

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

Tuesday, May 11, 2021, at 6:30 PM

Present:

Mayor:	Alysa Plummer Lili Lanphear Renee Stetzer Dan Keating Justin Leitgeb
Village Attorney:	Jeff Turner
Recording Secretary:	Dorothea M. Ciccarelli
Deputy Treasurer:	Brooklyn Thomas
Deputy Clerk:	Marina Pacheco-Walker

CALL TO ORDER

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

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

CONFLICTS OF INTEREST DISCLOSURE

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

The Village Clerk reviewed guidelines for public comment for all attendees.

BUILDING INSPECTOR REPORT

- During period 4/5/2021 – 5/7/2021 issued 9 permits for \$942.50 in permit fees and \$57,585.00 in improvements.
- Worked with residents and businesses for 7 HPB applications and 1 info only request, 1 S. Main St. – sign, 36 Sutherland – porch addition, 20 Rand place – siding, 31 Courtenay circle – windows (fire restoration), 96 S Main St. – basement windows, 36 Monroe Ave. – porch addition, 5 Monroe Ave – remodeling, and 22 Boughton for possible addition.
- Attended monthly coalition stormwater meeting for the annual report, received new forms and completed report for 2020 and submitted Inspections 11 Schoen / pavilion, Aladdin’s – framing for commissary, final for the geotherm heating system at 35 Courtenay, several trips to DPW area for ground disturbance activities, two roofing jobs, 31 Courtenay circle, 36 Monroe, 57 S. Main. Also make rounds through the village almost daily.
- Worked with Pittsford Panthers for variance applications and site plan reviews.
- Issued permit for proposed passthrough of Tequilaria new restaurant.
- I have read and processed over 380 emails during this time period, researching and answering many questions regarding zoning and Historical preservation requirements to new property owners and tenants. I have sent over 150 response emails.
- Receive on average 10-12 phone calls per day with questions or concerns over village issues.
- Attended fourth set of classes for my required annual in-service training.
- While touring the village I found three projects this month that were being done without the proper permitting and paperwork and all are now compliant
- I have spent more time on the issue of windows within the Historic districts due to the fact that we continually receive applications and questions and complaints from residents in regard to this matter. I have

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found our policy to be inconsistent with those of the city of Rochester and the Village of Brockport's historical districts and have reached out to entities within the state for some guidance.

- Completed proposed additions/changes to the fee schedule and they were approved at the organizational meeting.
- I have reached out to the numerous business owners and property managers in regard to the conditions of Schoen place in the back parking lot areas after receiving several complaints from a resident.
- Have received numerous requests and emails regarding outdoor seating and Copper Leaf is wondering why they are being left out.
- Have worked with the potential new tenant for building K at 50 state street for a special permit and structure changes, public hearing on the 25th.
- I have spent many hours in regard to the land disturbance in the open space near the DPW researching and defending the Villages position on the matter.

Discussion is had amongst Board members and the Building Inspector regarding the ongoing window issues and related discussions had by the HPB.

Trustee Lanphear provided an update on the HPB dealings with the window issue and their solution of creating lists of craftspeople who are able to evaluate and repair windows.

Trustee Leitgeb and the Building Inspector discussed the status of the Arboretum project as well as a violation at Sercu & Sercu on N. Main St.

DPW REPORT

Brush Pick-up:

- Picked up approximately 100 cubic yards of brush in the last 30 days.

Catch Basins:

- 8 basins torn down and rebuilt.
- Will pave to existing road grade in conjunction with hot patching roads in the coming weeks.

Speed Humps:

- Installed 2 speed hump sections on Rand Place.
- Installed 1 section on Boughton. Waiting on delivery of new speed humps for second section

Road paint Schoen Place:

- Painted crosswalks, arrows, and bike lane stencils.
- Will continue painting "WALK YOUR BIKE" signs on the path as soon as possible.

Sanitary Sewer Flushing:

- Flushed all of Sutherland Street.
- N Main St (north of the bridge)

Swept roads:

- All roads and parking lots have been swept. We will be on every other week sweeping schedule through the fall.
- Mowed and trimmed lawns weekly. Weeded and mulched planting beds
- Truck #14 was out for \$2,300 in repairs to front and rear alignment, new front tires and ball joints.

Japanese Knotweed:

- We roughly graded and flattened out areas where knotweed was removed.
- Covered with a heavy plastic sheeting to solarize the weed.
- Covered plastic sheeting with stone to help suppress the growth and hold the plastic in place.

Arboretum:

- Brought in straw bales and silt fence.
- Installed 800' of silt fence around the area.
- Cleared out sticks and other debris to prep the area for layers of cardboard growth suppression.

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Flowers:

- We will be picking up and hanging the flowers on May 25th.

Board members did not have questions regarding the report.

The DPW Superintendent provided an update regarding the compromised oak tree on Boughton.

TREASURERS' REPORT

The Village Treasurer presented vouchers listed on Abstract #22 of 2021/2022 fiscal year for approval.

- **Vouchers for approval – Abstract #22**

General Fund (590596, 598-602, 604-611):	\$13,066.32
Sewer Fund (597, 603, 605):	<u>\$ 657.46</u>
Total Vouchers for Approval:	\$13,723.78

Motion by Mayor Plummer, and seconded by Trustee Lanphear, to approve the payment of the vouchers listed on Abstract #22, in the amounts stated below and to charge them to the appropriate accounts.

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

VILLAGE CLERK'S REPORT

The Village Clerk presented figures for employee HSA funding.

Motion by Mayor Plummer, and seconded by Trustee Keating, to approve the funding of employee HAS accounts in the amount of \$11,250.00.

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

The Village Clerk addressed the Board regarding the switch-over from GoToMeeting to Zoom. Stated that due to the cost it is beyond her scope of approval and will need Board approval.

Motion by Trustee Keating and seconded by Trustee Leitgeb, to approve the switch-over from GoToMeeting to Zoom and to pay the associated costs.

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

Motion by Trustee Keating, and seconded by Trustee Leitgeb, to approve the switch-over from GoToMeeting to Zoom and to fund its associated expenses.

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

MINUTES

The Village Clerk presented minutes from April 8, 2021, and April 13, 2021, for approval. Corrections to the minutes were previously received from members of the Board.

Motion by Mayor Plummer, and seconded by Trustee Keating, to approve the minutes of 4/8/21 as amended.

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

Motion by Mayor Plummer, and seconded by Trustee Lanphear, to approve the minutes of 4/13/21 as amended.

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

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VILLAGE WIDE CLEAN-UP DAY

Mayor Plummer presented plans to host a community clean-up day at Schoen Place on May 22, 2021, 9:30 AM to 12 noon. Trustee Keating added that the Rotary Club and the Pittsford Chamber of Commerce would be involved with the event as well.

Trustee Lanphear suggested utilizing the event to determine why litter accumulates along Schoen Place. Discussion is had about how to conduct such an investigation. The Building Inspector stated that he is working with business owners in the area to ensure that businesses are not contributing to the litter issue.

VILLAGE ATTORNEY REPORT

The Village Attorney stated that he and Trustee Stetzer are working on finalizing the speed limit legislation.

REVIEW OF NON-MUNICIPAL PERMIT FOR A FROG HOUSE GRANTED ON FEBRUARY 17, 2021

Mayor Plummer explained that A Frog House had previously applied in order to hold an event, their application was granted.

Discussion was had about whether a non-municipal use permit was still appropriate now that the event is being held on private property. The Village Attorney advised in this circumstance due to parking and increased traffic that it was appropriate.

Motion by Mayor Plummer, and seconded by Trustee Lanphear, to waive the 45-day requirement for their application.

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

NON-MUNICIPAL PERMIT – PITTSFORD ART GALLERIES

The Village Clerk explained that the event invites the public to visit three galleries on the same evening and providing food and drink. The event has been held previously.

Motion by Trustee Lanphear, and seconded by Trustee Keating, to approve the non-municipal use permit application for the Pittsford Spring Art Walk, to be held on Thursday, May 20, 2021, from 4:00 PM to 8:00 PM and to waive the 45-day requirement for their application.

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

SPECIAL PERMIT APPLICATION – KAROL ANN KUTTER, SALON

Ms. Kutter presented a proposal to operate a hair salon at 50 State Street.

The Village Clerk stated that a public hearing may be set for June 8, 2021, at 7:00 PM.

Motion by Mayor Plummer, and seconded by Trustee Lanphear, to schedule the Public Hearing for the special permit application of Karol Ann Kutter for June 8, 2021, at 7:00 PM.

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

APPROVAL OF RETAINER AGREEMENTS – OSBOURNE & REED, ZOGHLIN GROUP

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Discussion is had amongst Board members regarding changes in rates.

Justin Vlietstra, 19 Boughton Ave. – Made several suggestions on how to alter retainer agreement for Osbourne & Reed to facilitate cost control.

Motion by Mayor Plummer, and seconded by Trustee Keating, to approve the retainer agreement from Osbourne & Reed.

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

Discussion is had amongst Board members regarding the Zoghlin retainer agreement.

Justin Vlietstra, 19 Boughton Ave. – Spoke to the benefits of having a fixed price contract.

Motion by Mayor Plummer, and seconded by Trustee Leitgeb, to approve the retainer agreement from Zoghlin Group.

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

APPLICATION FOR SHORT TERM RETAIL BUSINESS – RONALD JURINCIE

Board Members discuss status of approval through town, as the business will be run on Town property. The Village Attorney stated that a representative of the Town should sign off on the application as owner.

Mr. Jurincie arrived, and explained his proposal to operate a food truck in the Village. Explained that the menu was so that their truck would not compete with any other local restaurants. Would like to operate at 10 Main St., the same location as Harladay Hots, but at differing times.

Mayor Plummer asked Mr. Jurincie if he had been working with the town. He confirmed that he has been and was informed that they have no issues with it.

Discussion is had regarding follow up information to be presented at the Public Hearing.

The Village Attorney asked the Building Inspector if the Town had to go through a Public Hearing as well for this. The Building Inspector answered that the Town simply has an agreement.

Motion by Trustee Keating, and seconded by Trustee Stetzer, to schedule the Public Hearing for the special permit application of Ron Jurincie of BUKU Food Truck for June 8, 2021, at 7:00 PM, contingent upon receipt of approval by the Town of Pittsford.

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

DISCUSSION ON THE EXPANSION OF OUTDOOR SEATING RESOLUTION

Mayor Plummer explained that the Resolution for Outdoor Seating was previously extended to expire either by October or when COVID restrictions are lifted, whichever comes first. Stated that she is looking to have discussion because businesses have become used to it and it could suddenly go away.

Mayor Plummer also noted that allowing the businesses the option may be advantageous as some people may not be comfortable with indoor dining yet.

Mayor Plummer suggested opening up the outdoor seating permissions to businesses with commercial use rather than only allowing outdoor seating for businesses with special use permits.

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Discussion is had amongst Board members regarding how to go about allowing outdoor seating to continue and whether to consider a blanket policy or allow on a case-by-case basis.

Trustee Leitgeb explained his concern that decisions on this may circumvent the zoning process.

John Limbeck – 62 State St.: Expressed his objection to outdoor seating being allowed at Copper Leaf due to proximity to his home.

The Building Inspector addressed some of the concerns stated by Mr. Limbeck and added that it would be improper to establish caveats which would bar certain businesses from having outdoor seating.

The Village Attorney stated that the Building Inspector was correct in that if you set categories, and a business falls within that category, it must be treated the same as any other business that also falls into that category.

Emily Diaz – 81 South St.: Asked if outdoor seating could be made permanent as businesses have invested in it and it has become popular with patrons.

Art Pires – 70 State St.: Cited that certain businesses may be zoned differently and language should be incorporated to address that. Expressed support for Mr. Limbeck's comments.

Justin Vlietstra – 19 Boughton Ave.: Stated that whether the outdoor seating will be temporary for COVID or permanent going forward, further discussion should be had on how to handle approvals as some of the considerations for approval would fall under the jurisdiction of the Zoning Board.

Trustee Lanphear asked that Board members and the public return to the original discussion which was whether or not to extend the longevity of outdoor seating permissions for businesses that hold a special use permit.

Mayor Plummer confirmed that was the part of the discussion and that the other part was seeing if the Board would like to have any additional consideration for other commercial businesses that might want outdoor seating.

Further discussion is had amongst Board members regarding to whom the outdoor seating permissions would apply to.

The Village Attorney made the point that the Resolution as it stands does not violate equal protection rights.

Gabriel Diaz – 81 South St.: Stated that he agrees with the issues voiced by Trustee Leitgeb regarding general approval for outdoor seating but is optimistic if the Board works through the issues carefully.

David Marshall – 67 S. Main St.: Agrees with Trustee Leitgeb's comments and stated that he is in favor of public input on the matter. Concurred that agricultural uses are different than restaurant/tavern use.

Motion by Trustee Leitgeb, and seconded by Trustee Keating, to extend the Outdoor Seating Resolution timeframe to either the end of October, or until COVID restrictions are lifted, whichever occurs later.

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

The Village Clerk explained to members of the public that she is not attempting to censor any comments only that comments that are inappropriate or not relevant to the topic of discussion will not be read aloud. All comments will be captured and added to the meeting record.

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STEWARDSHIP COMMITTEES FOR SUSTAINABILITY

Mayor Plummer explained that she is proposing the establishment of one or more stewardship committee that will consider matters related to climate change and environmentalism.

Mayor Plummer suggested planting a pollinator and cutting garden at Village Hall to utilize some of the green space around the building.

Mayor Plummer stated that she has reached out to certain businesses about the type of waste that they generate and methods by which they could incorporate green practices relative to recycling into their waste management processes.

Mayor Plummer referenced the 1999 N.W. Quadrant survey and explained how it showed that there are far invasive species in the area than there are native plants.

Board members held discussion regarding the logistics of the stewardship committees.

Margot Fass – 65 State St.: Asked how residents could apply for the committee.

The Village Clerk explained that Mayor Plummer will be reaching out through social media to establish the committees and possibly larger “Friends of” groups who may have an interest in Village projects but may not necessarily be able to make the time commitments.

AUBURN LINE PARK DISCUSSION

Mayor Plummer explained that the “pocket park” by the Pittsford Dairy and Robert’s Kitchen is in need of a clean-up and suggested planting some low-level natives to help improve the view-shed.

Trustee Lanphear noted that the property belongs to RG&E and that their permission will be needed. Also asked if a type one SEQR will be needed.

The Village Attorney explained that SEQR would be determined by the plans.

Trustee Keating stated that he is not in favor of reading comments or questions from anonymous viewers. Stated that there should be a name and address attached to each submission. Mayor Plummer agreed. The Village Attorney stated that anonymously submitted comments should not be made part of the record.

ETHICS BOARD APPOINTMENTS

Mayor Plummer explained that the Village does not have a seated ethics board and that one is needed to handle complaints. Further explained that she has found 3 qualified candidates for appointment.

Trustee Keating stated that, as a matter of transparency, when there is an opening for any boards, that position should be advertised by the Village in order to solicit applicants. Trustees Stetzer and Leitgeb voiced their agreement.

Discussion was had amongst Board members regarding alternatives to convening an ethics board. Trustee Leitgeb recommended that the Village refer all ethics complaints to the Monroe County Ethics Board, he discussed his concerns related to finding residents to serve on the Board, and the possibility of liability and legal issues related to the decisions of the Board.

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The Village Clerk added that NYCOM does recommend that each municipality have a seated ethics board.

The Village Attorney added that the Ethic's Board would be an advisory Board, and that the Board of Trustees is still the final decision maker. As such, the Board is subject to Article 78 proceedings if anyone were to challenge their decision.

Mayor Plummer noted that all Boards are subject to an Article 78 proceeding if their decisions are challenged. The Village Attorney confirmed this.

Discussion is had regarding legal protections for the Ethic's Board. It is clarified that decision making boards are subject to Article 78, not advisory boards.

David Marshall – 67 S. Main St.: Agreed with the comments of Trustee Leitgeb, that ethics complaints should be referred to Monroe County.

Sue Emmel: Agreed that establishing an ethics board is very important and that time should not be a factor.

Mike Reynolds – 35 Church St.: Agreed with the comments of Trustee Leitgeb, believes that the County can handle the complaints better than the Village.

David Marshall – 67 S. Main St.: Asked if appointing an ethics board after a complaint has already been filed is an ethical question of appropriateness.

The Village Clerk noted that she is the only person to have reviewed the complaints and that she has not shared them with anyone else, therefore the ethics board appointments are not influenced by the current complaints in any way.

Mayor Plummer stated that if there were any circumstances where there is a conflict of interest for any member of any board, they would disclose the conflict and recuse themselves from the matter. That would hold true for the Ethics Board as well.

Mayor Plummer agreed it would be best to open the ethics board positions to Village residents for them to apply.

Board members agree to compile a description for the position, and advertise it on the Village's Facebook, website, and newsletter. It is suggested that the Board gather applications and resumes for approximately two weeks and then appoint Board members.

DEVELOPING A NEWSLETTER

Trustee Keating explained that he shared a Google Doc with suggestions to the Trustees for several subjects that could become newsletter items. If any Board members have pieces that they would like to add, they can write them up and add them to the Google Doc. Asked that Board members submit their topics by Friday and then divide up and write the different pieces. Mayor Plummer will have the final review and edit, then the piece will be published by office staff.

Trustee Stetzer asked what the deadline is to have the pieces written by. Trustee Keating suggested allowing another week for Board members to write their pieces, suggested limiting pieces to one to two paragraphs.

BOY SCOUT PROJECT REQUIREMENTS

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Mayor Plummer suggested coming up with ideas on how to make it easier for Boy Scouts to work with the Village for projects that would help them earn their Eagle Scout promotion.

Trustee Lanphear stated that she has spoken with two Boy Scouts members, and they explained that they have a specific set of guidelines that they must follow to earn their promotion. Trustee Lanphear commented that she is unsure how the Village may add to that process.

Mayor Plummer recounted an instance where she noticed someone taking down the historical marker in front of Village Hall, later found out that it was a Boy Scout taking the marker down as a part of his project. Mayor Plummer explained that she is looking to establish a procedure for Scout projects on the Village end and is looking for a way to allow other members of the Board to be aware of scout projects and their completion timelines.

Discussion is had regarding a Scout's historical marker project and whether or not it was approved by the Board.

Trustee Lanphear explained that the Scout working on the historical marker project received approval from the Town as it was determined that the markers were the property of the Town.

Board members agree that the Village should have been notified as well as a courtesy.

The Village Clerk noted that for the flag holder project, the Eagle Scout presented to the Board but a motion for approval was not made. Asked if that is needed for all Scout projects going forward.

Motion by Trustee Lanphear, and seconded by Mayor Plummer, to approve the project of Eagle Scout Candidate Nick Parrone, to replace the caps flag holders for the American flags that line Main and State Streets as outlined in the minutes of 8/11/21.

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

VILLAGE OFFICE RE-OPENING

Mayor Plummer explained that the Governor has loosened COVID-19 restrictions for New York State and the Village Hall, and the American Legion may re-open to the public. Stated that the meeting room is still not yet ready to be re-opened.

Mayor Plummer outlined the intention to hold hybrid virtual and in-person meeting rooms once the Pandemic is over. To do so will require technology upgrades to the meeting room.

Trustee Stetzer asked if small meeting groups could use the meeting room. The Village Clerk explained that a group of 2-3 people could be seated comfortably in the room as it is but to have more would become tricky with the room setup as it is now.

Mayor Plummer added that she is looking into having some outdoor seating available a Village Hall and that some small meetings could be held there.

MEMBER ITEMS

Trustee Keating – Updated the Board that he met with the Chamber of Commerce and discussed the Clean-up Day as well as the intention to hold some kind of Candlelight Night this year due to the easement of the COVID restrictions.

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Trustee Keating also updated the Board on the status of the CCA, he received an email from Sue Hughes Smith explaining that the bids come back on June 1st. A meeting is scheduled between Mayor Plummer, Trustee Keating, and Ms. Hughes Smith.

Trustee Keating informed the Board that Pride month is coming up in June and a Village resident has gifted the Village a LGBTQ+ flag to fly at Village Hall. Suggested a Resolution be done for Pride.

Discussion is had by Members of the Board regarding the acceptance and display of flags and banners on government buildings.

Trustee Lanphear – Updated the Board regarding last night’s Historical Preservation Board meeting in her capacity as the Board liaison.

David Marshall – 67 S. Main St.: Requested disclosures from Mayor Plummer and Trustee Keating regarding a meeting with Chris DiMarzo.

Mayor Plummer and Trustee Keating agreed to share their notes.

Motion by Mayor Plummer, and seconded by Trustee Lanphear, to enter into Executive Session to discuss a financial personnel issue.

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

Motion by Trustee Keating, and seconded by Trustee Leitgeb to exit Executive Session.

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

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

Vote: Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

Marina Pacheco-Walker