

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

Thursday, January 12, 2023, at 6:30 PM

**PRESENT:**

**Mayor:** Alysa Plummer  
**Trustees:** Renee Stetzer  
Dan Keating  
Justin Leitgeb  
**Village Attorney:** Jeffrey L. Turner  
**Recording Secretary:** Dorothea M. Ciccarelli

**CALL TO ORDER**

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

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

**CONFLICTS OF INTEREST DISCLOSURE**

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

Mayor Plummer opens the meeting by addressing the misleading information circulating in the community regarding the nature and purpose of the Village’s Ethics Board. Under NY State Law, a village is required to establish an Ethics Board. One was not in place when the Mayor took office under two years ago. To bring the municipality into compliance, she appointed three members to the board, which were approved by the Board of Trustees. The purpose of this board is to review any ethics complaints that are submitted to the Board of Trustees, investigate as necessary, and make a written disposition of the complaints. The Ethics Board is made up of volunteers, each with a background in law. The Mayor thanks the Ethics Board for their diligence and work.

**APPROVAL OF EAGLE PROJECT FOR PITTSFORD ARBORETUM**

**Motion by Trustee Stetzer, and seconded by Trustee Keating,** to accept the Eagle project, as a gift, to the Pittsford Arboretum.

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

**BUILDING INSPECTOR REPORT**

The Building Inspector was present. Trustee Keating addresses 44 N. Main Street, going back to court. The Village Attorney suggests a separate meeting regarding 44 N. Main St. Trustee Leitgeb thanks the Building Inspector for providing the list of calls on zoning. The Board discusses a Building Inspector section for FAQs on the website. Trustee Leitgeb addresses 25 S. Main Street and if it makes sense to get feedback from the PZBA regarding the property’s zoning.

**DPW REPORT**

The Superintendent is present. NYSDOT will be returning to finish up the signage that needs to be completed and accurate. They will be adding additional parking spots and lanes.

Robert Corby, 7 Washington Avenue, would like the construction sign removed from his street as construction has been completed. Robert has concerns over the length of the turning lane in front of Pittsford Dairy and the parking spots that have been removed. Robert is also concerned about the crosswalk lines being narrowed and too close to the stoplights. In addition, he was told that NYSDOT contacted homeowners on the corner of Jefferson Rd to purchase property to create a larger turning radius. The Mayor and Trustee, Stetzer, will follow up with NYSDOT since they were told there were no

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

Thursday, January 12, 2023, at 6:30 PM

plans to expand the Jefferson Rd. Corner. They will also follow up with NYSDOT on the length of the turning lane in front of Pittsford Dairy.

Trustee Keating followed up with the Superintendent regarding the tree on Sutherland Street and how soon it needs to be removed. The Superintendent is concerned about the rot and recommends removing it as quickly as possible. The quote for removal is about \$1200 - \$2500. After removal, a native tree will be planted.

**Motion by Trustee Keating, and seconded by Trustee Stetzer**, to approve funds of \$1275 to \$2544 for tree removal on Sutherland Street.

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

Art Pires, 70 State Street, via zoom, would like pedestrian crossing signs on State Street in front of ESL. He is also curious about what happened to the plans to incorporate a median at the east end of the village on State Street. The Mayor responds that the town is taking over this project as it is on the town line. Refers to Mr. Pires to contact the Town of Pittsford for further questions on the median.

At the next budget meeting, the Superintendent will propose the approval of Cold Springs Contracting to perform electrical work on the streetlights and the service supply breaker box in front of Pontillo's.

The Superintendent has prepared an outage report for the RGE village streetlights. The Mayor proposed that the report be added to the website and RGE contact information. The RGE lights are numbered on the street side to be easily identified.

#### **TREASURER'S REPORT**

**Motion by Trustee Keating, and seconded by Trustee Stetzer**, to approve the check payments for the bill pay.

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

The Village Clerk addresses the November financial report with the Board.

**Motion by Trustee Keating, and seconded by Trustee Stetzer**, to approve the November financials.

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

The Village Clerk addresses the CLG report with the Board.

The Village Clerk addresses the bid for the back entrance of the Village Hall. All bids have yet to be received at this time.

**Motion by Trustee Keating, and seconded by Trustee Stetzer**, to approve the sign-off of the BPD Addendum.

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

**Motion by Trustee Stetzer, and seconded by Trustee Leitgeb**, to extend Toshiba copier lease.

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

The Village Clerk addresses the announcement on the Village website regarding online bill pay. Credit cards are now accepted.

#### **MEETING ITEMS**

#### **GRANT AWARD FROM NYS OFFICE OF PARKS, RECREATION, AND HISTORIC PRESERVATION**

The Mayor announces that the Village has received a \$300,000 grant from the NYS Office of Parks and Recreation and Historic Preservation for work along the canal path at Schoen Place.

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

Thursday, January 12, 2023, at 6:30 PM

Scott Harter, via zoom, suggests circling back with a consultant to expand on ideas/design and how the money should be used.

Robert Corby, 7 Washington Ave., is curious about the total amount of grants the village will be receiving, what the grants are for, and how much the village will be responsible to pay.

The mayor reminds Mr. Corby that the grant for up to \$300,000 is only for the specific section of the canal path.

Art Pires, 70 State Street, via zoom, is hoping for grant clarification. The Mayor suggested Mr. Pires call anytime as this was all just answered and discussed.

Trustee Leitgeb expressed his worry about the hurriedness of the grant when the grant was applied for. He believed it should have had a higher level and conceptual review and was sent to the respective agency without board approval. He looks forward to the details being returned to the Board for transparency.

The mayor discusses the short window for applying for a grant. Since the grant was approved, the details and design will be discussed with the village residents.

Trustee Leitgeb touched on the notion of the BAN that has been discussed, which would be taking on debt as a municipality.

Peggy Carabaris, 81 South Main St, via zoom, would like the village to include Historic Pittsford in the project's environmental review.

**VIDEO CONFERENCING LAW**

The Mayor discusses what a Video Conferencing Law would entail. The Village Attorney clarifies that there is a state law that authorizes the Board to pass a local law. The state law's restrictions must be continued in the village law, but the village may make further restrictions. The Board discusses the concerns of the language and discusses this at a public workshop.

Peggy Carabaris, 81 South Main St, via zoom, wonders why this is being addressed again.

**REVIEW OF SIGNAGE AND ORDINANCE UPDATES REGARDING NYSDOT**

Addressed with the DPW Report.

**LOCAL LAW FOR TAX CAP OVERRIDE**

**Motion by Trustee Stetzer, and seconded by Trustee Keating,** to set a public hearing on February 9, 2023.

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

**RESOLUTION FOR SHORT-TERM REVIEW COMMITTEE**

**Motion by Trustee Stetzer, and seconded by Trustee Keating,** to improve the resolution of the Village of Pittsford Board of Trustees creating a short-term rental review committee.

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

**APPROVAL OF RFP / RFQ**

**RFP FOR LANDSCAPE CONSULTANT**

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

Thursday, January 12, 2023, at 6:30 PM

The Board discusses their thoughts on the drafted RFP.

Robert Corby, 7 Washington Ave, reads a statement. A copy of his statement is attached at the end of the minutes.

Mike Reynolds, 35 Church Street, via zoom, agrees with Robert Corby's statement.

Art Pires, 70 State Street, via zoom, would like to extend his appreciation to the Board for allowing village residents to have a detailed overview of the zoning and planning issues associated with this project and hopes the Board will accept this degree of input from the public and encourage it on all projects and applications, in the future.

**Motion by Trustee Stetzer, and seconded by Trustee Keating,** to approve the RFP to work with the engineer and village staff with a due date of 2/16/23 at 10:00 AM.

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

**RFP FOR SOUTH, WOOD, AND SUTHERLAND STREET**

**Motion by Trustee Stetzer, and seconded by Trustee Keating,** to approve the RFP with a deadline of 10:30 am on 2/16/23.

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

**RFQ FOR ARCHITECTURE AND BUILDING CODE SERVICES – 75 MONROE AVE**

The Board discusses hourly rates for the scoping phase, followed by a fixed bid.

Peggy Caraberis, 81 South Main St, via zoom, addresses Sutherland St. How will the water line for 75 Monroe affect the Sutherland St. project? The Superintendent informed her that the water line would be shifted onto the school property, so it would no longer be an issue. Peggy also asks if the RFP for 75 Monroe includes the Monroe Ave changes. The Mayor informs her that the RFP consists of the entire project.

David Ferris, via zoom, worries about this project's scope and needs a more prominent engineering firm.

Art Pires, 70 State Street, via zoom, suggests that it is common practice in the industry, with the issuance of RFPs, that an invitation is sent out to potential architecture engineering professionals to attend a pre-bid meeting, at which the project work scope is presented. It is best for a lump-sum bid, with hourly rates of all team members in an architectural firm, for any errors and changes in work scope as the project advances.

Robert Corby, 7 Washington Ave, worries about the RFP and needs to be more specific. He would like an architecture firm with expertise in flashing, rainwater disposal, windows, and fire safety for multi-family construction to be cited in the RFP, as well as descriptions of landscaping to include types, sizes, and locations of trees.

Scott Harter will be adding more details of expertise to the RFP.

Chris DiMarco, Pittsford Canalside Properties, is eager to get the RFP finalized, a consultant hired, and post a letter of credit. He believes an hourly bid is unreasonable and could delay the project. He thinks a scope could quickly be done with a fixed-bid budget.

Art Pires, 70 State Street, The Board should be quick, but having a less than thorough RFP out of fear of not having a firm reply.

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

Thursday, January 12, 2023, at 6:30 PM

**RFQ FOR GREEN INFRASTRUCTURE**

The Board discusses looking for a firm to partner with the village for sustainability initiatives such as village street lights and a heating and cooling system for the village hall. They address the vagueness of this RFQ and how it needs to be customized and tailored to meet the needs of a smaller municipality like ours. Trustee Leitgeb proposes reviewing RFPs from similar-sized municipalities at the next meeting.

**Motion by Trustee Keating, and seconded by Trustee Leitgeb**, to adjourn for a ten-minute break.

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

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

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

**STAFF DIVERSITY TRAINING**

The Board discusses online and in-person training options.

**MINUTES**

**Motion by Trustee Stetzer, and seconded by Trustee Leitgeb**, to approve October 13, 2022, minutes as amended.

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

**Motion by Trustee Keating, and seconded by Trustee Stetzer**, to approve October 27, 2022, minutes as amended.

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

**Motion by Trustee Stetzer, and seconded by Trustee Leitgeb**, to approve November 3, 2022, minutes.

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

November 10, 2022, meeting minutes will be skipped because Trustee Lanphear is absent.

**Motion by Trustee Leitgeb, and seconded by Trustee Stetzer**, to approve December 9, 2022, minutes.

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

**MEMBER ITEMS**

Trustee Stetzer does not have any member items.

Trustee Keating favors working directly with the developer to solve 75 Monroe. He would like to know the status of the mailer to the village residents regarding the update of 75 Monroe. The Mayor is working on a draft of this mailer.

Trustee Leitgeb does not have any member items.

Mayor Plummer announces that the Fire Department will be celebrating its 125<sup>th</sup> anniversary and having a celebration. She would like the Board to consider proclaiming appreciation for all their years of service. She would also like to issue a certificate of appreciation for Matt Payne for his many years of service.

**PUBLIC COMMENTS**

Kenneth Morrow, 48 Sutherland St., does not believe it's in the interest of the village taxpayers to participate in COMIDA for 75 Monroe. He would also like to make sure the village is not facing any pressure from the 75 Monroe developers to push the project along and that everything is being properly reviewed.

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

Thursday, January 12, 2023, at 6:30 PM

Robert Corby, 7 Washington Ave, has noticed the new trees planted in the village. He would like to know the types of trees and the policy. He would like the largest trees planted as possible.

**Motion by Trustee Keating, and seconded by Trustee Leitgeb,** to move into Executive Session regarding HR issues.

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

**Motion by Mayor Plummer, and seconded by Trustee Leitgeb,** to come out of Executive Session.

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

**DPW HIRING**

**Motion by Trustee Stetzer, and seconded by Trustee Keating,** to hire Matthew MacIntyre at the rate of \$21.50 per hour, start date pending physical, as a DPW worker.

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

**Motion by Trustee Stetzer, and seconded by Trustee Keating,** to hire Brandon Hopkins at the rate of \$18.50 per hour, start date pending physical, as an MEO, temporary month-to-month, including health care and holidays.

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

**ADJOURNMENT**

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

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

Question Report

Topic Webinar ID Actual Start Time  
 Village of Pittsford 845 7096 0526 1/12/2023 18:27

Question Details

#	Question	Asker Name	Question Time	Answered Time	Answer Name
1	video available? I don't see video...	MEC	1/12/2023 18:34	1/12/2023 18:35	Dorothea Ciccarelli
2	Please add the need to have the ped crossing signs on State Street at location of ESL be installed, similar to all newly NYSDOT constructed crosswalks on Monroe Ave, N & S. Main Street and State Street.	art pires	1/12/2023 18:54	1/12/2023 19:01	Dorothea Ciccarelli
3	Appreciate the work by Bob Corby and Renee over the months and years in seeing the NYSDOT incorporated the crosswalk at the east end of the Village in the the DOT roadway improvement project.	art pires	1/12/2023 18:58	1/12/2023 19:01	Dorothea Ciccarelli
4	Question what happen to the plans to incorporate a medium at the east end of the Village on Street treet	art pires	1/12/2023 19:00	1/12/2023 19:01	Dorothea Ciccarelli
5	Thank you Zack	art pires	1/12/2023 19:02	1/12/2023 19:03	Dorothea Ciccarelli
6	Would you please outline when the budget review meetings have been schedules=d?	MEC	1/12/2023 19:07	1/12/2023 19:18	Dorothea Ciccarelli
7	Please answer the question re: when budget meetings are scheduled	MEC	1/12/2023 19:14	1/12/2023 19:19	Dorothea Ciccarelli
8	Able to repeat the name of the consultant and explain the match bringing the total amount to \$600k ?	art pires	1/12/2023 19:21	1/12/2023 19:26	Dorothea Ciccarelli
9	Appreciate Bob's questions , as the Village residents may not know how the grant system works or what the plans are that Village representatives are aware of.	art pires	1/12/2023 19:24	1/12/2023 19:26	Dorothea Ciccarelli
10	How much is the Village's investment associated with the \$300k NYSDOT grant ?	art pires	1/12/2023 19:25	1/12/2023 19:26	Dorothea Ciccarelli
11	70 State Street	art pires	1/12/2023 19:25	1/12/2023 19:26	Dorothea Ciccarelli
12	Not able to repeat? Was not clear.	art pires	1/12/2023 19:26	1/12/2023 19:30	Dorothea Ciccarelli
13	MEC 81 south main. Congratulations on the the SHPO award. I would like to ask that the village include Historic Pittsford in the Environmental Review and planning fir the project. Thank you!	MEC	1/12/2023 19:27	1/12/2023 19:30	Dorothea Ciccarelli

14	please remove scott Harter from view unless currently needed	David Ferris	1/12/2023 19:31	1/12/2023 19:32	Dorothea Ciccarelli
14	please remove scott Harter from view unless currently needed	David Ferris	1/12/2023 19:31	1/12/2023 19:32	Dorothea Ciccarelli
15	then bring him back in view then	David Ferris	1/12/2023 19:33	1/12/2023 19:33	Dorothea Ciccarelli
16	thanks	David Ferris	1/12/2023 19:34	1/12/2023 19:34	Dorothea Ciccarelli
17	At a previous meeting, didn't the board already reject taking this to public hearing? Why is this being brought back? Our board of trustees needs to be as accessible to its public as possible.	MEC	1/12/2023 19:36	1/12/2023 19:43	Dorothea Ciccarelli
18	Dorothea. Would you please outline when the budget meetings are scheduled?	MEC	1/12/2023 19:44	1/12/2023 19:49	Dorothea Ciccarelli
19	Mike Reynolds 35 Church St Bob Corby's arguments are cogent and well founded. The arboretum should not be lumped together with the DPW in an RFP.	mike reynolds	1/12/2023 20:10	1/12/2023 20:16	Dorothea Ciccarelli
20	Would like to extend my appreciation for the Board to allow a Village resident provide a comprehensive detailed overview of the cultural, land use, zoning and planning issues associated in the consideration of the future development of both the DPW and Arboretum properties. The Board's acceptance to hear this degree of input by the public is what the Board should encourage and exercise on all projects / applications.	art pires	1/12/2023 20:15	1/12/2023 20:16	Dorothea Ciccarelli
21	Regarding Sutherland Street, how will the waterline for 75 Monroe, removal of street trees and potential for changing these plans to place the waterline in the road affect a Sutherland Street project?	MEC	1/12/2023 20:25	1/12/2023 20:28	Dorothea Ciccarelli
22	Regarding 75 Monroe, does this rfp cover offsite construction as well? This includes the Monroe Ave changes and the Sutherland Street waterline project?	MEC	1/12/2023 20:28	1/12/2023 20:36	Dorothea Ciccarelli

Suggest that as is common practice in the industry that along with issuance of RFPs that an invitation be sent out to the potential architectural-engineering professional to attend a pre-bid meeting - at which the project workscope is presented. Would best for a lump sum bid, with hourly rates of all team members in the architectural-engineering firm - for use in addressing change orders due to Errors & Omissions and changes in workscope as the project advances.

23		art pires	1/12/2023 20:39	1/12/2023 20:40	Dorothea Ciccarelli
24	Art Pires - 70 State Street	art pires	1/12/2023 20:39	1/12/2023 20:40	Dorothea Ciccarelli
25	This is Chris DiMarzo I'd like to talk if possible	CD	1/12/2023 20:44	1/12/2023 20:44	Dorothea Ciccarelli
26	Board should not cut themselves short but having a less than thorough RFP out of fear of not having firms reply.	art pires	1/12/2023 20:47	1/12/2023 20:51	Dorothea Ciccarelli