

# VILLAGE OF PITTSFORD

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## Village of Pittsford Board of Trustees Regular Meeting December 12, 2023, 5:30 PM

### **\*Tentative Agenda\***

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

#### **Public Comment**

#### **Department Reports**

- Building Inspector Report
- DPW Report
- Treasurer's / Village Clerk Report

#### **Meeting Items**

1. Short-Term Advisory Committee Presentation
2. Discussion with Bernard Donegan Inc. – Bond Issuance
3. DPW Bathroom Update
4. Discussion on a Refuse District
5. Discussion on a Village Tree Ordinance

#### **Member Items**

#### **Minutes**

*The next Scheduled Regular Meeting is January 9, 2024, and is Subject to Change Without Notice.\**

Village Board Meeting

Department Reports

Building Inspector Report

Building Inspector report– Nov 09, 2023- Dec 08, 2023

During this period 6 permits were issued for \$1905.00 in permit fees and \$206,000.00 in improvements.

Worked with residents and businesses for 1 HPB application: 9 West Jefferson – bump out/windows.

Attended training for SEQRA.

Attended second training for the new stormwater design manual and permit.

Issued 1 violation for failed inspection.

Numerous discussions and correspondence regarding a proposed waterline being drilled under State Street.

Have 90% of required fire inspections for businesses and assemblies completed for 2023.

Inspections – , 102 South Street - rough plumbing, 10 Austin Park – conditional final, 87 South Main – insulation inspections, 5 Austin Park – final framing inspection, 76 South main – side porch/failed, 54 Sutherland – framing, 6 Schoen place – final, 52/54 S main – waterline replacement/failed, 5 Sutherland – deck footers and framing, 8 Stonegate Lane – framing + insulation, 18/20 S. Main – framing, 9 Austin Park – window final, 6 Austin Park – gas appliance final, 7 Courtenay – roofing preliminary and final

Met with Village insurance carriers and walked Arboretum trails.

Numerous meetings with residents and business owners to discuss concerns and possible projects.

Patrol the Village daily and make numerous stops at sights for activity to verify if permitting is needed.

I have read and processed over 240 emails during this time, researching and answering many questions regarding zoning and Historical preservation requirements for new property owners and tenants. I have sent many response emails.

Receive on average 10-12 phone calls per day with questions on zoning, permits, or concerns over village issues.

While touring the village I found two projects this past month that were being done without permits, both permitted one completed.

# Village Board Meeting

## Department Reports

- DPW Report

# Village Board Meeting

## Department Report

### Treasurers / Village Clerk Report

- Bill Pay
- September & October Financial Report
- RFP Financial & Capital Planning
- HSA Funding
- Meetings 2024-2025

# TREASURER'S REPORT

*Submitted by  
Dorothea Ciccarelli*

## ***12/12/2023***

- **Vouchers for approval – Abstract # 15**

General Fund (#310-322):	\$37,375.33
Sewer Fund ()	<u>\$ 0.00</u>

**Total Vouchers for Approval:** **\$37,375.33**

Health Care 2024  
Health Savings Account Funding

Employee	1-Jan-24
Bleier, Zachary	\$3,350.00
Ciccarelli, Dorothea	\$1,675.00
Lauth, Steven	\$1,675.00
Rehler, Danielle	\$3,350.00
Bessey, Peter	\$3,350.00
Torres-Vaughn, Alexandria	\$1,675.00
Macintyre, Matt	\$1,675.00
Sum	<u>\$16,750.00</u>

Beasor, Sean  
Brokaw, Francine

**VILLAGE OF PITTSFORD**



**BOARD OF TRUSTEES**  
**2024 MEETING DATES**

Meetings are generally scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> **Tuesday** of each month unless otherwise noted.  
This schedule is tentative and subject to change at the discretion of the Board of Trustees.

**All meetings begin at 5:30 PM.**

<b><u>MEETING DATE</u></b>	<b><u>TENTATIVE AGENDA DEADLINE</u></b>
January 9, 2024	January 3, 2024
January 23, 2024	January 17, 2024
February 13, 2024	February 7, 2024
February 27, 2024	February 21, 2024
March 12, 2024	March 6, 2024
March 26, 2024	March 20, 2024
April 9, 2024	April 3, 2024
April 23, 2024	April 17, 2024
May 14, 2024	May 8, 2024
May 28, 2024	May 22, 2024
June 11, 2024	June 5, 2024
July 9, 2024	July 3, 2024
August 13, 2024	August 7, 2024
September 10, 2024	September 4, 2024
September 24, 2024	September 18, 2024
October 8, 2024	October 2, 2024
October 22, 2024	October 16, 2024
November 12, 2024	November 6, 2024
December 10, 2024	December 4, 2024

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Meetings are generally scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> **Thursday** of each month unless otherwise noted. This schedule is tentative and subject to change at the discretion of the Board of Trustees.  
**All meetings begin at 5:30 PM.**

**MEETING DATE**

**TENTATIVE AGENDA DEADLINE**

January 11, 2024

January 2, 2024

January 25, 2024

January 16, 2024

February 15, 2024

February 6, 2024

February 29, 2024

February 20, 2024

March 14, 2024

March 5, 2024

March 28, 2024

March 19, 2024

April 11, 2024

April 2, 2024

April 25, 2024

April 16, 2024

May 16, 2024

May 7, 2024

May 30, 2024

May 21, 2024

June 13, 2024

June 4, 2024

July 11, 2024

July 2, 2024

August 15, 2024

August 6, 2024

September 12, 2024

September 3, 2024

September 26, 2024

September 17, 2024

October 10, 2024

October 1, 2024

October 24, 2024

October 15, 2024

November 14, 2024

November 5, 2024

December 12, 2024

December 3, 2024

## **Budget Workshops**

Tuesday, January 30, 2024

Tuesday, February 6, 2024

Tuesday, February 20, 2024

Wednesday, March 20, 2024

Thursday, March 14, 2024

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# Village Board Meeting

Meeting Items  
Agenda Item 1

Short-Term Advisory Committee Presentation

# Village Board Meeting

## Meeting Items Agenda Item 2

Discussion with Bernard Donegan Inc. – Bond Issuance

# Village Board Meeting

## Meeting Items Agenda Item 3

DPW Bathroom Update

# Village Board Meeting

## Meeting Items Agenda Item 4

Discussion on a Refuse District

# Village Board Meeting

## Meeting Items Agenda Item 5

Discussion on a Village Tree Ordinance