5%, all of which are either attached hereto or incorporated herein by reference, and the Board of Trustees has proposed for the maximum building heights within the proposed development as follows: two-story buildings (or the two-story sections of buildings) will be 30 feet; three-story buildings (or the three-story sections of buildings) will be 41 feet; and four-story buildings (or the four-story sections of buildings) will be 52 feet, all as measured from the averaged finished grade on the canal side of the buildings to eave of the building; and the maximum percentage of 4 ½ story sections of buildings in the proposed development shall be 28%;and

**WHEREAS**, the Board of Trustees of the Village of Pittsford has heretofore completed Parts 2 and 3 of a Long Form Environmental Assessment Form ("EAF") regarding the proposed development and adopted a resolution dated August 9, 2012 determining that construction and operation of the multiple-dwelling buildings and restaurant proposed by the Applicant would not have a significant adverse environmental impact as described in the New York State Environmental Quality Review Act ("SEQRA"), copies of which EAF and resolution are attached hereto and the findings, terms and conditions of said EAF and resolution are hereby incorporated herein by reference as if more fully set forth below as part of the Board's findings and determinations; and

**WHEREAS**, the Board of Trustees recognizes the importance of preserving the integrity of the Village's historic buildings, streetscapes, landscapes and context, review of compliance with Special Permit standard No. 2 below has required a comprehensive review to identify a design language appropriate to the site and its context; and

**WHEREAS**, following due deliberation and consideration of the application and the comments made at the public hearings, the Board of Trustees in Resolution 19 of 2012 determined that the Applicant had demonstrated to the satisfaction of Board of Trustees that:

1. Access to the site and the size of the site are adequate for the proposed use. The Board of Trustee's traffic engineer has suggested that the high speed of eastbound traffic and the short site distance due to the rise of the Monroe Avenue bridge warrant various traffic calming measures to ensure maximum safety at the project entrance. To address the safety issue, the Village's traffic engineer proposed, among other traffic calming measures set forth in item 7 below, an approximately two hundred fifty-foot long center median immediately west of the canal bridge. This critical traffic calming element has been incorporated into the Applicant's proposal.
2. The proposed development will be compatible, in terms of scale, massing, orientation, and architectural design, with the visual character of the Village and will not alter the essential character of the neighborhood nor be detrimental to the residents thereof. The Village of Pittsford's Comprehensive Plan and Local Waterfront Redevelopment Program emphasize the importance of ensuring new development is compatible with the Village's existing historic character. The assumption that new construction must blend harmoniously with the Village is a primary intent of the R-5 code. Evaluating these criteria requires understanding the physical character and historic significance of the Village.

The Village of Pittsford is a vernacular cultural landscape. A cultural landscape is a geographic area, including both natural and cultural resources, associated with a historic event, activity, or person. The National Park Service recognizes four cultural landscape categories: historic designed landscapes, historic vernacular landscapes, historic sites, and ethnographic landscapes. These categories are helpful in distinguishing the values that make landscapes cultural resources and in determining how they should be treated, managed, and interpreted. Historic vernacular landscapes illustrate peoples' values and attitudes toward the land and reflect patterns of settlement, use, and development over time.

The Erie Canal prism, waterway, associated lands, bridges, and other features constitute a cultural landscape of national significance. The entire canal system has been deemed eligible for listing in the State and National Registers of Historic Places.

3. An important part of the physical characteristic contributing to the Village's historic character is its modest size and two-story scale. Of the Village's 800 buildings, only church steeples, a few silos, two schools, and six commercial buildings are

taller than two stories. Schoen Place, the Village's historic canal commercial district includes several of the Village's largest structures and tallest buildings. The street is a group of four historic building complexes. As in other canal towns, each complex contains a variety of structures varying in height, size, and massing. These include silos, mills, barns, shed and homes. Most buildings in Schoen Place are designed in a regional utilitarian vernacular style that dominated rural western New York construction between 1850 and 1930. Much of Schoen Place's charm and distinctive character are due to the way it evolved randomly over a period of eight decades.

To be architecturally compatible with the "canal commercial" style of Schoen Place, as defined herein, as well as the Village, new construction must relate to the general scale of Schoen Place, must embody the architectural style and variety in mass, scale, and height. The development proposed at 75 Monroe Avenue will be visible from the historic residential section of Monroe Avenue and will frame one of the most highly trafficked and visible Village entrances. The Board of Trustees recognized the importance of this gateway as well as the need to ensure that all new development at this location is a visually compatible introduction to the historic Village of Pittsford. The Board of Trustees endorses the "canal commercial" style proposed by the applicant and reviewed and endorsed by the Architectural Preservation and Review Board (now the Historic Preservation Board) and the Planning Board. The "canal commercial" concept proposes to and shall reflect the architectural massing, materials, proportionate size, element proportions, scale and building variety found on Schoen Place in the Village and at other similar scale authentic Erie Canal commercial historic sites constructed between 1850 and 1920, photos of which are annexed hereto as Appendices 1 through 4. This approach is appropriate within the scope of the R-5 requirements because the site is situated between the Erie Canal and the West Shore railroad line and is physically separated from adjacent historic neighborhoods by an office park. The Board of Trustees finds that the conceptual design incorporated in the Regulating Plan established herein shall be deemed an appropriate guide to achieve a project compatible in terms of scale, massing, orientation and architectural design with the visual character of the Village.

The Board of Trustees and residents have expressed concern regarding the impact on the Village of the 167 rental units proposed as part of the project. This issue was investigated by the Village Planning Board and its planning consultant. Neither the Planning Board nor its planning consultant could find any objective or authoritative evidence that the quality of rental housing proposed by the Applicant or a change in the percentage of home ownership within the Village would have any adverse impact upon the Village. Further, the Village emphasizes that it is a supporter of fair housing and has no role in determining the rental policies of the Applicant.

4. The proposed use will not create a hazard to health, safety, or the general welfare. In that regard, the Applicant has agreed that it will work with Monroe County Water Authority to ensure the installation of a new water main on Sutherland Street, as

required in a letter from the Monroe County Water Authority dated August 20, 2009, to the specifications required by the Monroe County Water Authority, as the same may be updated by said Authority to reflect its 2022 requirement, as such water main is necessary to ensure adequate water service to the proposed development and the surrounding neighborhood. In addition, as indicated in a report prepared by BME Associates and submitted by the Applicant as part of a Response to Additional Information Requested by the Village of Pittsford for Review of Special Permits for 75 Monroe Avenue updated and revised April 26, 2010, the current Village sanitary sewer system has adequate capacity to service the proposed project.

5. Public access and amenities are provided along the canal shoreline abutting the project, including sidewalks, docks, promenades, benches, and landscaping to ensure that the waterfront is easily accessed by the public.
6. The proposed density does not exceed a maximum of 25 dwelling units per acre.
7. As set forth in the EAF and SEQRA Resolution, and as also discussed in memos reviewed by the Board of Trustees from SRF & Associates dated July 16, 2102 and Stantec Consulting Services, Inc. dated July 20, 2012, the Applicant has demonstrated that the traffic generated by the proposed use will not be detrimental to the surrounding area, and has agreed to pay the cost of the following traffic calming measures as recommended by the Village's traffic consultant, which will help mitigate traffic conditions at and near the project site and will assist in reducing the speed of vehicles travelling eastbound towards the Village over the Monroe Avenue bridge during off-peak hours:
  - a. Raised Landscaped Median on the West Side of the Monroe Avenue Bridge: The Applicant will pay the cost of installing a 250-foot long raised median located approximately 200 feet west of the Monroe Avenue bridge.
  - b. Permits and Traffic Control for Raised Median: The Applicant will supply personnel and safety equipment for traffic maintenance and protection during construction of the raised median. The Village will work with the Applicant to secure NYSDOT construction permits for the installation of the raised median.
  - c. Installation and Maintenance of Landscaping on Raised Median: The Applicant will pay the initial cost of installing landscaping on the raised median, subject to NYSDOT approval and final design approval by the Board of Trustees, and shall not be responsible for future maintenance.
  - d. Re-striping of Monroe Avenue on East Side of Monroe Avenue Bridge: The Village will work with NYSDOT to have NYSDOT assume responsibility for re-striping Monroe Avenue from Woodland Road to the railroad track in accordance with the concept plan submitted by the

Applicant at the Village's request. The re-striping will occur at the time NYSDOT would normally provide such maintenance and repair to this area.

- e. Portable Radar Speed Sign: The Applicant will pay the cost of providing the Village with a Portable Electronic Radar Speed Sign to be deployed at or near the project entrance and elsewhere as the Village and/or the Monroe County Sheriff's Department may determine.
  - f. Additional landscaping, lighting and street furniture on the Monroe Avenue frontage: As the Applicant committed to in a Supplement to its Special Permit applications received by the Village Clerk on August 27, 2010, the Applicant will pay the cost of providing these elements as specified in materials previously submitted to the Village.
8. The sample renderings submitted by the Applicant illustrate a concept incorporating seven (7) buildings which are unique and varied in design with a residential scale and architectural articulation that relates to the Village of Pittsford's canal commercial building traditions. It is the understanding of the Board of Trustees that, except for the maximum height of buildings, as defined in the Regulating Plan hereinafter adopted (although subject to reasonable compliance with the Guidelines set forth in the Regulating Plan), the final design may vary to a reasonable extent in footprint, façade appearance, and mix of building story sections from the concept. The final design shall reflect to the satisfaction of the Historic Preservation Board (pursuant to the standards for a Certificate of Approval) and Planning Board the following:
- a. Varied roof heights, projecting bays, gables, recesses, and porches used to visually divide larger buildings to produce a scale that is visually compatible with the Village's distinctive aesthetic character, reflecting the canal commercial vernacular found in Schoen Place and other authentic historic Erie Canal commercial districts; and
  - b. Avoidance of uniform building designs, heights and number of stories, and the design of individual buildings within groups of buildings to create unique and distinct identities, reflecting the canal commercial vernacular found in Schoen Place and other authentic historic Erie Canal commercial districts.

and

**Whereas**, the Board of Trustees hereby determines that the Concept Plan, the Ground Level Drawing, the Quantitative Analysis, the maximum heights set forth in the tenth WHEREAS paragraph above and the guidelines set forth below shall constitute the Regulating Plan for the Property pursuant to § 210-19.4 (A), showing approximately (except for the maximum heights and the guidelines set forth in the Regulating Plan, and subject to precise definition and compliance with all R-5 requirements as part of Site Plan approval and the issuance of a Certificate of Approval by the Historic Preservation Board, including the provisions of §210-19.3(B)):

1. The permitted location – or “footprint” – of buildings on the property, located within specific building “envelopes;”
2. The orientation of the façade of the buildings;
3. The maximum height and mix of sizes of buildings on the property (but such heights being considered as maximum with no potential higher deviation and measured from the average finished grade of each building on the canal side, excluding changes in grade for garage entrances, to the eave of the building and not pursuant to the definition of “Building, Height of, as set forth in §210-2(B) of the Village Code) and corresponding roof lines, with final roof peaks to be determined consistent with the Regulating Plan adopted hereby by the Historic Preservation Board in issuing a Certificate of Approval;
4. The maximum “length” of buildings on the property;
5. Provisions mandating the use of areas separating buildings from one another (*e.g.*, driveways, pedestrian pathways, etc.);
6. The façade composition of building faces and the requirements in variation of façade design;
7. Required building entryways;
8. Location of streets, sidewalks, tree lawns and public realm lighting;
9. Location of “public realm” features along the Canal;
10. Location of trees, landscaping, and buffer areas along streets and property edges;
11. Location of parking areas and associated driveways and entrances;
12. Location of active and passive recreation areas on the site; and
13. Location of accessory structures, including storage and trash collection facilities.

and

**Whereas**, the Board of Trustees hereby adopts the following guidelines for the project as part of the Regulating Plan:

- a. Plantings of what are classified horticulturally as “full-size” deciduous trees that will eventually recreate the continuous line of trees along the canal bank will be required to mitigate the visual size and scale of the proposed development. The size of the initial plantings of these trees shall be determined by the Planning Board as part of site plan approval.

- b. The project's frontage on Monroe Avenue must be appropriately developed to create a pedestrian- oriented streetscape including street lights, street trees, and relocating the sidewalk away from the curb where feasible.
- c. Streets within the development shall have the streetscape elements and pedestrian character similar to existing Village streets. Streets within the development shall also be planted with continuous "full-size" deciduous trees to eventually form a continuous shade canopy over the streets. This element is consistent with other Village streets, and is necessary to mitigate the visual size and scale of the project to enhance the quality of life for residents of the project. The regulating plan illustrates the maximum amount of surface parking that will be acceptable.
- d. Buildings within the project must be fully engaged with the streets they face, meaning lower units will have street entrances with porches and/or stoops. Other building entrances shall be designed to encourage their use and to engage interior activity with the public space of the street.
  - i. The Board of Trustees has identified the following qualities of the Regulating Plan or concept design as important in contributing to the design's visual compatibility with the project's immediate setting as well as with the village itself. The final design shall not be significantly larger, more massive, or taller than the illustration identified as the Regulating Plan. A two-story building will be located between Monroe Avenue, the project driveway and the canal.
  - ii. The design of each building will incorporate gable roofs, raking eaves, and double- hung windows proportioned in accordance with the "canal commercial" vernacular style. The use of occasional shed, hip, or flat roofs in accordance with the "canal commercial" style is appropriate. Contemporary "boxed" soffits are not appropriate unless there is a cornice return.
- e. A row of residential buildings will be constructed over a one-level underground parking garage. The northernmost building will be primarily two-stories in height, including the end projecting toward Monroe Avenue. The other buildings will be a mixture of two, three, and four stories in height. They will incorporate variation in height, roof cupolas, projecting wings, dormers and other architectural elements to visually convey an architectural scale, massing, and variety similar to that which exists on Schoen Place and other authentic canal village commercial areas. No more than approximately 28 percent of the residential buildings shall be four stories in height. Like Schoen Place, the project should have the appearance of several larger scale buildings set among smaller and lower structures. The concept design will require refinement to ensure the proposed project is visually compatible with the Village. In particular, adjustments will need

to be made to the project's distribution of bulk, mass, and scale. The 337Village, Schoen Place and canal commercial districts in villages of similar size to Pittsford are comprised primarily of one and two-story structures. (Refer to appendices 1 through 4.) In canal commercial districts, larger taller and longer buildings are usually surrounded by lower barns and sheds giving a sense of hierarchy and a distinctive varied profile to these areas. To be visually compatible with the Village and the canal commercial concept this project will need to incorporate a variety of scale similar to authentic canal commercial districts.

Architectural design tools such as cladding of first-floor exterior walls with masonry will need to be used to ensure proposed 3- and 4-story buildings are visually compatible with the Village's predominant 2-story scale.

**Whereas**, the Planning Board's review of the application for Site Plan approval and the Historic Preservation Board's review of the application will ensure that the requirements of Article VA R-5 Residential District (§§ 210-19.1 – 210-19.5) of the Code will be observed; and

**WHEREAS**, the Board of Trustees hereby determines that, subject to precise definition as part of Site Plan approval and as part of application for a Certificate of Approval by the Historic Preservation Board, the Regulating Plan is in compliance with the "Building Design Standards" of § 210-19.4 (B), (C), (D), (E), (F), (G), (I), (J), (L), (M) and (N) of the Code, and the Applicant has expressed an intent to seek relief from some of the building material requirements in § 210-19.4 (K) from the Historic Preservation Board as provided in that section, as to which the Board of Trustees makes no endorsement and leaves to the discretion of the Historic Preservation Board; and

**WHEREAS**, the Board of Trustees hereby determines that the following variations of the "Site Design Standards" contained in § 210-19.5 of the Code will not impair the aesthetic character or quality of the development or be inconsistent with the intent of the R-5 Residential District as stated in § 210-19.1 and hereby grants waivers from the same pursuant to § 201-19.5(L):

1. Six-inch (6") granite curbs will be installed at the project entrance and exit lanes adjacent to Monroe Avenue. Concrete curbing will be installed along all other roadways.
2. Street lighting will utilize fiberglass poles and fixtures matching those presently on North Main Street (as shown on Appendix 5).
3. Crosswalks constructed as elevated speed tables will be required only at the project entrances at Monroe Avenue and as required by the Planning Board.
4. Garage entrance doors leading to underground parking areas from the roadway on the canal side of the project will be permitted on the front façade of buildings as shown on the concept plans submitted to the Village.

5. Turning circles will not be required at the end of dead-end streets. Dead-end streets will be connected through a parking area large enough to accommodate emergency vehicles.

and

**WHEREAS**, the Board of Trustees determines that the standards for Site Plan Review by the Planning Board and issuance of the Certificate of Approval by the Historic Preservation Board shall be subject to the foregoing variations of the "Site Design Standards" contained in § 210-19.5 of the Code, but the Planning Board and Historic Preservation Board are otherwise not restricted in conducting site plan review and in considering the issuance of a Certificate of Approval, respectively, in accordance with the provisions of the Village of Pittsford Code and of the provisions regulating the R-5 Residential District; and

**WHEREAS**, the Applicant has completed a Brownfield Interim Remedial Measure Site Management Plan, which was approved by the New York State Department of Environmental Conservation and notice of such approval has been provided to the Village Code Enforcement Officer.

**WHEREAS**; the Application is an Action requiring a Local Waterfront Revitalization Program-Town and Village of Pittsford ("LWRP") Consistency Determination as required by Chapter 11 of the Village Code; and

**WHEREAS**, as determined by Justice Ark of the State Supreme Court the Applicant failed to submit an LWRP Consistency Determination with its applications (Index No.: I2012013778); and specifically made the following findings of undisputed fact:

1. There is no coastal assessment form in the Record.
2. The Village Board never prepared a coastal assessment form.
3. The Planning Board never prepared a coastal assessment form.
4. The Developer never submitted a coastal assessment form to the Village Board.
5. The Village Board did not make a proper determination of consistency with LWRP.
6. The Planning Board did not make a proper determination of consistency with LWRP;

and

**WHEREAS**; on December 8, 2015 the Village Board, in response to and carry out Justice Ark's determination adopted a Resolution that stated in relevant part that: "...no building permit shall be issued...until such time that a proper review is completed pursuant to Chapter 121 of the Village Code;" and

**WHEREAS**, thereafter the Applicant submitted an LWRP Consistency Determination request, which was denied by the Planning Board but approved on appeal by the Historic

Preservation Board on September 1, 2022, thereby satisfying the requirement of the December 8, 2015 Resolution.

**NOW THEREFORE**, the Board of Trustees of the Village of Pittsford hereby approves the application of Pittsford Canalside Properties, LLC for a Special Permit for a maximum of 167-unit multiple dwelling on property known as 75 Monroe Avenue subject to the determinations, findings and variations set forth herein, and subject to the following conditions:

1. This Special Permit is subject to final site plan approval by the Planning Board in accordance with Article XVII of Chapter 201 and §210-19.5 of the Village Code (except that the landscaping to be installed in the landscaped median on Monroe Avenue shall be subject to approval of the Board of Trustees and shall not be considered by the Planning Board on site plan approval), and the issuance of a Certificate of Approval by the Historic Preservation Board, in accordance with Article XIV of Chapter 201 of the Village Code.

2. The maximum number of parking spaces within the proposed development shall be 337, the location and layout of which is subject to site plan approval by the Planning Board.

3. No certificate of occupancy for any building shall be issued until the traffic calming measures identified in Section 6 of the Board’s findings herein, other than the required future striping, shall have been completed.

4. No certificate of occupancy for any building shall be issued until the improved water main identified in Section 3 of the Board’s findings herein shall have been installed and connected.

5. During the period prior to construction, the Applicant shall grant to the Pittsford Fire Department the right to conduct safety drills within the existing building on the project site.

6. The Board of Trustees hereby recommends to the Planning Board that it consider as part of its site plan review requiring the Applicant to install protective screens in such sanitary sewer drains as the Planning Board may select, in accordance with the recommendations of the Village Department of Public Works and the Village Engineer.

7. The Special Permit shall expire if the project is not complete and certificates of occupancy issued for each building in the proposed project within three (3) years of the first issuance of a building permit, and the Applicant shall in such event be required to reapply for a new Special Permit; and it is further

**RESOLVED**, that the Board of Trustees of the Village of Pittsford hereby approves the application of Pittsford Canalside Properties, LLC for a Special Permit for a restaurant having a maximum combined indoor and outdoor seating for 125 persons on property known as 75 Monroe Avenue subject to the determinations, findings and variations set forth herein, and subject to the following conditions, which conditions have been accepted by the Applicant:

- 1. Hours of operation shall be limited as follows:  
Monday - Thursday: 7:00 a.m. – 12:00 a.m.

Friday and Saturday: 7:00 a.m. – 2:00 a.m.  
Sunday: 8:00 a.m. – 10:00 p.m.

2. Outdoor entertainment or music shall be limited as follows: No outdoor music or entertainment (and no outdoor speakers playing live or recorded entertainment or music) shall be permitted after 10:00 p.m.

3. Outdoor lighting shall be limited as follows: Any building or pole mounted lighting operated for the benefit of the restaurant will be on electronic eyes and timers so as to turn on at dark and turn off one hour after the close of the restaurant. A minimal amount of lighting will remain on as needed for safe passage to and from the building and as required by the New York State Building Code for illumination of public facilities. All lighting will be dark sky compliant and provide illumination only on the restaurant parcel and not spilling onto adjacent parcels.

4. Garbage and recycling will be limited as follows: Garbage and recycling will be collected in an outdoor fully screened enclosure containing either dumpsters or individual totes. Garbage will be collected in the morning hours when the restaurant is not open, but in no event earlier than 6:00 a.m., and will be collected as needed to avoid overfilling the dumpster or totes and to minimize odors.

5. Parking will be limited as follows: A combination of self parking and valet parking services will be available utilizing the available spaces in common with the apartments. It has been estimated that the restaurant will require approximately 70 spaces, and this amount will be included in the maximum number of spaces provided in the Special Permit for the residential development.

6. Odors will be limited as follows: To minimize odors, organic items will be placed in a commercial garbage disposal and oils controlled through a separator tank. Other refuse will be kept within tight fitting containers. The cooking hoods will be filtered and vented high. By the proper sizing of the cooking hoods and associated equipment, cooking aromas will be properly diluted to avoid concentrations of cooking related odors.

7. This Special Permit shall be subject to renewal by the Board of Trustees after five (5) years after the date the restaurant opens for business.

8. This Special Permit is subject to final site plan approval by the Planning Board in accordance with Article XVII of Chapter 201 of the Village Code, and the issuance of a Certificate of Approval by the Historic Preservation Board, in accordance with Article XIV of Chapter 201 the Village Code.

The foregoing Resolution having been put to a vote, the following votes were recorded:

and upon such vote, this Resolution was declared duly adopted.

# Village Board Meeting

Meeting Items  
Agenda Item 2

Schedule for Fire Code Inspections in the Village of  
Pittsford

# Village Board Meeting

Meeting Items  
Agenda Item 3

LWRP Code Updates

# Village Board Meeting

Meeting Items  
Agenda Item 4

Special Permit Application – 19 State Street

APPLICATION TO THE BOARD OF TRUSTEES

SPECIAL PERMIT

VILLAGE OF PITTSFORD

21 NORTH MAIN STREET PITTSFORD, N.Y. 14534

Date: 9/20/22

Fee: \$250.00

Property Address: 19 State St. Pittsford, NY 14534

Tax Account Number: 264601-164-060-0002-010-000 Zoning District: commercial

Owner's Address: 180 Canal View Blvd Suite 600 Rochester, NY 14623 Telephone: [REDACTED]

Applicant: Gina Audin Telephone: [REDACTED]

Applicant's Address: 232 English Rd. Rochester, NY 14616

Applicant is: Owner  Lessee/Tenant  Agent  Other

If Other, Explain: \_\_\_\_\_

1. Provide a description of the activity that is planned for this location:  
I am opening a hair salon and boutique in a location that was previously a hair salon as well.

2. Describe how the proposed activity will affect existing parking:  
We will have off street parking behind the building

so it will not affect on street parking. Also, our employees can park in the public lot to accomodate

3. Describe how trash/refuse will be handled for the proposed activity:

All trash generated by our salon <sup>our customers</sup> will be removed

promptly in the designated area. Use of

proper trash and recycling containers will be used.

4. Proposed Hours of Operation: Tuesday - Saturday 8am - 8pm

**Owner's Statement:** I am the owner of the above property and I have read and approve this application. If the applicant is other than the owner, I authorize the applicant to proceed as agent.

Applicant's Name-Printed: Giina Audin

Signature: R. Charlie Fox, Jr

Date: 9/20/22

**Applicant's Statement:** I hereby certify that the information submitted is, to the best of my knowledge, true and correct.

Signature: Giina Audin

Date: 9/20/22

NOTE: If any additional information is required by the Board, during the meeting, it is the responsibility of the applicant to provide such information, prior to the deadline of the subsequent meeting, or it will not be heard.

#### SEQUENCE:

1. This application will place you on the next available Board of Trustee meeting agenda.
2. The application will be forwarded to the Planning Board and that Board will provide formal recommendations back to the Board of Trustees.
3. The applicant will be notified by the Village Clerk as to the date that the application will be placed on the Board of Trustee's meeting agenda for final disposition. The date is dependent upon providing the required notification for a Public Hearing.
4. The \$250.00 fee will be required with the filing of this application.
5. The applicant is encouraged to attach any additional information (drawings, layouts, seating plans, etc.) that will supplement this application.

# Village Board Meeting

## Meeting Items Agenda Item 5

### Non-Municipal Permit Application

- Candlelight Night
- Pittsford Crew – Pull the Plug Regatta



Village of Pittsford Non-Municipal Use Permit Application

Organization: Pittsford Chamber of Commerce

Event and Description: Candlelight Night, 40 Year Tradition. Business stay open, the Community come out to enjoy an evening of festivities leading into the holiday season. 5-8 pm. The road will be closed at 4 pm from S. Main from Monroe / State St. to just past Church Street.

Event Date(s): 12/6/2022

Event Location: Pittsford Village, Northfield Commons & Schoen Place

Parking Location: Sutherland High School, Village Parking Areas, Northfield Commons

Estimated Guest Count: 1,500

Organization Contact: Karen McCreedy

Telephone: 585-902-2297

E-mail: admin@pittsordchamber.org

Date Request Received: 9/26/2022

Date Reviewed: \_\_\_\_\_ Approved  Denied

**Standard Conditions**

- 1) If the request for the Non-municipal Permit was received without the required 45-day notice, the Board of Trustees will need to vote to waive the requirement for the permit.
- 2) The applicant will provide the Village of Pittsford with a certificate of liability insurance, naming the Village of Pittsford as additionally insured, on a primary and non-contributory basis. The certificate must reflect a single limit of liability for personal injury and property damage in the amount of \$1,000,000.00. The certificate must also name the event being covered.
- 3) The applicant will notify, in writing, the Monroe County Sheriff's Office, the Pittsford Volunteer Fire Department, the Pittsford Volunteer Ambulance and the Town of Pittsford Fire Marshal to notify them of the event and all of the details.

**CANDLELIGHT NIGHT  
COMPREHENSIVE PLAN FOR CLOSING OF SOUTH MAIN STREET**

**PREPARED BY: PITTSFORD CHAMBER OF COMMERCE  
July 2021**

**EVENT DATE: TUESDAY, DECEMBER 6, 2022**

Our main concern is the safety of our community. We feel that closing South Main Street will provide a safe atmosphere for children as they load and unload the horse drawn carriage and will also allow pedestrians to easily go from one business to the other by crossing where road is closed.

The proposed road closure will start at the corner of South Main Street and State St. and go just past Church Street. State Street will remain open, as will North Main Street, and Monroe Avenue up to South Main.

In addition, we are working with the Town and Village and State to see if we can get the stop light at South and State be put on flash during the event to allow for easier traffic flow.

In 2017, a change was made by the Village to close South Main St. up to and before Church Street. This change caused not only safety concerns, but more traffic congestion than other before. By not closing Church Street, the annual horse-drawn carriage could not get down Church Street, as car traffic was allowed, which blocked the carriage. A change in the closure had to be made during the night to allow the carriage, and to keep the pedestrians getting off the ride, safe.

In working with the security company and DPW, we will implement a better and safer plan for crossings at planned intersections.

**UPDATE: In 2018, DOT recommended putting in a manual override switch at intersection of South Main/State Streets, as well as intersection of South and State Streets. This switch would be handled by police personnel only. In discussions with the police, they felt the switch was more cumbersome, and recommended police control traffic at these intersections as need be.**

**PLAN**

The above was successful and well received by the businesses and the community. The advance notice gave people plenty of time to adjust their travel plans for 4 hours, one night of the year.

**THREE MONTHS OUT (September 2022)**

1. Notify the businesses of date and facts for CLN, as well as any road closures.

**TWO MONTHS OUT (October 2022)**

1. Notify local businesses and school district about road closure on 12/3/21 through letters
2. Notify businesses in Village, Schoen Place & Northfield Commons of event and road closures through fliers dropped off at businesses by Chamber members. Address any concerns
3. Ask Town and Village officials to promote road closure through their newsletters
4. Continually work with DPW on plans to effectively work on logistics for closure of So. Main St.
5. Continually update our website with latest information on Candlelight Night
6. Reserve neon signs from Admar announcing road closure
7. Obtain permit from Sutherland HS for Shuttle Stop

#### **ONE MONTH OUT (November 2022)**

1. Meet with fire department, ambulance, police, about road closure and emergency management plan
2. Reminder fliers sent to Village, Schoen Place and Northfield Commons
3. Reminder notice sent to PCSD
4. Update our website with latest information on Candlelight Night
5. Place notice in Town & Village newsletters
6. Plan with company providing tent to park and leave truck in Pittsford parking lot (behind Breathe?) for quick breakdown and removal of tent and chairs. Chamber personnel on staff to assist with this
7. Food Vendors will be reminded that they need to be shut down and ready to leave at 8:00 p.m. It is in their contract to do so
8. Distribute event posters Nov. 1 to businesses which will include closure of So. Main St.

#### **TWO WEEKS OUT (November 23 , 2022)**

1. Media release sent to Messenger Post, D&C, Pittsford Neighbors about Road closure
2. Work with DPW on logistics of road closure
3. Reminder notice sent to PCSD
4. Work with Security company on details of closure

#### **ONE WEEK OUT: (November 30, 2022)**

1. Add road closure to the radio spots we get for CLN
2. Notify TV & radio stations of road closure
3. Work with DPW on logistics of road closure

#### **ONE DAY OUT: (Monday, Dec. 5)**

1. Admar Road closing signs (with date and times) to be placed on Monroe Ave/French Rd.

2. Admar Road closing signs (with date and times) to be placed on East Avenue and Main St. (near SJF)
3. Admar Road closing signs (with date and times) to be placed on Pitts-Palmyra Rd. Marsh Rd.
4. Road Closure Ahead signs and cones in place at Jefferson Road and Main St.
5. Road Closure Ahead signs and cones in place before bridge on Monroe Avenue
6. Road Closure Ahead signs and cones in place at East Avenue by Washington Rd.
7. Road Closure Ahead signs and cones in place at Pitts-Palmyra Rd. before State St. bridge
8. Add road closure to the radio spots we get for CLN
9. Notify media of road closure
10. Remind fire department, ambulance, police, RTS about road closure
11. Remind PCSD about road closure and Shuttle Stop

**DAY OF:**

1. Place cones in parking spaces on So. Main St. around 2:30 p.m. with the guidance of DPW
2. Place DPW truck at side of Four Corners, ready for placement at 4:00 p.m.
3. Place closing gates on So. Main St. just on side of Church St. closest to 4 Corners (allowing room for horse carriage to pass) for placement at 4:00 p.m.
4. Work with Tent Company for set up of tent at 4:00 p.m. and removal at 8:00 p.m.

**SECURITY:**

**Security Company:** We will have 10 security personnel from Southern Tier Security covering the following areas:

- 4 at the Four Corners
- 2 at Schoen Place
- 2 at Northfield Commons
- 1 at Pontillos's road crossing
- 1 at Little House road crossing

There will be a meeting of Southern Tier Security, NYS Troopers and Town security prior to the event to work out and confirm logistics.

**Mounted Police:** Mounted police (2) are invited to help with event



## **PITTSFORD CREW**

***P.O. Box 331, Pittsford New York 14534***

***Boathouse #(585)381-9560 Email [www.pittsfordcrew.org](http://www.pittsfordcrew.org)***

September 10, 2022

Board of Trustees  
Village of Pittsford  
21 North Main Street  
Pittsford, New York 14534

Trustees,

We request that Pittsford Crew be issued a Non-Municipal Use Permit for this year's 2022 Pull-the-Plug Regatta, scheduled to run Saturday, November 5, 2022. Attached to this letter, please find a Non-Municipal Permit Application filled out by Pittsford Crew for this event. A certificate of insurance naming the Village as an additional insured party will be provided for the date of the event.

As we have done with all our prior regattas, we will work with the DPW managers to arrange the staging for this event. We will also contact the building owners from the adjoining office buildings to make sure that we meet their requirements.

Lastly, we anticipate that participating crew teams will arrive sometime on Friday, November 4<sup>th</sup> and may want to practice on the canal that afternoon.

If there is anything else that you require from Pittsford Crew, please feel free to contact me. Otherwise, we look forward to your response.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Jeff Wallace', written over a horizontal line.

Jeff Wallace  
Pittsford Crew, Regatta Director  
[jwallace.pcrew@gmail.com](mailto:jwallace.pcrew@gmail.com)  
443.804.7191



Village of Pittsford Non-Municipal Use Permit Application

Organization: Pittsford Crew

Event and Description: Pittsford Crew will be hosting our 2022 Pull The Plug Regatta on Saturday Nov 5th on and along the Erie Canal. Please see the attached letter for details.

Event Date(s): Saturday November 5, 2021

Event Location: Along the Erie Canal (from PCrew Boathouse and along Schoen Place)

Parking Location: Spectators and participants will park in Schoen Place or in the Village

Estimated Guest Count: 200-300 rowers plus spectators

Organization Contact: Jeff Wallace

Telephone: 443.804.7191

E-mail: jwallace.pcrew@gmail.com

Date Request Received: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ Approved  Denied

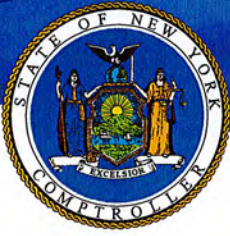
**Standard Conditions**

- 1) If the request for the Non-municipal Permit was received without the required 45-day notice, the Board of Trustees will need to vote to waive the requirement for the permit.
- 2) The applicant will provide the Village of Pittsford with a certificate of liability insurance, naming the Village of Pittsford as additionally insured, on a primary and non-contributory basis. The certificate must reflect a single limit of liability for personal injury and property damage in the amount of \$1,000,000.00. The certificate must also name the event being covered.
- 3) The applicant will notify, in writing, the Monroe County Sheriff's Office, the Pittsford Volunteer Fire Department, the Pittsford Volunteer Ambulance and the Town of Pittsford Fire Marshal to notify them of the event and all of the details.

# Village Board Meeting

Meeting Items  
Agenda Item 6

Multi-Year Capital Plans



Office of the NEW YORK STATE

**COMPTROLLER**

# **Local Government Management Guide**

## Multiyear Capital Planning

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New York State Comptroller

**THOMAS P. DiNAPOLI**

JANUARY 2016

*For additional copies of this report contact:*

**Division of  
Local Government and School Accountability**

110 State Street, 12th floor

Albany, New York 12236

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[localgov@osc.state.ny.us](mailto:localgov@osc.state.ny.us)

[www.osc.state.ny.us](http://www.osc.state.ny.us)

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# Multiyear Capital Planning

New York's local governments are responsible for maintaining and improving a substantial portion of our public infrastructure. A safe and reliable transportation network, clean and abundant water, modern educational facilities and other capital assets form the foundation for successful communities.

Unfortunately, numerous studies have pointed out that New York's local governments have been underfunding their capital needs over the last several decades. In order to reverse this trend, additional federal, State and local resources may need to be dedicated for sustained investment. Equally important is a commitment by local governments to engage in effective multiyear capital planning.

There are many benefits to a robust capital planning process. Local governments should, and in some cases must, create a comprehensive inventory of their capital assets and "know what they own." The process of prioritizing capital investments can make sure key assets are repaired or replaced before an emergency occurs. Finally, local government leaders can engage their community in understanding the costs and benefits of maintaining capital infrastructure.

The Office of the State Comptroller (OSC) has long encouraged local government officials to develop and implement a multiyear capital planning process. This process should start with a needs assessment and an affordability analysis that seeks to balance capital priorities with fiscal constraints. Ideally, the capital planning process identifies all capital and major equipment needs, incorporates a process for prioritizing projects, and includes a maintenance cycle to sustain current capital assets. In other words, a capital plan answers some basic questions: What are the local government's capital investment priorities? How much will they cost to construct and operate? What is the fiscal capacity of our local government to support capital spending over time?

This guide will address the process for developing an effective capital plan. It will discuss:

- Developing a capital planning process
- Creating an asset inventory
- Prioritizing capital projects
- Assessing budgetary impacts
- Financing capital acquisitions
- Adopting a capital plan and budget
- Monitoring plan results.

Additional information on capital planning can be obtained in the following Local Government Management Guides: "Financial Condition Analysis," "Understanding the Budget Process," "Capital Assets," "Reserves," and "Strategic Planning."

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Capital plans should have a clear mission — to maintain and improve a local government’s capital assets over time.

## **Developing a Capital Planning Process**

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The first step in building a multiyear capital plan is to gain consensus on the goals and objectives of the plan. Capital plans should have a clear mission — to maintain and improve a local government’s capital assets over time. The plan must balance capital priorities with fiscal constraints. It should be as comprehensive as possible, encompassing all major public assets that have a significant useful life. It should address legal and policy requirements in areas such as clean water or economic development. It should consider opportunities to combine capital assets into a broader regional infrastructure network. It should establish some parameters for how capital assets will be financed. Finally, it must be flexible enough to respond to new needs and deal with emergencies.

A capital plan should try to answer the following questions:

- What assets do we currently own?
- What are our local government’s capital investment needs?
- How have we prioritized these needs?
- How much will they cost to build and maintain?
- What is our fiscal capacity to support capital spending over time?
- What is the best way to finance these capital investments?
- How can we effectively manage these projects?
- How much will they cost to operate once constructed?

These objectives should be included in a formal policy, generally adopted by the governing board. To promote accountability, local officials should proactively make their capital plans available for public scrutiny. This allows constituents the opportunity to evaluate how well the capital plan aligns with their views of the community’s needs.

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Next, a process should be agreed upon for creating and managing the capital plan. This process should include the following steps:

- Identify what types of assets and expenditures will be included in the capital plan.
- Decide how long a period of time the capital plan should encompass.
- Develop data and information requirements for decision making and recordkeeping purposes.
- Develop a specific timetable for creating and reviewing the capital plan.
- Determine who will be participating in the planning process (elected officials, department heads, etc.), and at what points in the process.
- Decide when public meetings or hearings will be held to elicit public participation.
- Finally, be sure to formally approve the plan annually and make sure it is evaluated regularly in future years.

A clear time frame of necessary planning events should be developed. For example, a set period should be established for department heads to develop capital requests. Similarly, the timetable should allow adequate time for an affordability review of each capital project. The plan should also go through an approval process for project selection that connects to the annual budgeting cycle of the local government.

Finally, participants in the capital planning process should agree on their respective roles and responsibilities to facilitate effective coordination. For example, capital project requests submitted by department heads may require review by legal, engineering or other professionals before approval can be granted. The capital planning process should also take into account procurement timelines and the selection of necessary professional services.

With clear objectives in place, timeframes established and well-defined roles agreed upon, the pieces are in place to create a formal multiyear capital plan.

**With clear objectives in place, timeframes established and well-defined roles agreed upon, the pieces are in place to create a formal multiyear capital plan.**

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Generally, a capital asset is a fixed asset that has a useful life of more than one year.

## **Creating an Asset Inventory**

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Generally, a capital asset is a fixed asset that has a useful life of more than one year. Capital expenditures consist of spending for the acquisition, improvement or addition to capital assets.

Many local governments do not maintain a comprehensive inventory of capital assets. While creating such an inventory can sometimes be a significant (and costly) undertaking, local governments can utilize existing capital asset records to begin developing an inventory. Department managers can also provide valuable information on the current condition of existing capital assets. Furthermore, certain insurance carriers may have basic information on equipment and buildings. The goal is to identify all capital assets that may need repair or replacement at some point in time (see Local Government Management Guide, "Capital Assets," for more suggestions on creating a capital asset inventory).

The inventory should include but need not be limited to:

- Utility and sanitation assets, including sewer and water systems, solid waste facilities, and municipal electric and lighting systems.
- Highways, roads and bridges.
- Public buildings.
- Certain equipment, vehicles and furnishings.
- Land or rights to land.
- Certain improvements to land other than buildings.

The inventory should include a brief description of the asset (or group of assets), its location, its estimated useful life, its remaining useful life, its current condition, and its estimated replacement value. (See Appendices A and B for sample asset inventory worksheets.) Managers can then use the inventory information to help prioritize capital project needs.

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## **Prioritizing Capital Projects**

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Just like an annual operating budget, a multiyear capital plan can require difficult decisions. The good news is that going through a formal capital planning process should make the decisions easier, and everything does not have to be accomplished (and paid for) in one year. Within fiscal constraints, the nature and importance of individual projects will often dictate which must be accomplished in year one and which can be deferred into future years. By creating a rolling multiyear plan, these future capital needs can be clearly identified for policy makers and appropriate resources can be earmarked for use when needed.

Your capital planning process should now move into the identification of capital needs over a period of time (capital plans typically assess needs for up to five years). Managers can use the asset inventory to identify projects that will be necessary in future years and add to the list new needs and priorities in response to such things as legal mandates, economic development pressures or community input. This list should be a direct result of information gathered by department heads in assessing their program needs and objectives, and not simply a “wish list” for the department.

There are a number of factors to consider when evaluating potential projects, including:

- Health and safety concerns.
- Legal mandates by court order, State or federal governments.
- Economic, environmental, or social value to the community or region.
- Operational benefits to the local government.
- Specific needs or demands for improved service, timeliness or cost savings.
- Investment return (e.g., saving on maintenance).
- Capacity to leverage other resources (e.g., matching funds).
- Project feasibility (cost, time frames, management capacity).
- Project risks.

Determining which of these factors to use and how they are to be weighted should be decided by management. Ultimately, the benefits identified with a particular project should be compared to its total cost, both for initial capital construction and ongoing operating expense. When anticipated costs exceed identified benefits, managers must decide if the capital improvement or acquisition is still justified, or whether obtaining additional funding or cutting costs will be necessary. All major capital acquisitions and estimated costs should be substantiated before final approval is given (see Appendices C and D for sample department request forms and summary request forms).

**By creating a rolling multiyear plan, these future capital needs can be clearly identified for policy makers and appropriate resources can be earmarked for use when needed.**

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If a capital plan consists of a large volume of projects, it may be helpful to group projects into clusters of activity so that local government officials can effectively prioritize them.

Next, the process should prioritize and rank projects in order of importance so that decision makers can effectively evaluate these requests. Local government officials can use various methods and combinations of techniques to help with this process. For example, it may be helpful to create a prioritization scale (high, medium, low) based on broad categories of need. Rankings should be justified by empirical data where possible (e.g., engineering studies, cost/benefit analyses, surveys). If a capital plan consists of a large volume of projects, it may be helpful to group projects into clusters of activity so that local government officials can effectively prioritize them.

Priorities should be developed and reviewed at several levels:

- **Departmental or functional priorities** - This approach utilizes the individuals who have the greatest familiarity with their particular capital projects and needs. It should be based upon asset condition data and the subject matter expertise of the departmental head. Departments should create project lists that reflect the urgency of need from an operational perspective.
- **Fiscal priorities** - The chief fiscal officer and his or her staff should review capital project requests within the context of the local government's budget parameters. Here, the focus is on such factors as the impact projects will have on debt affordability measures, debt service costs, capital reserve funds, cash flow and operating costs once the project is completed. Funding sources should be verified and the timing of project costs should be examined (the next section will discuss this review in more detail).
- **Executive priorities** - Local government leaders should also assess capital needs within the context of their broader community objectives. While this is a subjective approach that requires local leadership to be in close touch with community needs, it helps place departmental capital needs in a broader context for decision making.

Prioritizing capital needs is a central element to a successful multiyear capital plan. There will always be more "want than wallet," the key is for capital needs to be effectively prioritized over time so that capital costs fit within fiscal constraints.

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## Assessing Budgetary Impact

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The acquisition of capital assets can have a significant impact on future operating budgets. A multiyear capital plan should provide accurate, reasonable estimates of each project's budgetary impact, including debt service costs, impact on capital reserve funds and fund balance, and future operating expenditures.

Your capital plan should capture the following types of fiscal data:

- **Current and Future Debt Service Costs** – Large capital projects often must be funded with the issuance of debt. Estimates should be prepared on the principal and interest costs associated with issuing bonds for these types of projects. Also, it is important to monitor the budgetary impact of these costs in order to assess a local government's future debt capacity. This can be assessed by looking at such measures as debt service as a share of total expenditures, constitutional debt limits, and how fast debt will “recycle” as old debt is paid off and new debt capacity is created.
- **Lease- or Installment-Purchase Contracts** – These costs for purchases of equipment, machinery and apparatus are similar in some respects to purchases made with debt proceeds, in that they are funded over a period of more than one year, subject to certain terms and conditions. They should be tracked along with debt service to give a complete picture of future liabilities.
- **Pay-As-You-Go Costs** – Some capital expenditures may be paid for out of current appropriations in the year acquired. Local governments should estimate the impact on cash flow and fund balances when planning to use current appropriations for the partial or total funding of capital acquisitions.
- **Reserve Funds** – Through formal resolution, the local government can establish reserve funds, earmarking resources for the future acquisition and repair of essential capital assets. Balances of reserve funds should be monitored to ensure funds remain for planned expenditures.
- **Future Operating Costs** – To the extent possible, future operating costs necessary to utilize the capital asset should be estimated. For example, a building addition typically will require furnishings, computers, and other amenities, and have an impact on utility and other operating costs.

A multiyear capital plan should provide accurate, reasonable estimates of each project's budgetary impact, including debt service costs, impact on capital reserve funds and fund balance, and future operating expenditures.

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At budget time, it may be useful to include a separate capital budget section in the operating budget presentation. For some local governments, this type of presentation is required.

- **Impact on Revenues** – Certain capital expenditures need to be financed with increased fees or user charges. These amounts should be estimated and highlighted as an assumption in the capital budget.
- **New Costs and/or Savings Associated with New Capital Assets** – While the construction of new capital assets often result in new operating costs, it can also produce savings if the investment improves efficiency. For example, the installation of energy-efficient equipment can significantly reduce utility costs. New equipment may also reduce costs for maintenance and repair or produce new sources of fee revenue. These savings should also be incorporated into budget estimates.

At budget time, it may be useful to include a separate capital budget section in the operating budget presentation. For some local governments, this type of presentation is required. This will help decision makers and the public fully understand how the capital plan will affect local government fiscal operations. This presentation should include the following:

- A presentation of capital expenditures for the pertinent year. Depending on the local government or the types of capital projects, this presentation can be displayed by fund, category, priority, strategic goal or geographic location.
- In addition to current year capital expenditures, the capital budget presentation should include a detailed account of corresponding revenues. This will allow local officials to assess the strength of revenue streams that support capital projects and to evaluate budget constraints stemming from any revenue shortfalls.
- It can be helpful to display capital budget data and trends using graphs or tables, to make the information easier for members of the public to understand.

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## Financing Capital Acquisitions

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Capital acquisitions can consume large amounts of financial resources over time. A multiyear capital plan helps manage these investments by scheduling expenditures over a number of years and by creating a financing plan to meet those expenditures. By planning for these capital outlays over a number of years, managers have time to arrange for sufficient financing. A multiyear capital plan can also help the local government spread the costs of providing capital improvements over time, thereby creating more financial flexibility in the future. Creating a capital and financing plan can also demonstrate strong management to capital market participants such as rating agencies and municipal bond investors.

Rating agencies and other municipal market analysts often look at the following indicators when evaluating municipal debt. Strength in these key areas forms the core for an effective capital financing strategy:

1. **Adequate Operating Position** – A healthy cash position is the first essential element of an effective capital financing strategy. It means a local government can pay its bills on time, has adequate reserves, and can minimize short-term financing to satisfy its cash flow needs.
2. **Designated Capital Reserves** – Certain capital projects (particularly those funded with dedicated charges or fees) should have capital reserve funds established and annual transfers made into those reserves. For example, if a water system needs to be replaced or renovated in 10 years, adequate funds may be accumulating in the capital reserve fund for that purpose. Certain fees could be paid in to the reserve to fund future capital improvement. Through resolution, in some cases subject to referendum requirements, the governing board can establish capital reserve funds to earmark resources for the future acquisition or improvement of essential capital assets. (The Local Government Management Guide on “Reserves” provides guidance on the establishment of capital and other reserve funds.)
3. **A Mix of Pay-As-You-Go and Debt Financing** – Maintaining a balance of pay-as-you-go and debt financing is important. While this balance is dependent on many factors (and is affected by the fiscal and/or economic situation of a particular local government), it is important that the ratio of cash versus debt financing be monitored and periodically evaluated. Generally, when economic and fiscal times are good, more capital financing should be done with pay-as-you-go cash resources. In contrast, a declining tax base erodes debt capacity, so debt financing should be used cautiously for high priority projects only.

A multiyear capital plan can also help the local government spread the costs of providing capital improvements over time, thereby creating more financial flexibility in the future.

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In addition, rating agencies and investors also often look at the health of the local and regional economy – an important long-term factor when evaluating the overall affordability of a multiyear capital plan.

**4. Local Debt Capacity** – Because debt creates long-term fixed costs, local governments should use various metrics to track their debt burden in relation to indicators that reflect their ability to pay these costs and still meet future capital infrastructure needs. Various ratios can be used, such as constitutional debt limit exhausted, the value of outstanding debt to the full value of real property within a local government’s borders, debt outstanding per capita, and debt service expenditures as a percent of total expenditures.

In addition, rating agencies and investors also often look at the health of the local and regional economy – an important long-term factor when evaluating the overall affordability of a multiyear capital plan.

These items can be incorporated into a formal set of policies that the governing board should adopt. By understanding debt limits and restrictions, and establishing debt capacity benchmarks, pay-as-you-go guidelines, and reserve targets, a local government can demonstrate that it is effectively managing its debt.

Using these policies, management can now evaluate capital requests within an affordability framework. Local managers can incorporate debt service projections from potential debt issuances into their budgetary forecasts, and use these debt amortization schedules during the budget-making process. Capital reserve funds and pay-as-you-go sources can also be flagged for use and estimates prepared of the impact of the capital expenditure on these resources.

Local managers should also have an adequate grasp of the market for municipal debt and the laws and regulations that relate to debt issuance. Decision makers should become familiar with the fundamental requirements of the Local Finance Law, since it provides the authority for and sets forth restrictions on the issuance of municipal debt. Counsel to the local government should be consulted to make sure legal issues arising from the financing are being addressed. There are also third parties such as bond counsel, financial advisors and rating agencies that can provide helpful guidance.

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## Adopting a Capital Plan and Capital Budget

Once all aspects of the plan (policies, needs, priorities, costs, and financing) have been addressed, the capital plan can be formally adopted (see Appendix E for a sample summary five-year capital plan).

The local government should seek public input on the proposed capital plan. This will allow public interest groups, business leaders, and community residents to review program priorities and to voice any concerns. Some adjustment to the plan may be necessary to reflect any citizen response.

A local government can decide to adopt its capital plan pursuant to General Municipal Law Section 99-g. The core concepts and guidelines present in Section 99-g generally mirror those upon which this management guide is based. This statute outlines responsibilities and the procedures to be followed, and once adopted must be adhered to so long as the capital program remains in effect. As an alternative, local officials can merely refer to the statute for additional guidance on developing their own plan and procedures.

Once the plan is approved, decisions affecting the annual operating budget (including debt service) must be incorporated into that budget process.

Once the plan is approved, decisions affecting the annual operating budget (including debt service) must be incorporated into that budget process. A summary document that describes the proposed program and its budgetary impact should be developed and approved by the governing board together with the operating budget. Governing board approval of the multiyear capital program does not generally extend beyond the first year of the capital program and should be renewed each year. It is the adoption of that portion of the local government's budget relating to capital expenditures (e.g., the first year of the capital program) that provides the framework for capital projects to be undertaken in that year. Appropriations are set by the governing board through the adoption of the budget and through the authorization of individual capital projects.

The adopted version of a capital plan should include:

- The capital portion of the budget for the upcoming fiscal year.
- Projections for the capital plan period.
- Relevant information about the multiyear capital plan that clearly outlines proposed capital priorities.
- Capital and operating budget expenditure projections.

Follow-up is essential to determine if capital program goals are being met. Also, routine monitoring of approved capital projects helps to ensure that projects remain on schedule and within budget.

## Monitoring Plan Results

A plan is only as good as the results it produces. Follow-up is essential to determine if capital program goals are being met. Also, routine monitoring of approved capital projects helps to ensure that projects remain on schedule and within budget. Budget information should be tracked and communicated to interested parties in a timely manner. Similarly, relevant external factors (such as bond market interest rates, construction costs, etc.) should be monitored and reported.

Just like any part of the budget, a primary function of the portion of the budget relating to capital projects is to help control expenditures. Board members and other managers should be kept apprised of capital spending-to-date versus approved amounts. Where cost overruns are anticipated, the board should act to control spending or modify the budget. Asset performance should also be periodically evaluated. Over time, have the capital purchases and projects produced the expected results? Have long-term goals been met?

Local government officials should also monitor the external environment to help them anticipate changes that might impact future years of the capital program. Changes in technology or equipment can make portions of the plan obsolete. Changes in anticipated State and federal funding can impact the number and priority of planned projects. Citizen input may signal a change in direction. Local government officials should be aware of these external factors which can change the focus of capital plans.

Annually, the capital program should be updated and modified, and a new budget developed and approved for the upcoming fiscal year. As the current year passes and projects are completed, future needs and funding capacity come more into focus. Year four is now year three; year three becomes year two; and so on. General capital priorities should now evolve into specific project proposals. Initial work may need to be started (and funded) for a project to be completed in future years.

Finally, after the initial capital plan has been completed and projects are underway, a review of the planning process should be undertaken to determine whether changes should be made to improve the process. This step is particularly important for local governments developing a capital program for the first time. All participants in the planning process should provide input as to what aspects of the process have worked well and what aspects should be modified.

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## **Conclusion**

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New York's local governments are responsible for maintaining and improving a substantial portion of our public infrastructure. Creating an effective multiyear capital planning process can help local governments meet this significant financial responsibility without overburdening taxpayers or disrupting vital services.

There are many benefits to a robust capital planning process. Local governments can create a comprehensive inventory of their capital assets and "know what they own." The process of prioritizing capital investments can make sure key assets are repaired or replaced before an emergency occurs. The plan can help local leaders appropriately balance capital priorities with fiscal constraints. Finally, constituents can begin to understand the costs and benefits of maintaining capital infrastructure.

We hope this guide helps you develop an effective capital plan.

**Creating an effective multiyear capital planning process can help local governments meet this significant financial responsibility without overburdening taxpayers or disrupting vital services.**

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## **Additional Resources**

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*Capital Budgeting and Finance: A Guide for Local Governments*, International City/County Management Association. 2004.

Government Finance Officer's Association Recommended Practices.

The following documents can be found at [www.gfoa.org](http://www.gfoa.org):

- *Multi-Year Capital Planning*
- *Capital Project Budget*
- *Capital Maintenance and Replacement*
- *Building Resiliency into Capital Planning*
- *Presentation of Capital Budget in Operating Budget Document*

These resources are listed for informational purposes only. The information contained may not necessarily be consistent with requirements under laws and regulations applicable to local governments in New York State.

<b>(Name of Local Government)</b> <b>Asset Inventory as of December 20__</b>					
Vehicle Type	Number of Vehicles			Total Number of Vehicles	Spare Vehicles %
	Active	Reserve <sup>1</sup>	Spare <sup>2</sup>		
Trucks – small					
Snow Plows					
Trucks – large					
Mowing Equipment					
Other Equipment					
Please note: You may want to survey the neighboring local governments to find out what type of vehicles/equipment they use and possibilities of sharing or cooperatively purchasing certain assets.					

<sup>1</sup> Reserve vehicles are stationed in a variety of locations in case of a major disaster.

<sup>2</sup> Spare vehicles are used temporarily to replace vehicles which are out of service.



<b>(Name of Local Government)</b> 20__ Capital Plan		
Individual Capital Equipment Request and Estimate of Cost		
Priority No.:		
Equipment/Project No.:		
Equipment Title:		
Location:		
Description:		
Purpose and Justification:		
Status of Specifications	Completed	
	Not Completed	
Available pursuant to:	State Contract	
	County Contract	
	Competitive Bidding	
	Other (Specify)	
Estimated Date Needed:		
Estimated Cost	\$	
Proposed Source of Financing:	Debt	\$
	Current Revenues	
	State and Federal Aid	
	Reserve Funds	
	Other	
	Total	\$
If Debt is Issued	Type:	
	Period of years from                      to	
Approximate Repairs & Maintenance Expenditures of Equipment - 3 Years	1st Year	\$
	2nd Year	\$
	3rd Year	\$
Submitted by	Date:	
Governing Board Action:	Date:	





# Contacts



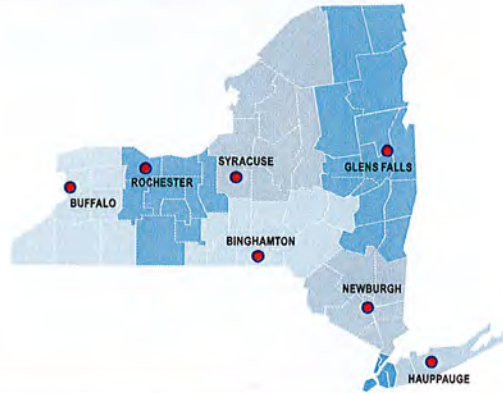
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Reprinted January 2016



Maple St.	Length(Ft):	581	?	?	2017	Chip Seal	Good	2027	Chip Seal	2023	Reevaluate Annually
	Surface Area (SqFt):	11039									
Rand Place	Width(Ft):	25	?	?	2009	Chip Seal	Good	2023	Chip Seal	2016?	Treatment for this road is overdue, chip sealing to be completed asap. **Comprehensive overlook to be completed for all infrastructure on street.**
	Length(Ft):	1109									
	Surface Area (SqFt):	27725									
Rand Place Ext.	Width(Ft):	23	?	?	2015	Chip Seal	Good	2025	Chip Seal	2022?	**Comprehensive overlook to be completed for all infrastructure on street.**
	Length(Ft):	1320									
	Surface Area (SqFt):	30360									
Schoen Place	Width(Ft):	22	?	?	2013	Slurry Seal	Fair/Poor	2023	Mill & Pave	2020?	Road has already completed chip and slurry sealing cycle , road is overdue to be milled and paved (very poor condition) **Comprehensive overlook to be completed for all infrastructure on street.**
	Length(Ft):	1795									
	Surface Area (SqFt):	39490									
South St.	Width(Ft):	28	?	?	2000	Chip Seal	Fair	2023	Mill & Pave	2007/2014?	This road should be milled and paved needing full restoration per DPW. DPW states that road could have another chip seal treatment if milling and paving were not able to be completed. (possibly to be completed with South St. Project)
	Length(Ft):	2482									
	Surface Area (SqFt):	69496									
Sutherland St.	Width(Ft):	30	?	?	2011	Chip Seal	Fair/Poor	2023	Mill & Pave	2018?	Chip sealing should have taken place in 2021. This road is overdue for mill and pave treatment. Sutherland from Lincoln to Jefferson needs mill and pave asap, Sutherland from Lincoln to Monroe could be surface treated with a minor treatment. **Comprehensive overlook to be completed for all infrastructure on street.**
	Length(Ft):	2059									
	Surface Area (SqFt):	61770									
Village Grove	Width(Ft):	20	2020	2050	2020	Mill & Pave	Good	2030	Chip Seal	2027	
	Length(Ft):	422									
	Surface Area (SqFt):	8440									
Washinton Ave.	Width(Ft):	24	?	?	6/15/2022	Chip Seal	Good	2029	Mill & Pave	2023	DPW suggests next repair be completed at least 7 years. Due to prior treatments of this road it is suggested that this road needs complete resurface treatment completed (Milling & Paving).
	Length(Ft):	1003									
	Surface Area (SqFt):	24072									
Wood St.	Width(Ft):	19	2012	2042	2012	Mill & Pave	Good	2023	Chip Seal	2024	Chip sealing treatment should have been completed in 2022, DPW recommends that road be chip sealed in 2023 (Part of South. St. project)
	Length(Ft):	200									
	Surface Area (SqFt):	3800									

Equipment Make & Model	Equipment Type	Equipment Number	Year	Miles	Hours	Usage	Notes	Replacement Plan (Yrs) *1, *2	Vehicle Condition	Replacement in Fiscal Year Starting	Replacement Cost *3	Auction Value Best Estimate at Current Market Pricing	Reserve or Other Funding to Apply	Reserve or Other Funding Notes	Net Replacement Cost	Years to Replacement	Approved ?	Replacement Reserve Amount/Year *2
International	6 Wheel Dump	#2	2008	27,906	4,766	Primary, Work Plow, Brush, Haul		15	Fair	2022	\$250,000	\$17,500			\$232,500	0	FALSE	\$232,500.00
Ford F-450 xl *8	1-Ton Dump	#12	2019	100	10961	Primary Brush, Plow, Haul	Truck # 12 (1 ton dump) replaced on 11/19 by 2019 ford F-450 xl	11	Very Good	2030	\$80,000	\$70,000			\$10,000	8	FALSE	\$ 1,250.00
Ford F-450 xl	1-Ton Dump	#14	2015	26,556		Brush, plow, snow removal		8	Good	2023	\$90,000	\$40,000			\$50,000	1	FALSE	\$ 50,000.00
International	6 Wheel Dump	#1	2004	66,450	7,154	Secondary, Plow/Brush, Haul		18	Fair	2022	\$250,000	\$17,500			\$232,500	0	FALSE	\$232,500.00
Case 321-F	Front Loader	#10	2017		1,900	Brush, Snow Removal, etc.		6	Very Good	2023	\$125,000	\$65,000			\$60,000	1	FALSE	\$ 60,000.00
Ravo	Street Sweeper	#4	2017	3,450	1206	Street Sweeping, Catch Basins		10	Very Good	2027	\$250,000	\$160,000			\$90,000	5	FALSE	\$ 18,000.00
International 7400	Flush Truck	#9	2000	23985mi	2984hrs	Sewer, Storm Flushing	Purchased in 2014 from webster village. Recent repairs extend life. Funding from Sewer Fund. CURRENTLY OUT FOR REPAIRS AS OF MARCH	26	Good	2026	\$300,000	\$15,000	\$247,863.27	G232VR intended for flush truck, this is full balance as of March 2022	\$37,137	4	FALSE	\$ 9,284.18
Ford F-350 ext	Pick-Up	#3	2016	24,079		Hauling-misc., Superint.		8	Very Good	2024	\$45,000	\$30,000			\$15,000	2	FALSE	\$ 7,500.00
Bobcat T450A	Track Loader	#6	2019		277	Snow/Plowing, Road Work		8	Very Good	2027	\$42,000	\$10,000			\$32,000	5	FALSE	\$ 6,400.00
Tool Cat	Utility Work Machine	#5	2017		3200	Snow Plowing, Water Flowers	Approval granted for replacement by Village Board March 14, 2022	3	Poor	2022	\$75,000	\$30,000			\$45,000	0	TRUE	\$ -
ODB LCT 650	Leaf Collector	#7	2008		1333	Leaf Collection		15	Very Good	2023	\$50,000	\$10,000			\$40,000	1	FALSE	\$ 40,000.00
Wacker Neuson 1.5 Ton	Roller	#8	2016		244	Road Work		20	Very Good	2036	\$25,000	\$5,000			\$20,000	14	FALSE	\$ 1,428.57
Gravely Pro-Stance 36	Zero-Turn Mower		2019					7	Very Good	2026				\$-	4		\$ -	
Kubota RTVx1100c	UTV		2021					5	Very Good	2026				\$-	4		\$ -	
	Compressor		1985					40	Fair/Poor	2025				\$-	3			
Smith 1.75 Yard Insert	Salter													\$-	-122			
	Leaf Box													\$-	-122			
	Concrete Trailer					Concrete Supplies/Road Work/ Catch Basins								\$-	-122			
16'	Utility Trailer					Roller, Equipment, Supplies								\$-	-122			
	Landscape Paint Trailer													\$-	-122			
Pump Station Generator Generac 27KW	Generator		2014		0	Wood Creek pump station	Installation completed 2016. Replaces mobile, propane powered generator retained for emergency use.	15	Very Good	2029	\$20,000	\$2,000	\$18,000.00	G232R is for replacement or repair of Wood Creek pumps, full balance is 52,791.09 so research whether we can cover full cost of generator from this fund.	\$-	7	FALSE	\$ -
<b>TOTALS</b>											\$1,602,000				\$864,137			\$658,863

**Footnotes**

1) Replacement plan based on evaluation of equip. condition, age, auction value, usage, NYS guidelines

2) Replacement reserve funding begins year after equipment year or year purchased.

3) Reserve funds unavailable for prior fiscal yrs to and including 2021/2022.

4) Yrs to replacement conditional on #1 above and availability of funding.

# Village Board Meeting

Meeting Items  
Agenda Item 7

Update on the NYSDOT Upgrade and Resurfacing

# Village Board Meeting

## Department Report

### Treasurers / Village Clerk Report

- Bill Pay
- Annual Update Document
- Bernard P. Donegan Contract
- State AID
- CLG Update

# TREASURER'S REPORT

Submitted by

Brooklyn Thomas

09/26/2022

- Vouchers for approval – Abstract #5
  - General Fund (140-169) \$31,681.28
  - Sewer Fund
  - **Total Vouchers for Approval: \$31,681.28**

**VILLAGE OF PITTSFORD**  
**Abstract of Unaudited Vouchers**  
**GENERAL FUND**

Total Claims: \$31,681.28

09/29/2022

Number 005

Voucher #	Claimant	Account #	Amount	Check	Date
140	ACCESS ELEVATOR 123939/CHAIR MAINTENCE	A1620.4	129.59		
141	AIRGAS USA LLC 9990799412/CYLINDER RENTAL	A5132.4	14.91		
142	ADVANTAGE AUTO STORES 624428/DPW SUPPLIES	A5132.4	20.29		
142	ADVANTAGE AUTO STORES 624661/DPW SUPPLIES	A5132.4	7.18		
143	BERO ASSOCIATES ARCHITECTS 16782/VLG HALL ENGINEERING	A1440.4	1,260.50		
144	ACTION TELEPHONE 143309162022/ANSWERING SERVICE	A1620.412	199.74		
145	CASELLA WASTE SVC 967335/VLG HALL WEEKLY TRASH	A1620.4	50.89		
145	CASELLA WASTE SVC 965503/DPW WEEKLY TRASH	A1620.43	210.38		
146	EXCELLUS HEALTH PLAN-GROUP 32893963/HEALTH	A9060.8	6,098.68		
146	EXCELLUS HEALTH PLAN-GROUP 32894780/SR DENTAL	A9060.8	123.81		
146	EXCELLUS HEALTH PLAN-GROUP 32894132/DENTAL	A9060.8	545.11		
146	EXCELLUS HEALTH PLAN-GROUP 32893892/SR HEALTH	A9060.8	793.60		
147	EDWARDS TREE & LANDSCAPING INC 2568/TREE SERVICE @49 MONROE	A8560.42	800.00		
148	FRONTIER COMMUNICATIONS 58538304190504176/MONTHLY SERVICES	A1620.412	79.47		
149	GENERAL CODE PUBLISHERS PG000029938/CODE ANALYSIS	A1410.43	2,365.28		
150	HADLOCK'S ACE HARDWARE 1650/DPW SUPPLIES	A5132.4	19.79		
150	HADLOCK'S ACE HARDWARE 1627/DPW SUPPLIES	A5132.4	59.94		
150	HADLOCK'S ACE HARDWARE 1634/DPW SUPPLIES	A5132.4	18.58		
150	HADLOCK'S ACE HARDWARE 1629/DPW SUPPLIES	A5132.4	73.12		

**VILLAGE OF PITTSFORD**  
**Abstract of Unaudited Vouchers**  
**GENERAL FUND**

Total Claims: \$31,681.28

09/29/2022

Number 005

Voucher #	Claimant	Account #	Amount	Check	Date
151	HOMETOWNE ENERGY CO 73002/ULSD	A5132.48	708.86		
151	HOMETOWNE ENERGY CO 71118/E10 GAS	A5132.49	634.94		
152	.HODGSON RUSS ATTORNEYS 1148980/PCP VS VOP	A1420.41	1,417.60		
152	.HODGSON RUSS ATTORNEYS 1160897/PCP VS VOP	A1420.41	1,344.00		
152	.HODGSON RUSS ATTORNEYS 1157179/PCP VS VOP	A1420.41	896.00		
153	JDI SUPPLIES 2720/DPW SUPPLIES	A5132.4	637.81		
154	INTEGRATED SYSTEMS 20424/SEPTEMBER HOSTED EMAIL	A1410.412	245.89		
154	INTEGRATED SYSTEMS 20425/SPETEMBER DATA HOSTED SERVICES	A1410.412	597.80		
155	HAWK FRAME & AXLE INC 20655/BRAKES CHECK AND SERVICE	A5110.4	270.00		
156	JC SUPPLY PRODUCTS 06-1820/SALT AWAY	A5142.1	646.79		
157	INTERSTATE BATTERY SYS OF ROCH 24546815/DPW SUPPLIES	A5132.4	114.95		
158	EMPLOYEE NETWORK INC 76160/NEXGEN EAP SERVICES	A9060.8	408.00		
159	LEWIS GENERAL TIRES INC 156655/DPW VEHICLE REPAIRS	A5110.4	244.04		
160	LOZIER ENVIRONMENTAL CONSULTIG 5693/ASBESTOS SURVEY	A1620.4	730.00		
161	ARCH INSURANCE 20220915402545/7/22-9/22	A9055.8	132.95		
162	JOE JOHNSON EQUIPMENT S09824/VECHILE REPAIRS/DOT INSPECTIONS	A5110.4	1,616.02		
163	MONROE COUNTY 08/22/VLG HALL GAS	A1620.41	43.26		
163	MONROE COUNTY 08/22/VLG HALL ELECTRIC	A1620.41	1,433.36		
164	PAYCHEX INC 2022090100/PAYROLL SERVICES	A1410.415	339.01		

**VILLAGE OF PITTSFORD**  
**Abstract of Unaudited Vouchers**  
**GENERAL FUND**

Total Claims: \$31,681.28

09/29/2022

Number 005

Voucher #	Claimant	Account #	Amount	Check	Date
165	ROCHESTER GAS & ELECTRIC CORP 20012329106/47 SCHOEN	A5182.4	35.69		
165	ROCHESTER GAS & ELECTRIC CORP 20011335575/STREET LIGHTING TN @ LGE	A5182.4	3,487.54		
165	ROCHESTER GAS & ELECTRIC CORP 20011335682/STREET LIGHTING ENERGY ONL	A5182.4	473.82		
165	ROCHESTER GAS & ELECTRIC CORP 20011335773/STREET LIGHTING MER-TN	A5182.4	199.95		
166	CHARTER COMMUNICATIONS 144654901090122/VLG HALL	A1620.41	146.96		
166	CHARTER COMMUNICATIONS 146305901091422/VLG HALL FIBER	A1620.41	169.98		
166	CHARTER COMMUNICATIONS 142457501090722/DPW FIBER	A1620.43	127.98		
167	SETONYX 1013MULCH	A7110.4	730.00		
168	TOSHIBA AMERICA INFO SYSTEMS 482003407/PRINTER SERVICES	A1410.409	710.99		
169	DOROTHEA CICCARELLI 09/2022/NYCOM MILAGE AND TOLLS	A1410.44	266.23		

Total:

31,681.28

All Numbers in This Report  
Have Been Rounded To  
The Nearest Dollar

ANNUAL FINANCIAL REPORT  
UPDATE DOCUMENT  
For The  
VILLAGE of Pittsford  
County of Monroe  
For the Fiscal Year Ended 05/31/2022

DRAFT

\*\*\*\*\*

AUTHORIZATION

ARTICLE 3, SECTION 30 of the GENERAL MUNICIPAL LAW:

1. \*\*\*Every Municipal Corporation \*\*\* shall annually make a report of its financial condition to the Comptroller. Such report shall be made by the Chief Fiscal Officer of such Municipal Corporation \*\*\*
5. All reports shall be certified by the officer making the same and shall be filed with the Comptroller \*\*\* It shall be the duty of the incumbent officer at the time such reports are required to be filed with the Comptroller to file such report \*\*\*

State of NEW YORK  
Office of The State Comptroller  
Division of Local Government and School Accountability  
Albany, New York 12236

VILLAGE OF Pittsford

\*\*\* FINANCIAL SECTION \*\*\*

Financial Information for the following funds and account groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2021 and has been used by the OSC as the basis for preparing this update document for the fiscal year ended 2022:

- (A) GENERAL
- (G) SEWER
- (H) CAPITAL PROJECTS
- (K) GENERAL FIXED ASSETS
- (TA) AGENCY
- (TC) CUSTODIAL
- (TE) PRIVATE PURPOSE TRUST
- (W) GENERAL LONG-TERM DEBT

All amounts included in this update document for 2021 represent data filed by your government with OSC as reviewed and adjusted where necessary.

\*\*\* SUPPLEMENTAL SECTION \*\*\*

The Supplemental Section includes the following sections:

- 1) Statement of Indebtedness
- 2) Schedule of Time Deposits and Investments
- 3) Bank Reconciliation
- 4) Local Government Questionnaire
- 5) Schedule of Employee and Retiree Benefits
- 6) Schedule of Energy Costs and Consumption

All numbers in this report will be rounded to the nearest dollar.



VILLAGE OF Pittsford  
Annual Update Document  
For the Fiscal Year Ending 2022

(A) GENERAL

Balance Sheet

Code Description	2021	EdpCode	2022
<b>Assets</b>			
Cash	58,268	A200	-24,172
Cash In Time Deposits	387,436	A201	789,776
Petty Cash	75	A210	75
<b>TOTAL Cash</b>	<b>445,779</b>		<b>765,679</b>
Taxes Receivable, Current		A250	-97
<b>TOTAL Taxes Receivable (net)</b>	<b>0</b>		<b>-97</b>
Due From State And Federal Government	40,249	A410	
<b>TOTAL State And Federal Aid Receivables</b>	<b>40,249</b>		<b>0</b>
Due From Other Funds	57,628	A391	70,849
<b>TOTAL Due From Other Funds</b>	<b>57,628</b>		<b>70,849</b>
Due From Other Governments	1,470	A440	20,513
<b>TOTAL Due From Other Governments</b>	<b>1,470</b>		<b>20,513</b>
Cash Special Reserves	163,869	A230	164,054
<b>TOTAL Restricted Assets</b>	<b>163,869</b>		<b>164,054</b>
<b>TOTAL Assets and Deferred Outflows of Resources</b>	<b>708,995</b>		<b>1,020,998</b>

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VILLAGE OF Pittsford  
Annual Update Document  
For the Fiscal Year Ending 2022

(A) GENERAL

Balance Sheet

Code Description	2021	EdpCode	2022
Accounts Payable	56,482	A600	17,078
<b>TOTAL Accounts Payable</b>	<b>56,482</b>		<b>17,078</b>
Accrued Liabilities	11,934	A601	14,033
<b>TOTAL Accrued Liabilities</b>	<b>11,934</b>		<b>14,033</b>
Compensated Absences	6,596	A687	6,759
Other Liabilities	314	A688	
Group Insurance	60	A720	
<b>TOTAL Other Liabilities</b>	<b>6,970</b>		<b>6,759</b>
Due To Other Funds		A630	25,727
<b>TOTAL Due To Other Funds</b>	<b>0</b>		<b>25,727</b>
Due To Other Governments	1,155	A631	7,925
<b>TOTAL Due To Other Governments</b>	<b>1,155</b>		<b>7,925</b>
Consolidated Payroll		A710	7,983
<b>TOTAL Payroll Liabilities</b>	<b>0</b>		<b>7,983</b>
<b>TOTAL Liabilities</b>	<b>76,541</b>		<b>79,505</b>
<b>Deferred Inflows of Resources</b>			
Deferred Inflow of Resources	13,466	A691	56,156
<b>TOTAL Deferred Inflows of Resources</b>	<b>13,466</b>		<b>56,156</b>
<b>TOTAL Deferred Inflows of Resources</b>	<b>13,466</b>		<b>56,156</b>
<b>Fund Balance</b>			
Reserve For Repairs	163,869	A882	164,054
<b>TOTAL Restricted Fund Balance</b>	<b>163,869</b>		<b>164,054</b>
Unassigned Fund Balance	455,119	A917	721,283
<b>TOTAL Unassigned Fund Balance</b>	<b>455,119</b>		<b>721,283</b>
<b>TOTAL Fund Balance</b>	<b>618,988</b>		<b>885,337</b>
<b>TOTAL Liabilities, Deferred Inflows And Fund Balance</b>	<b>708,995</b>		<b>1,020,998</b>

VILLAGE OF Pittsford  
Annual Update Document  
For the Fiscal Year Ending 2022

(A) GENERAL

Results of Operation

Code Description	2021	EdpCode	2022
<b>Revenues</b>			
Real Property Taxes	879,478	A1001	883,908
<b>TOTAL Real Property Taxes</b>	<b>879,478</b>		<b>883,908</b>
Other Payments In Lieu of Taxes	11,110	A1081	11,111
Interest & Penalties On Real Prop Taxes	3,686	A1090	4,954
<b>TOTAL Real Property Tax Items</b>	<b>14,796</b>		<b>16,065</b>
Non Prop Tax Dist By County	553,839	A1120	676,881
Utilities Gross Receipts Tax	24,496	A1130	25,476
Franchises	16,846	A1170	19,411
<b>TOTAL Non Property Tax Items</b>	<b>595,181</b>		<b>721,768</b>
Clerk Fees	3,250	A1255	2,802
Zoning Fees	1,269	A2110	2,070
<b>TOTAL Departmental Income</b>	<b>4,519</b>		<b>4,872</b>
Interest And Earnings	1,152	A2401	1,311
Rental of Real Property	102	A2410	
<b>TOTAL Use of Money And Property</b>	<b>1,254</b>		<b>1,311</b>
Building And Alteration Permits	14,984	A2555	14,622
Permits, Other	3,950	A2590	1,100
<b>TOTAL Licenses And Permits</b>	<b>18,934</b>		<b>15,722</b>
Fines And Forfeited Bail	3,330	A2610	
<b>TOTAL Fines And Forfeitures</b>	<b>3,330</b>		<b>0</b>
Sales of Scrap & Excess Materials	565	A2650	
<b>TOTAL Sale of Property And Compensation For Loss</b>	<b>565</b>		<b>0</b>
Unclassified (specify)	2,767	A2770	30,205
<b>TOTAL Miscellaneous Local Sources</b>	<b>2,767</b>		<b>30,205</b>
St Aid, Revenue Sharing	9,319	A3001	9,319
St Aid, Mortgage Tax	46,683	A3005	48,261
St Aid, Consolidated Highway Aid		A3501	
St Aid - Other Home And Community Service	89,086	A3989	
<b>TOTAL State Aid</b>	<b>145,088</b>		<b>57,580</b>
<b>TOTAL Revenues</b>	<b>1,665,912</b>		<b>1,731,431</b>
Interfund Transfers	54,425	A5031	
<b>TOTAL Interfund Transfers</b>	<b>54,425</b>		<b>0</b>
<b>TOTAL Other Sources</b>	<b>54,425</b>		<b>0</b>
<b>TOTAL Detail Revenues And Other Sources</b>	<b>1,720,337</b>		<b>1,731,431</b>

VILLAGE OF Pittsford  
Annual Update Document  
For the Fiscal Year Ending 2022

(A) GENERAL

Results of Operation

Code Description	2021	EdpCode	2022
<b>Expenditures</b>			
Legislative Board, Pers Serv	24,866	A10101	25,488
Legislative Board, Contr Expend	21	A10104	
<b>TOTAL Legislative Board</b>	<b>24,887</b>		<b>25,488</b>
Mayor, Pers Serv	14,627	A12101	14,993
Mayor, Contr Expend	50	A12104	3,234
<b>TOTAL Mayor</b>	<b>14,677</b>		<b>18,227</b>
Treasurer, Pers Serv	42,084	A13251	45,824
<b>TOTAL Treasurer</b>	<b>42,084</b>		<b>45,824</b>
Clerk,pers Serv	74,573	A14101	82,321
Clerk,equip & Cap Outlay	1,230	A14102	2,160
Clerk,contr Expend	85,772	A14104	110,501
<b>TOTAL Clerk</b>	<b>161,575</b>		<b>194,982</b>
Law, Contr Expend	197,437	A14204	165,836
<b>TOTAL Law</b>	<b>197,437</b>		<b>165,836</b>
Engineer, Contr Expend	8,325	A14404	18,787
<b>TOTAL Engineer</b>	<b>8,325</b>		<b>18,787</b>
Elections, Pers Serv	924	A14501	798
<b>TOTAL Elections</b>	<b>924</b>		<b>798</b>
Records Mgmt, PerS. Serv.	6,427	A14601	7,004
Records Mgmt, Contr Expend	837	A14604	2,039
<b>TOTAL Records Mgmt</b>	<b>7,264</b>		<b>9,043</b>
Operation of Plant, Pers Serv	3,500	A16201	5,869
Operation of Plant, Contr Expend	27,413	A16204	58,120
<b>TOTAL Operation of Plant</b>	<b>30,913</b>		<b>63,989</b>
Municipal Assn Dues, Contr Expend	1,783	A19204	800
<b>TOTAL Municipal Assn Dues</b>	<b>1,783</b>		<b>800</b>
Judgements And Claims, Contr Expend	65,167	A19304	58,267
<b>TOTAL Judgements And Claims</b>	<b>65,167</b>		<b>58,267</b>
Taxes & Assess On Munic Prop, Contr Expend	297	A19504	283
<b>TOTAL Taxes &amp; Assess On Munic Prop</b>	<b>297</b>		<b>283</b>
Other General Govt Support, Personal Serv	708	A19891	8,271
<b>TOTAL Other General Govt Support</b>	<b>708</b>		<b>8,271</b>
<b>TOTAL General Government Support</b>	<b>556,041</b>		<b>610,595</b>
On-Street Parking, Pers Serv	18,100	A33201	16,064
On-Street Parking, Contr Expend	195	A33204	751
<b>TOTAL On-Street Parking</b>	<b>18,295</b>		<b>16,815</b>
Safety Inspection, Pers Serv	45,031	A36201	53,653
Safety Inspection, Contr Expend	556	A36204	1,545
<b>TOTAL Safety Inspection</b>	<b>45,587</b>		<b>55,198</b>
<b>TOTAL Public Safety</b>	<b>63,882</b>		<b>72,013</b>
Engineering, Pers Serv	20,600	A50201	17,067
Engineering, Contr Expend	36,791	A50204	3,090
<b>TOTAL Engineering</b>	<b>57,391</b>		<b>20,157</b>
Maint of Streets, Pers Serv	49,775	A51101	47,407
Maint of Streets, Equip & Cap Outlay	53,763	A51102	5,748

VILLAGE OF Pittsford  
Annual Update Document  
For the Fiscal Year Ending 2022

(A) GENERAL

Results of Operation

Code Description	2021	EdpCode	2022
<b>Expenditures</b>			
Maint of Streets, Contr Expend	31,844	A51104	46,249
<b>TOTAL Maint of Streets</b>	<b>135,382</b>		<b>99,404</b>
Garage, Pers Serv	45,825	A51321	81,230
Garage, Contr Expend	54,663	A51324	54,149
<b>TOTAL Garage</b>	<b>100,488</b>		<b>135,379</b>
Snow Removal, Pers Serv	13,040	A51421	16,809
Snow Removal, Contr Expend	4,144	A51424	5,563
<b>TOTAL Snow Removal</b>	<b>17,184</b>		<b>22,372</b>
Street Lighting, Pers Serv	298	A51821	576
Street Lighting, Contr Expend	53,671	A51824	54,125
<b>TOTAL Street Lighting</b>	<b>53,969</b>		<b>54,701</b>
Sidewalks, Pers Serv	1,493	A54101	2,448
Sidewalks, Contr Expend	3,571	A54104	-279
<b>TOTAL Sidewalks</b>	<b>5,064</b>		<b>2,169</b>
<b>TOTAL Transportation</b>	<b>369,478</b>		<b>334,182</b>
Parks, Pers Serv	45,200	A71101	45,690
Parks, Contr Expend	15,585	A71104	13,749
<b>TOTAL Parks</b>	<b>60,785</b>		<b>59,439</b>
Historian, Pers Serv	500	A75101	500
<b>TOTAL Historian</b>	<b>500</b>		<b>500</b>
Celebrations, Pers Serv	139	A75501	4,376
Celebrations, Contr Expend	2,536	A75504	3,857
<b>TOTAL Celebrations</b>	<b>2,675</b>		<b>8,233</b>
<b>TOTAL Culture And Recreation</b>	<b>63,960</b>		<b>68,172</b>
Zoning, Pers Serv	1,867	A80101	2,600
Zoning, Contr Expend		A80104	
<b>TOTAL Zoning</b>	<b>1,867</b>		<b>2,600</b>
Planning, Contr Expend	3,736	A80204	5,810
<b>TOTAL Planning</b>	<b>3,736</b>		<b>5,810</b>
Research, Pers Serv	3,667	A80301	2,400
Research, Contr Expend	353	A80304	738
<b>TOTAL Research</b>	<b>4,020</b>		<b>3,138</b>
Street Cleaning, Pers Serv	35,060	A81701	37,844
<b>TOTAL Street Cleaning</b>	<b>35,060</b>		<b>37,844</b>
Drainage, Pers Serv	13,050	A85401	13,568
Drainage, Contr Expend	39,929	A85404	7,404
<b>TOTAL Drainage</b>	<b>52,979</b>		<b>20,972</b>
Shade Tree, Pers Serv	6,093	A85601	8,919
Shade Tree, Contr Expend	10,006	A85604	5,420
<b>TOTAL Shade Tree</b>	<b>16,099</b>		<b>14,339</b>
<b>TOTAL Home And Community Services</b>	<b>113,761</b>		<b>84,703</b>
State Retirement System	50,258	A90108	59,217
Social Security, Employer Cont	34,880	A90308	39,097
Worker's Compensation, Empl Bnfts	34,571	A90408	28,178
Unemployment Insurance, Empl Bnfts	135	A90508	163

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(A) GENERAL

Results of Operation

Code Description	2021	EdpCode	2022
<b>Expenditures</b>			
Disability Insurance, Empl Bnfts	801	A90558	456
Hospital & Medical (dental) Ins, Empl Bnft	68,556	A90608	79,132
<b>TOTAL Employee Benefits</b>	<b>189,201</b>		<b>206,243</b>
Debt Principal, Serial Bonds	50,000	A97106	50,000
Debt Principal, Bond Anticipation Notes		A97306	
Install Pur Debt, Principal	27,390	A97856	28,460
<b>TOTAL Debt Principal</b>	<b>77,390</b>		<b>78,460</b>
Debt Interest, Serial Bonds	4,375	A97107	3,500
Debt Interest, Bond Anticipation Notes		A97307	
Install Pur Debt, Interest	8,284	A97857	7,214
<b>TOTAL Debt Interest</b>	<b>12,659</b>		<b>10,714</b>
<b>TOTAL Expenditures</b>	<b>1,446,372</b>		<b>1,465,082</b>
<b>TOTAL Detail Expenditures And Other Uses</b>	<b>1,446,372</b>		<b>1,465,082</b>

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(A) GENERAL

**Analysis of Changes in Fund Balance**

Code Description	2021	EdpCode	2022
<b>Analysis of Changes in Fund Balance</b>			
<b>Fund Balance - Beginning of Year</b>	<b>345,023</b>	<b>A8021</b>	<b>618,988</b>
<b>Restated Fund Balance - Beg of Year</b>	<b>345,023</b>	<b>A8022</b>	<b>618,988</b>
ADD - REVENUES AND OTHER SOURCES	1,720,337		1,731,431
DEDUCT - EXPENDITURES AND OTHER USES	1,446,372		1,465,082
<b>Fund Balance - End of Year</b>	<b>618,988</b>	<b>A8029</b>	<b>885,337</b>

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(A) GENERAL

Budget Summary

Code Description	2022	EdpCode	2023
<b>Estimated Revenues</b>			
Est Rev - Real Property Taxes	883,698	A1049N	896,604
Est Rev - Real Property Tax Items	14,111	A1099N	3,000
Est Rev - Non Property Tax Items	570,357	A1199N	722,350
Est Rev - Departmental Income	4,000	A1299N	4,500
Est Rev - Use of Money And Property	1,831	A2499N	1,831
Est Rev - Licenses And Permits	20,500	A2599N	20,500
Est Rev - Fines And Forfeitures	6,000	A2649N	6,500
Est Rev - Sale of Prop And Comp For Loss	500	A2699N	15,500
Est Rev - Miscellaneous Local Sources	2,500	A2799N	1,000
Est Rev - State Aid	71,319	A3099N	124,319
<b>TOTAL Estimated Revenues</b>	<b>1,574,816</b>		<b>1,796,104</b>
Estimated - Interfund Transfer	9,082	A5031N	0
<b>TOTAL Estimated Other Sources</b>	<b>9,082</b>		<b>0</b>
<b>TOTAL Estimated Revenues And Other Sources</b>	<b>1,583,898</b>		<b>1,796,104</b>

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(A) GENERAL

Budget Summary

Code Description	2022	EdpCode	2023
<b>Appropriations</b>			
App - General Government Support	648,916	A1999N	669,250
App - Public Safety	73,604	A3999N	79,804
App - Transportation	346,304	A5999N	536,300
App - Culture And Recreation	69,000	A7999N	90,000
App - Home And Community Services	137,600	A8999N	120,100
App - Employee Benefits	214,299	A9199N	212,350
App - Debt Service	89,175	A9899N	88,300
<b>TOTAL Appropriations</b>	<b>1,578,898</b>		<b>1,796,104</b>
App - Interfund Transfer	5,000	A9999N	0
<b>TOTAL Other Uses</b>	<b>5,000</b>		<b>0</b>
<b>TOTAL Appropriations And Other Uses</b>	<b>1,583,898</b>		<b>1,796,104</b>

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(G) SEWER

Balance Sheet

Code Description	2021	EdpCode	2022
<b>Assets</b>			
Cash	126	G200	399
Cash In Time Deposits	677,807	G201	447,720
<b>TOTAL Cash</b>	<b>677,933</b>		<b>448,119</b>
Sewer Rents Receivable	128,551	G360	160,855
<b>TOTAL Other Receivables (net)</b>	<b>128,551</b>		<b>160,855</b>
Due From Other Funds		G391	25,727
<b>TOTAL Due From Other Funds</b>	<b>0</b>		<b>25,727</b>
Cash In Time Deposits Special Reserves	420,545	G231	721,229
<b>TOTAL Restricted Assets</b>	<b>420,545</b>		<b>721,229</b>
<b>TOTAL Assets and Deferred Outflows of Resources</b>	<b>1,227,029</b>		<b>1,355,930</b>

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(G) SEWER

Balance Sheet

Code Description	2021	EdpCode	2022
Accounts Payable		G600	110
<b>TOTAL Accounts Payable</b>	<b>0</b>		<b>110</b>
Accrued Liabilities	1,973	G601	3,214
<b>TOTAL Accrued Liabilities</b>	<b>1,973</b>		<b>3,214</b>
Due To Other Funds	57,578	G630	71,136
<b>TOTAL Due To Other Funds</b>	<b>57,578</b>		<b>71,136</b>
<b>TOTAL Liabilities</b>	<b>59,551</b>		<b>74,460</b>
<b>Fund Balance</b>			
Reserve For Repairs	420,545	G882	421,032
<b>TOTAL Restricted Fund Balance</b>	<b>420,545</b>		<b>421,032</b>
Assigned Appropriated Fund Balance	116,648	G914	
Assigned Unappropriated Fund Balance	630,285	G915	860,438
<b>TOTAL Assigned Fund Balance</b>	<b>746,933</b>		<b>860,438</b>
<b>TOTAL Fund Balance</b>	<b>1,167,478</b>		<b>1,281,470</b>
<b>TOTAL Liabilities, Deferred Inflows And Fund Balance</b>	<b>1,227,029</b>		<b>1,355,930</b>

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(G) SEWER

Results of Operation

Code Description	2021	EdpCode	2022
<b>Revenues</b>			
Sewer Rents	219,267	G2120	273,252
Interest & Penalties On Sewer Accts	1,844	G2128	3,790
<b>TOTAL Departmental Income</b>	<b>221,111</b>		<b>277,042</b>
Interest And Earnings	957	G2401	683
<b>TOTAL Use of Money And Property</b>	<b>957</b>		<b>683</b>
<b>TOTAL Revenues</b>	<b>222,068</b>		<b>277,725</b>
<b>TOTAL Detail Revenues And Other Sources</b>	<b>222,068</b>		<b>277,725</b>

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(G) SEWER

Results of Operation

Code Description	2021	EdpCode	2022
<b>Expenditures</b>			
Other General Govt Support, Contract Exp	2,690	G19894	2,690
<b>TOTAL Other General Govt Support</b>	<b>2,690</b>		<b>2,690</b>
<b>TOTAL General Government Support</b>	<b>2,690</b>		<b>2,690</b>
Sewer Administration, Pers Serv	76,034	G81101	87,815
Sewer Administration, Contr Expend	12,891	G81104	5,662
<b>TOTAL Sewer Administration</b>	<b>88,925</b>		<b>93,477</b>
Sanitary Sewers, Pers Serv	7,735	G81201	6,331
Sanitary Sewers, Contr Expend	12,240	G81204	7,905
<b>TOTAL Sanitary Sewers</b>	<b>19,975</b>		<b>14,236</b>
<b>TOTAL Home And Community Services</b>	<b>108,900</b>		<b>107,713</b>
State Retirement, Empl Bnfts	15,000	G90108	13,531
Social Security , Empl Bnfts	6,408	G90308	6,927
Worker's Compensation, Empl Bnfts	8,185	G90408	4,973
Hospital & Medical (dental) Ins, Empl Bnft	7,976	G90608	27,899
<b>TOTAL Employee Benefits</b>	<b>37,569</b>		<b>53,330</b>
<b>TOTAL Expenditures</b>	<b>149,159</b>		<b>163,733</b>
<b>TOTAL Detail Expenditures And Other Uses</b>	<b>149,159</b>		<b>163,733</b>



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(G) SEWER

**Analysis of Changes in Fund Balance**

Code Description	2021	EdpCode	2022
<b>Analysis of Changes in Fund Balance</b>			
<b>Fund Balance - Beginning of Year</b>	<b>1,094,569</b>	<b>G8021</b>	<b>1,167,478</b>
<b>Restated Fund Balance - Beg of Year</b>	<b>1,094,569</b>	<b>G8022</b>	<b>1,167,478</b>
ADD - REVENUES AND OTHER SOURCES	222,068		277,725
DEDUCT - EXPENDITURES AND OTHER USES	149,159		163,733
<b>Fund Balance - End of Year</b>	<b>1,167,478</b>	<b>G8029</b>	<b>1,281,470</b>

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(G) SEWER

Budget Summary

Code Description	2022	EdpCode	2023
<b>Estimated Revenues</b>			
Est Rev - Departmental Income	277,164	G1299N	
Est Rev - Use of Money And Property	1,500	G2499N	
<b>TOTAL Estimated Revenues</b>	<b>278,664</b>		<b>0</b>
Appropriated Fund Balance	116,648	G599N	
<b>TOTAL Estimated Other Sources</b>	<b>116,648</b>		<b>0</b>
<b>TOTAL Estimated Revenues And Other Sources</b>	<b>395,312</b>		<b>0</b>

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(G) SEWER

Budget Summary

Code Description	2022	EdpCode	2023
<b>Appropriations</b>			
App - General Government Support	7,500	G1999N	
App - Home And Community Services	301,912	G8999N	
App - Employee Benefits	58,400	G9199N	
<b>TOTAL Appropriations</b>	<b>367,812</b>		<b>0</b>
App - Interfund Transfer	27,500	G9999N	
<b>TOTAL Other Uses</b>	<b>27,500</b>		<b>0</b>
<b>TOTAL Appropriations And Other Uses</b>	<b>395,312</b>		<b>0</b>

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(H) CAPITAL PROJECTS

Balance Sheet

Code Description	2021	EdpCode	2022
<b>Assets</b>			
Cash	2,173	H200	2,173
Cash In Time Deposits	6,508	H201	6,931
<b>TOTAL Cash</b>	<b>8,681</b>		<b>9,104</b>
<b>TOTAL Assets and Deferred Outflows of Resources</b>	<b>8,681</b>		<b>9,104</b>

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(H) CAPITAL PROJECTS

Balance Sheet

Code Description	2021	EdpCode	2022
Due To Other Funds	50	H630	-287
<b>TOTAL Due To Other Funds</b>	<b>50</b>		<b>-287</b>
<b>TOTAL Liabilities</b>	<b>50</b>		<b>-287</b>
<b>Fund Balance</b>			
Assigned Unappropriated Fund Balance	8,631	H915	9,391
<b>TOTAL Assigned Fund Balance</b>	<b>8,631</b>		<b>9,391</b>
<b>TOTAL Fund Balance</b>	<b>8,631</b>		<b>9,391</b>
<b>TOTAL Liabilities, Deferred Inflows And Fund Balance</b>	<b>8,681</b>		<b>9,104</b>

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(H) CAPITAL PROJECTS

Results of Operation

Code Description	2021	EdpCode	2022
<b>Revenues</b>			
Interest And Earnings	20	H2401	2
<b>TOTAL Use of Money And Property</b>	<b>20</b>		<b>2</b>
<b>TOTAL Revenues</b>	<b>20</b>		<b>2</b>
<b>TOTAL Detail Revenues And Other Sources</b>	<b>20</b>		<b>2</b>

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(H) CAPITAL PROJECTS

Results of Operation

Code Description	2021	EdpCode	2022
<b>Expenditures</b>			
Other General Govt Support, Equip&Cap Out	50	H19892	-758
<b>TOTAL Other General Govt Support</b>	<b>50</b>		<b>-758</b>
<b>TOTAL General Government Support</b>	<b>50</b>		<b>-758</b>
Planning, Equip & Cap Outlay	371	H80202	
<b>TOTAL Planning</b>	<b>371</b>		<b>0</b>
<b>TOTAL Home And Community Services</b>	<b>371</b>		<b>0</b>
<b>TOTAL Expenditures</b>	<b>421</b>		<b>-758</b>
Transfers, Other Funds	54,425	H99019	
<b>TOTAL Operating Transfers</b>	<b>54,425</b>		<b>0</b>
<b>TOTAL Other Uses</b>	<b>54,425</b>		<b>0</b>
<b>TOTAL Detail Expenditures And Other Uses</b>	<b>54,846</b>		<b>-758</b>

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(H) CAPITAL PROJECTS

**Analysis of Changes in Fund Balance**

Code Description	2021	EdpCode	2022
<b>Analysis of Changes in Fund Balance</b>			
Fund Balance - Beginning of Year	63,457	H8021	8,631
Restated Fund Balance - Beg of Year	63,457	H8022	8,631
ADD - REVENUES AND OTHER SOURCES	20		2
DEDUCT - EXPENDITURES AND OTHER USES	54,846		-758
<b>Fund Balance - End of Year</b>	<b>8,631</b>	<b>H8029</b>	<b>9,391</b>

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(K) GENERAL FIXED ASSETS

Balance Sheet

Code Description	2021	EdpCode	2022
<b>Assets</b>			
Buildings	1,874,247	K102	1,874,247
Machinery And Equipment	930,762	K104	930,762
Infrastructure	332,745	K106	332,745
Net Pension Asset - Proportionate Share		K108	143,004
Accum Deprec, Buildings	-732,256	K112	-732,256
Accum Depr, Machinery & Equip	-470,613	K114	-470,613
Accum Deprec, Infrastructure	-176,293	K116	-176,293
<b>TOTAL Fixed Assets (net)</b>	<b>1,758,592</b>		<b>1,901,596</b>
<b>TOTAL Assets and Deferred Outflows of Resources</b>	<b>1,758,592</b>		<b>1,901,596</b>

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(K) GENERAL FIXED ASSETS

Balance Sheet

Code Description	2021	EdpCode	2022
<b>Liabilities, Deferred Inflows And Fund Balance</b>			
Total Non-Current Govt Assets	1,758,592	K159	1,901,596
<b>TOTAL Investments in Non-Current Government Assets</b>	<b>1,758,592</b>		<b>1,901,596</b>
<b>TOTAL Fund Balance</b>	<b>1,758,592</b>		<b>1,901,596</b>
<b>TOTAL</b>	<b>1,758,592</b>		<b>1,901,596</b>

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Balance Sheet

Code Description	2021	EdpCode	2022
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Balance Sheet

Code Description	2021	EdpCode	2022
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(TC) CUSTODIAL

Balance Sheet

Code Description	2021	EdpCode	2022
<b>Assets</b>			
Cash		TC200	30,702
<b>TOTAL Cash</b>	<b>0</b>		<b>30,702</b>
<b>TOTAL Assets and Deferred Outflows of Resources</b>	<b>0</b>		<b>30,702</b>

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(TC) CUSTODIAL

Balance Sheet

Code Description	2021	EdpCode	2022
Other Liabilities (Specify)		TC688	30,702
<b>TOTAL Other Liabilities</b>	<b>0</b>		<b>30,702</b>
<b>TOTAL Liabilities</b>	<b>0</b>		<b>30,702</b>
<b>TOTAL Liabilities, Deferred Inflows And Fund Balance</b>	<b>0</b>		<b>30,702</b>

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Results of Operation

Code Description	2021	EdpCode	2022
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Results of Operation

Code Description	2021	EdpCode	2022
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**Analysis of Changes in Fund Balance**

Code Description	2021	EdpCode	2022
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(TE) PRIVATE PURPOSE TRUST

Balance Sheet

Code Description	2021	EdpCode	2022
<b>Assets</b>			
Cash In Time Deposits	5,740	TE201	5,651
<b>TOTAL Cash</b>	<b>5,740</b>		<b>5,651</b>
<b>TOTAL Assets and Deferred Outflows of Resources</b>	<b>5,740</b>		<b>5,651</b>

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(TE) PRIVATE PURPOSE TRUST

Balance Sheet

Code Description	2021	EdpCode	2022
<b>Fund Balance</b>			
Net Assets-Restricted For Other Purposes	5,740	TE923	5,651
<b>TOTAL Net Position</b>	<b>5,740</b>		<b>5,651</b>
<b>TOTAL Fund Balance</b>	<b>5,740</b>		<b>5,651</b>
<b>TOTAL Liabilities, Deferred Inflows And Fund Balance</b>	<b>5,740</b>		<b>5,651</b>

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(TE) PRIVATE PURPOSE TRUST

Results of Operation

Code Description	2021	EdpCode	2022
<b>Revenues</b>			
Interest And Earnings		TE2401	34
<b>TOTAL Use of Money And Property</b>	<b>0</b>		<b>34</b>
Gifts And Donations	47	TE2705	
<b>TOTAL Miscellaneous Local Sources</b>	<b>47</b>		<b>0</b>
<b>TOTAL Revenues</b>	<b>47</b>		<b>34</b>
<b>TOTAL Detail Revenues And Other Sources</b>	<b>47</b>		<b>34</b>

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(TE) PRIVATE PURPOSE TRUST

Results of Operation

Code Description	2021	EdpCode	2022
<b>Expenditures</b>			
Other Private Purp Activities Contractual		TE19454	123
<b>TOTAL Other Private Purp Activities Contractual</b>	<b>0</b>		<b>123</b>
<b>TOTAL General Government Support</b>	<b>0</b>		<b>123</b>
<b>TOTAL Expenditures</b>	<b>0</b>		<b>123</b>
<b>TOTAL Detail Expenditures And Other Uses</b>	<b>0</b>		<b>123</b>

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(TE) PRIVATE PURPOSE TRUST

**Analysis of Changes in Net Position**

Code Description	2021	EdpCode	2022
<b>Analysis of Changes in Net Position</b>			
<b>Fund Balance - Beginning of Year</b>	5,693	TE8021	5,740
<b>Restated Fund Balance - Beg of Year</b>	5,693	TE8022	5,740
ADD - REVENUES AND OTHER SOURCES	47		34
DEDUCT - EXPENDITURES AND OTHER USES			123
<b>Fund Balance - End of Year</b>	5,740	TE8029	5,651

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(W) GENERAL LONG-TERM DEBT

Balance Sheet

Code Description	2021	EdpCode	2022
<b>Assets</b>			
Total Non-Current Govt Liabilities	394,808	W129	328,671
<b>TOTAL Provision To Be Made In Future Budgets</b>	<b>394,808</b>		<b>328,671</b>
<b>TOTAL Assets and Deferred Outflows of Resources</b>	<b>394,808</b>		<b>328,671</b>

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(W) GENERAL LONG-TERM DEBT

Balance Sheet

Code Description	2021	EdpCode	2022
Net Pension Liability -Proportionate Share	1,358	W638	
Installment Purchase Debt	186,854	W685	158,394
Compensated Absences		W687	20,277
<b>TOTAL Other Liabilities</b>	<b>188,212</b>		<b>178,671</b>
Bonds Payable	200,000	W628	150,000
<b>TOTAL Bond And Long Term Liabilities</b>	<b>200,000</b>		<b>150,000</b>
<b>TOTAL Liabilities</b>	<b>388,212</b>		<b>328,671</b>
<b>TOTAL Liabilities</b>	<b>388,212</b>		<b>328,671</b>

DRAFT

VILLAGE OF Pittsford  
 Statement of Indebtedness  
 For the Fiscal Year Ending 2022

County of: Monroe

Municipal Code: 260466903940

First Year	Debt Code	Description	Cops Flag	Comp Flag	Date of Issue	Date of Maturity	Int. Rate	Var?	Amt. Orig. Issued	O/S Beg. of Year	Paid Dur. Year	Redeemed Bond Proc.	Prior Yr. Adjust.	Accreted Interest	O/S End of Year
2018	IPC E	street sweeper			09/21/2017	09/21/2027	3.719%		\$194,710	\$143,684	\$18,312	\$0	\$0		\$125,372
2020	IPC E	Truck			10/08/2019	10/08/2024	4.045%		\$52,916	\$43,170	\$10,148	\$0	\$0		\$33,022
<b>Total for Type/Exempt Status - Sums Issued Amts only made in AFR Year</b>									\$0	\$186,854	\$28,460	\$0	\$0	\$0	\$158,394
2017	BOND N	Various Improvements			05/15/2017	05/15/2025	1.50%		\$425,000	\$200,000	\$50,000	\$0	\$0		\$150,000
<b>Total for Type/Exempt Status - Sums Issued Amts only made in AFR Year</b>									\$0	\$200,000	\$50,000	\$0	\$0	\$0	\$150,000
<b>AFR Year Total for All Debt Types - Sums Issued Amts only made in AFR Year</b>									\$0	\$386,854	\$78,460	\$0	\$0	\$0	\$308,394

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VILLAGE OF Pittsford  
Schedule of Time Deposits and Investments  
For the Fiscal Year Ending 2022

	EDP Code	Amount
<b>CASH:</b>		
On Hand	9Z2001	\$75.00
Demand Deposits	9Z2011	\$32,363.00
Time Deposits	9Z2021	\$2,177,972.00
<b>Total</b>		\$2,210,410.00
 <b>COLLATERAL:</b>		
- FDIC Insurance	9Z2014	\$500,000.00
Collateralized with securities held in possession of municipality or its agent	9Z2014A	\$1,972,626.00
<b>Total</b>		\$2,472,626.00
 <b>INVESTMENTS:</b>		
- Securities (450)		
Book Value (cost)	9Z4501	
Market Value at Balance Sheet Date	9Z4502	
Collateralized with securities held in possession of municipality or its agent	9Z4504A	
- Repurchase Agreements (451)		
Book Value (cost)	9Z4511	
Market Value at Balance Sheet Date	9Z4512	
Collateralized with securities held in possession of municipality or its agent	9Z4514A	

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VILLAGE OF Pittsford  
Bank Reconciliation  
For the Fiscal Year Ending 2022

Include All Checking, Savings and C.D. Accounts

Bank Account Number	Bank Balance	Add: Deposit In Transit	Less: Outstanding Checks	Adjusted Bank Balance
****-3913	\$32,509	\$0	\$0	\$32,509
****-4699	\$18,109	\$0	\$47,692	(\$29,583)
****-4702	\$8,082	\$24,489	\$24,589	\$7,982
****-4753	\$1,261,986	\$0	\$24,489	\$1,237,497
****-5124	\$388,719	\$0	\$0	\$388,719
****-7069	\$30,702	\$0	\$0	\$30,702
****-7110	\$300,001	\$0	\$0	\$300,001
****-8657	\$164,054	\$0	\$0	\$164,054
****-9858	\$6,173	\$758	\$0	\$6,931
****-nown	\$5,651	\$0	\$0	\$5,651
	Total Adjusted Bank Balance			\$2,144,463
	Petty Cash			\$75.00
	Adjustments			\$.00
	Total Cash		9ZCASH *	\$2,144,538
	Total Cash Balance All Funds		9ZCASHB *	\$2,144,538

\* Must be equal

VILLAGE OF Pittsford  
Local Government Questionnaire  
For the Fiscal Year Ending 2022

	<u>Response</u>
1) Does your municipality have a written procurement policy?	<u>Yes</u>
2) Have the financial statements for your municipality been independently audited? If not, are you planning on having an audit conducted?	<u>No</u> <u>No</u>
3) Does your local government participate in an insurance pool with other local governments?	<u>No</u>
4) Does your local government participate in an investment pool with other local governments?	<u>No</u>
5) Does your municipality have a Length of Service Award Program (LOSAP) for volunteer firefighters?	<u>No</u>
6) Does your municipality have a Capital Plan?	<u>Yes</u>
7) Has your municipality prepared and documented a risk assessment plan? If yes, has your municipality used the results to design the system of internal controls?	<u>Yes</u> <u>Yes</u>
8) Have you had a change in chief executive or chief fiscal officer during the last year?	<u>No</u>
9) Has your Local Government adopted an investment policy as required by General Municipal Law, Section 39?	<u>Yes</u>

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VILLAGE OF Pittsford  
Employee and Retiree Benefits  
For the Fiscal Year Ending 2022

<b>Total Full Time Employees:</b>		41			
<b>Total Part Time Employees:</b>		13			
<b>Account Code</b>	<b>Description</b>	<b>Total Expenditures (All Funds)</b>	<b># of Full Time Employees</b>	<b># of Part Time Employees</b>	<b># of Retirees</b>
90108	State Retirement System	\$72,748.00	10	4	
90158	Police and Fire Retirement				
90258	Local Pension Fund				
90308	Social Security	\$46,023.00	10	7	
90408	Worker's Compensation Insurance	\$33,150.00	10	2	
90458	Life Insurance				
90508	Unemployment Insurance	\$0.00			
90558	Disability Insurance	\$456.00			
90608	Hospital and Medical (Dental) Insurance	\$107,031.00	10		1
90708	Union Welfare Benefits				
90858	Supplemental Benefit Payment to Disabled Fire Fighters				
91890	Other Employee Benefits				
<b>Total</b>		<b>\$259,408.00</b>			
Computed Total From Financial Section (comparative purposes only)		<b>\$259,573.00</b>			

VILLAGE OF Pittsford  
 Energy Costs and Consumption  
 For the Fiscal Year Ending 2022

Energy Type	Total Expenditures	Total Volume	Units Of Measure	Alternative Units Of Measure
Gasoline	\$7,847	2,791	gallons	
Diesel Fuel	\$6,325	1,958	gallons	
Fuel Oil	\$3,161	992	gallons	
Natural Gas	\$2,832	285	cubic feet	
Electricity	\$5,738	30,221	kilowatt-hours	
Coal			tons	
Propane			gallons	

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MUNICIPAL FINANCE

September 12, 2022

Ms. Dorothea M. Ciccarelli  
Village Clerk/Deputy Treasurer  
Pittsford Village  
21 North Main Street  
Pittsford, NY 14534

Re: Pittsford Village  
Addendum to Letter of Services Dated 1/20/2022  
Our File #1524

Dear Dorothea :

Under current regulations, we are required to provide you with Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB) disclosure language contained in our Letter of Services to provide greater transparency to our Municipal Clients. A review of our records indicates that we need to submit a formal updated addendum to the Letter of Services we have on file with you as noted above. Enclosed you will find a copy of this updated addendum language for your review and records.

**ADDENDUM:**

The referenced agreement shall be effective as of the dated date and shall remain in effect until terminated by either party upon 30 days written notice. If the services under any portion of this contract are commenced, but are not completed for any reason, or are completed without our firm performing the entire role contemplated herein, an invoice will be rendered for the actual hours completed at the firm's normal hourly rate, plus actual disbursements incurred.

Bernard P. Donegan, Inc. is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board. The MSRB website is <http://msrb.org/>. A municipal advisory client brochure is available to you describing protections that may be provided by the Municipal Securities Rulemaking Board rules and how to file a complaint with an appropriate regulatory authority.

**BERNARD P. DONEGAN, INC.**

345 WOODCLIFF DRIVE, 2ND FLOOR

FAIRPORT, NY 14450

585 • 924-2145 • FAX 585 • 924-4636

E-MAIL: [team@bpdinc.net](mailto:team@bpdinc.net)



MUNICIPAL FINANCE

Ms. Dorothea M. Ciccarelli

September 12, 2022

Page 2 of 2

Pursuant to SEC MSRB Rule G-42, this letter of services should be in place prior to municipal advice being given. The firm has not been subject to any legal or disciplinary proceedings under SEC regulations. The Company's SEC Forms MA and MA-I can be found at [www.sec.gov/edgar/searchedgar/webusers.htm](http://www.sec.gov/edgar/searchedgar/webusers.htm).

Bernard P. Donegan, Inc. represents that in connection with the issuance of municipal securities, we may receive compensation from the Municipality for services rendered which is contingent on the successful closing and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, we hereby represent that such fee structure may represent a potential conflict of interest regarding our ability to provide unbiased advice on such transaction. We manage and mitigate this potential conflict of interest by adherence to our fiduciary duty to all of our municipal entities.

If we become aware of any additional potential conflicts of interest after this disclosure, we will notify the Municipality in writing in a timely manner.

After your review of this updated addendum language, please **sign and date both copies**, retaining one signed copy for the official Municipality records, and **returning a signed copy to our office**.

If you have any questions concerning this Addendum, please feel free to contact us.

Very truly yours,

Charles A. Bastian  
President

CAB/jam  
Enclosures

(Signed) \_\_\_\_\_

(Print Name / Title) \_\_\_\_\_

(Dated) \_\_\_\_\_

From: [LGSAMonitoring@osc.state.ny.us](mailto:LGSAMonitoring@osc.state.ny.us)  
To: [villageclerk@villageofpittsford.com](mailto:villageclerk@villageofpittsford.com)  
Subject: State Aid Payment Advisory from New York State - Office of the State Comptroller  
Date: Thursday, September 15, 2022 10:57:13 AM

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## Local Government Banner



**Division of Local Government and School Accountability**  
Elliott Auerbach, Deputy Comptroller

Dear Village Clerk-Treasurer Ciccarelli:

We have processed a State aid payment in the amount of \$9,319.00 for your Village. The payment that you are receiving is for the annual September AIM (Aid and Incentives to Municipalities) payment. For accounting purposes, this payment uses the revenue code A3001 – State Aid, Revenue Sharing.

Previously, your Village received annual AIM-Related payments of \$9,319.00 in either May or December. Please note that as part of the 2022-23 Enacted State Budget, AIM-Related payments were eliminated. Going forward, your Village will now receive \$9,319.00 in AIM each September. Please share this correspondence with staff who might be responsible for tracking these payments.

You should receive a deposit advice from your bank if you have State payments automatically deposited to your Village's account. If you receive State payments by check, you should receive a check in the mail. Regardless of whether the AIM payments were disbursed to your locality via automatic deposit or by check, the payment should indicate that it originated from Agency Code OSC01 and include the reference "AIM".

If you receive a larger payment than indicated above, it is because the Statewide Financial System (SFS) combines our payments with payments due to you from other programs. Local governments and school districts are considered to be vendors in SFS and, as such, you can directly access information about payments for your Village within SFS, by using the following link:

<http://www.sfs.ny.gov/index.php/vendors>

If you have any questions, please contact our Monitoring and Analysis Unit at [LGSAMonitoring@osc.ny.gov](mailto:LGSAMonitoring@osc.ny.gov), or by phone at 518-408-4934 or toll free 1-866-321-8503 (Option 3).

Sincerely,

***Ben Schwartz***

Chief of Policy and Research



Division of Local Government and School Accountability | 866-321-8503

Notice: This communication, including any attachments, is intended solely for the use of the individual or entity to which it is addressed. This communication may contain information that is protected from disclosure

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# Village Board Meeting

## Department Reports

## Minutes

Village Board Special Meeting, July 25, 2022

Village Board Regular Meeting, August 11, 2022

Village Board Special Meeting, August 29, 2022

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

Tuesday, July 25, 2022 at 9:30 AM

**PRESENT:**

**Mayor:** Alysa Plummer  
**Trustees:** Renee Stetzer  
Dan Keating  
Justin Leitgeb  
**Superintendent DPW:** Zack Bleier  
**Village Engineer:** Scott Harter  
**Recording Secretary:** Dorothea M. Ciccarelli

**CALL TO ORDER**

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

**Vote:** Plummer – yes, Stetzer – yes, Keating – yes, Leitgeb - yes. *Motion passed.*

**CONFLICTS OF INTEREST DISCLOSURE**

The Board members indicated that they had no conflicts of interest to report.

**STORM SEWER PIPES**

The Superintendent reviewed the quotes received for lining the storm sewer pipes with the Board. He requested the Board award the job to Skanex for \$19,480.00. He informed the Board that this was a time-sensitive matter since the North Street Bridge is due to reopen in the next few weeks, and it would be easier to complete the job with the Road closed.

**Motion Trustee Keating and Seconded Trustee Leitgeb** to approve the proposal as presented to award the lining of the Storm Sewer Pipe in front of Village Hall to Skanex for \$19,480.00.

**Vote:** Plummer – yes, Stetzer – yes, Keating – yes, Leitgeb - yes. *Motion passed.*

**PITTSFORD YOUTH SERVICES CONTRACT**

Mayor Plummer reviewed with the Board the contract for Pittsford Youth Services for \$1,000.00 for services for the Village.

Trustee Leitgeb expressed concerns that the Village was spending funds on the contract for services currently being paid for with the Town of Pittsford contract with Pittsford Youth Services. Mayor Plummer thought the money would be put to good use towards youth services in the Village and does see a downside to providing the funding. Trustee Lietgeb commented that the organization provides great services to all the children and the community. He did not feel that we had clarity as to how the contract differs from the Town of Pittsford, that residents are already paying for thru taxes in the Town. Mayor Plummer commented that she did not see that this has to be fundamentally different; this is additional support.

The Board continued discussion on the contract and Trustee Lietgeb's concerns.

**Motion Trustee Keating and Seconded Trustee Stetzer** to approve the contract with the Pittsford Youth Services for \$1,000.00.

**Vote:** Plummer – yes, Stetzer – yes, Keating – yes, Leitgeb - no. *Motion passed.*

Trustee Leitgeb questioned when there would be another public meeting to review the contract for Schoen Place. Mayor Plummer informed the Board that the consultant would be emailing the application and the concept plan for reviewing before the submission.

**ADJOURNMENT**

**Motion by Mayor Plummer and seconded by Trustee Stetzer** to adjourn the meeting at 10:02 AM

**Vote:** Plummer - yes; Stetzer – yes; Leitgeb - yes. *Motion passed.*

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

Thursday, August 11, 2022 at 6:30 PM

**PRESENT:**

**Mayor:** Alysa Plummer  
**Trustees:** Lili Lanphear  
Justin Leitgeb  
**Recording Secretary:** Dorothea M. Ciccarelli

**CALL TO ORDER**

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

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

**CONFLICTS OF INTEREST DISCLOSURE**

The Board members indicated that they had no conflicts of interest to report.

**DPW REPORT**

The Superintendent reviewed with the Board the items the department completed last month. He informed the Board that they are still anticipating the NYS Canal Corporation working on restoring the canal bank sometime next month. The North Street Bridge is due to open in the next couple of weeks; no exact date has been given. Scanex has started the cleaning and root-cutting inspection on Sutherland Street; they will be back in a couple of weeks to do the lining of Sutherland and in front of the Village Hall. He also requested that the Board extend the summer hours for the Department thru the month of September.

**Motion by Trustee Lanphear and seconded by Trustee Leitgeb** to approve the extension of Summer hours thru the last week of September.

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

**TREASURER'S REPORT**

The Village Clerk presented vouchers listed in Abstract #3 of the 2022 / 2023 fiscal year for approval. A motion was made by Trustee Leitgeb seconded by Trustee Lanphear, to approve payment of the vouchers listed in Abstract #3 in the amounts stated below and to charge them to the appropriate accounts.

**Vouchers for approval – Abstract #3**

• General Fund (#62-#98)	\$64,177.08
• Sewer Fund (#75, #84):	<u>\$ 890.05</u>
	\$65,067.13

**Vote:** Plummer – yes, Lanphear – yes, Stetzer – yes. *Motion Carried.*

The Clerk reviewed the estimate from General Code for updates to the Village code.

**Motion by Trustee Leitgeb and seconded by Trustee Lanphear** to approve the estimate from General Code for code updates.

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

The Village Clerk presented budget transfers necessary for the Annual Update Document required by the New York State Comptroller.

**Motion by Trustee Leitgeb and seconded by Trustee Lanphear** to approve the budget transfers as presented.

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

**MINUTES**

The minutes were tabled for the next meeting.

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

Thursday, August 11, 2022 at 6:30 PM

**NON-MUNICIPAL PERMIT - PITTSFORD SCHOOLS / HOMECOMING PARADE**

Sutherland High School presented a non-municipal permit application for the 2022 Homecoming Parade on October 15, 2022. The parade would start and end at the high school.

**Motion by Trustee Lanphear and seconded by Trustee Leitgeb** to approve the 2022 Homecoming Parade on October 15, 2022, with the same conditions as the previous years, including the request to use sustainable confetti only.

**Vote:** Plummer – yes, Lanphear – yes, Keating – yes, Stetzer – yes, *Motion passed.*

**NON-MUNICIPAL PERMIT – FRIENDS OF THE PITTSFORD COMMUNITY LIBRARY**

The Friends of the Pittsford Community Library requested permission for the two book sales to be conducted on September 15-17, 2022, followed by November 10-12, 2022.

**Motion by Trustee Lanphear and seconded by Trustee Leitgeb** to approve the non-municipal permit for the Friends of the Pittsford Community Library for the two books sales.

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

**AMERICAN RESCUE FUNDS / RESERVE REVIEWS**

The discussion was had on the ARPA funds the Village received, and it was decided to obtain suggestions from the residents for projects and to conduct a workshop meeting on September 20, 2022, at 6:30 PM.

**CODE CHANGE REQUEST**

The Board received correspondence from Dr. Jessica and Mr. Peter Goodman regarding Pittsford Code section 168-6 (4) to expand the material noted in the subsection used for denoting the date of erection and other historic information of homes to include wood, in addition, to cast iron. Trustee Lanphear questioned why the Board would change the code for one individual and were other options put in front of them. Mayor Plummer and the Village Clerk informed the Board that the Building Inspector did review the options available, but the homeowner wanted to request the Board. Mayor Plummer commented that the Board did not have to respond this evening and that it could be placed on the next agenda or referred to SHIPPO for their thoughts.

Robert Corby, 7 Washington Avenue – commented that the Code on the Books was now developed in concert with the Historic Preservation Board. He suggested that the Board consult with the Historic Preservation Board.

Mayor Plummer commented that SHIPPO, as well as the Historic Preservation Board, should be consulted as well. This is a request from a single homeowner, and no action is required this evening.

Trustee Leitgeb commented that the homeowner could seek an area variance from the Planning and Zoning Board of Appeals. If multiple residents request the change in the code, then the Board could consider a code change.

Mayor Plummer clarified to the Board that this was just a request from a resident; there was no need to decide to change the code. We would send this to the HPB and SHIPPO for review and their input.

The Board decided to send it back to the Building Inspector to speak to the Resident on the option of filing for a variance from the code.

**NON-MUNICIPAL PERMIT – CHABAD LUBAVITCH**

Mayor Plummer reviewed the request from the Chabad Lubavitch request to conduct a Torah parade and Street celebration. The parade would be led on Washington Ave, Lincoln Ave, Main St, and Monroe Avenue. The celebration would be held at the dead end of Washington Ave.

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

Thursday, August 11, 2022 at 6:30 PM

**Motion by Trustee Leitgeb and seconded by Trustee Lanphear** waived the 45-day notice. It approved the application conditional on the parade being kept to the sidewalks on the streets as listed on the application. The celebration will be held at the dead end of Washington Ave.

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

**MEMBER ITEMS**

Trustee Leitgeb questioned the status of the DPW and Arboretum Property survey. Mayor Plummer informed him that she would be following up with Scott Harter. He also requested copies of the Canal Grant application that was submitted. The Village Clerk would be following up with the grant writers. Trustee Leitgeb also questioned the status of the complaints in front of the Ethics Board. The Clerk informed the Board that the Ethics Board would be meeting shortly, and she believed they had also almost finished with the complaints received.

**PUBLIC COMMENT**

Robert Corby, 7 Washington Avenue, questioned the Board on the status of records received for the proposed Wilmorite Project Binder. He also expressed concern for the lights on the State Street Bridge that have been out of service. He also requested that the NYSDOT leave a grass strip on both sides of the road near the North Street Bridge instead of being filled with concrete. He also said the NYSDOT should put a sidewalk along the Village Green Driveway.

**EXECUTIVE SESSION**

**Motion by Mayor Plummer and seconded by Trustee Lanphear** to go into executive session for 105.1.f. Employee matters.

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

**Motion by Mayor Plummer and seconded by Trustee Lanphear** to exit executive session.

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

**HIRING OF SEASONAL GARDNER**

**Motion by Trustee Leitgeb and seconded by Trustee Lanphear** to hire Lacey Sawyer for \$16 an hour for seasonal help for 40 hours a week from August 15, 2022 – November 1, 2022.

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

**ADJOURNMENT**

**Motion by Mayor Plummer, and seconded by Trustee Leitgeb,** to adjourn the meeting at 8:45 PM.

**Vote:** Plummer – yes, Lanphear – yes, Keating – yes, Stetzer – yes. *Motion passed.*

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Dorothea M. Ciccarelli, Recording Secretary

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

Monday, August 29, 2022 at 2:30 PM

**PRESENT:**

**Mayor:** Alys Plummer  
**Trustees:** Dan Keating  
Renee Stetzer

**CALL TO ORDER**

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

**Vote:** Plummer – yes, Keating – yes, Stetzer – yes. *Motion passed.*

**CONFLICTS OF INTEREST DISCLOSURE**

The Board members indicated that they had no conflicts of interest to report.

**EXECUTIVE SESSION**

**Motion by Trustee Lanphear and seconded Trustee Stetzer** to go into executive session for a human resource matter as per Section 105.

**Vote:** Plummer – yes, Keating – yes, Stetzer – yes. *Motion passed.*

**Motion by Mayor Plummer and seconded Trustee Leitgeb** to exit executive session.

**Vote:** Plummer – yes, Keating – yes, Stetzer – yes. *Motion passed.*

**ADJOURNMENT**

**Motion by Mayor Plummer and seconded by Trustee Stetzer** to adjourn the meeting.

**Vote:** Plummer - yes; Keating – yes; Stetzer – yes. *Motion passed.*

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Dorothea M. Ciccarelli, Recording Secretary

# Village Board Meeting

Meeting Items  
Agenda Item

Member Items

**Trustee Stetzer - Jefferson Road & Sutherland Intersection**

# Village Board Meeting

Agenda Item

Public Comment - (three-minute limit per each speaker)