

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

Tuesday, June 22, 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

**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.

**TREASURERS' REPORT**

The Deputy Treasurer presented vouchers listed on Abstract #006 and Abstract #007 of the 2021/2022 fiscal year for approval.

- **Vouchers for approval – Abstract #006**
  - General Fund (32-41) \$33,796.96
  - Sewer Fund (n/a) \$ 0.00
  - Capital Improvement Fund (n/a) \$ 0.00
  - Total Vouchers for Approval: \$33,796.96**
  
- **Vouchers for approval – Abstract #007**
  - General Fund (42-59) \$14,823.99
  - Sewer Fund (n/a) \$ 0.00
  - Total Vouchers for Approval: \$14,823.99**

Trustee Keating asked for clarification regarding a Williamson Lawbook charge. The Village Clerk explained the reason for the charge.

Trustee Leitgeb asked about line items related to concrete and asked why they were assigned to the general account. Mayor Plummer stated that The Village Treasurer could follow up.

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**Motion by Trustee Leitgeb, and seconded by Trustee Lanphear,** to approve the payment of the vouchers listed on Abstract #006 and Abstract #007, except for line items 33, 34 and several bank cards items, in the amounts stated below and to charge them to the appropriate accounts. The held-over items will be paid upon review and approval at a later date.

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

Trustee Lanphear listed several outstanding invoices from Osbourne Reed & Burke: #60516, #60433, #60434, and #60435, covering a period from February 28, 2021, to May 31, 2021.

**Motion by Trustee Lanphear, and seconded by Trustee Leitgeb,** to approve payment of outstanding invoices from Osbourne Reed & Burke.

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

Trustee Keating noted that the reason for his abstention was because he had not yet reviewed the bills.

**VILLAGE CLERK REPORT**

The Village Clerk updated the Board regarding the American Rescue Funds. Upon speaking with the Village Attorney, it is suggested that the Board grant the Mayor authority to sign off on applications for the funding as necessary.

**Motion by Trustee Lanphear, and seconded by Trustee Stetzer,** to grant Mayor Plummer authority to sign off on paperwork related to the receipt of American Rescue funding.

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

**75 MONROE AVENUE MEETING PLANNING**

The Village Clerk explained the tentative logistics of the meeting. Members of all Village Boards are welcome to attend virtually or in-person. The public is asked to attend virtually. Noted issues with allowing Board members attending virtually to ask questions. ‘Q&A’ will be active if Board members wish to type in their questions. State mandated COVID-19 restrictions will be imposed. The public will be invited to attend and ask questions at a follow-up meeting

**BRIDGE CONSTRUCTION WEAR & TEAR STUDY**

Board members previously received a proposal by SRF to conduct a traffic study on Schoen Place. Mayor Plummer explained that they had a study from before construction to use as a baseline, the study now will show the effects of the bridge closure on Schoen Place.

Trustee Stetzer added that the Village will be paying for the study up front, but the Board is hoping to recoup the cost from NYSDOT along with the cost of repairs to Schoen Place.

**Motion by Trustee Keating, and seconded by Trustee Lanphear,** to approve the proposal of SRF to conduct a ‘Wear & Tear’ Study on Schoen Place.

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

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Trustee Stetzer noted that the study would be happening very quickly. The Mayor confirmed this and estimated that the study would be complete in approximately 10 days, the project is being done as quickly as possible as construction on the bridge is ending.

**HOPR AGREEMENT**

Trustee Stetzer explained that she is waiting to receive the final version of the agreement, is not expecting changes from the redlined version sent to the Board. Further explained that they are waiting for the issuance of a permit to place a rack in front of Village Hall, but the agreement is needed first. Trustee Stetzer provided 2 options; first, to wait for the July Board meeting, and the Building Inspector may issue the permit after that meeting, or, to give Mayor Plummer the authorization to sign the agreement when it arrives.

Trustee Keating asked Trustee Stetzer if she had been advised by the Village Attorney to propose those options. She confirmed that was the case but would feel more comfortable with the Attorney in attendance to confirm as well.

**SENECA PARK ZOO PROPOSAL FOR THE ROBERT C. CORBY ARBORETUM/TREE ADOPTION PROGRAM**

Board members previously received a Memorandum regarding the proposal of Tom Snyder, Director of Conservation, and Dave Will, Naturalist, from the Seneca Park Zoo Society. Mayor Plummer explained that their proposal is to bring their team to walk the site, create a site map, and identify trees and invasives. Further explained that they are willing to come back and hold a walk with residents as well. Mapping will take place June 30<sup>th</sup> through July 1<sup>st</sup>, then the nature walk will take place on July 24<sup>th</sup>.

**Motion by Trustee Lanphear, and seconded by Trustee Stetzer**, to approve the proposal of the Seneca Park Zoo Society.

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

**MEMBER ITEMS**

**Trustee Stetzer** – Stated that Trustee Lanphear brought it to her attention that the bike racks at the new pavilion are causing bikes to spill over into the walkway. She is working with the DPW Superintendent to determine new locations for the racks. Proposed new locations at the bike boulevard/canal path junction and in front of Neutral Grounds Coffee House. Both locations are Village property.

Trustee Stetzer stated that there have been multiple requests to turn the water fountain at Schoen Place back on. Typically, that does not require Board discussion as it is done seasonally but in light of COVID-19 and state restrictions she is bringing it before the Board.

**Poll:** Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes.

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Trustee Stetzer updated the Board regarding the area on the canal path that is crumbling. The DPW Superintendent, Village Attorney, and the Mayor are addressing the issue.

**Trustee Leitgeb** – Requested a discussion regarding painting at Village Hall. Trustee Leitgeb suggested referring the matter to the HPB. Mayor Plummer, Trustee Leitgeb, and the Village Attorney briefly discussed the matter.

Trustee Lanphear asked if municipal buildings fall under different guidelines and also noted that the building was gifted to the public and if that should be considered.

Mayor Plummer noted several other building modifications made that should go before the HPB as well.

Trustee Stetzer asked if the purpose of involving the HPB was for “Checks and balances” and asked if there were any other persons or entities to be considered to advise.

The Village Clerk noted for the record that the Board had previously approved to have the front and side doors of Village Hall restored.

**Motion by Trustee Leitgeb, and seconded by Trustee Lanphear**, to request that the HPB advise on the restoration of the Village Hall the painting in the front office.

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

**Mayor Plummer** – Informed the Board that the restored front door of Village Hall to be picked up tomorrow. The Side door will be restored shortly after.

**PUBLIC HEARING – 35 LINCOLN AVENUE, FARMERS’ MARKET**

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

Mayor Plummer opened the floor to comments from Board members.

Trustee Keating voiced support for the Farmers’ Market.

**Motion by Trustee Lanphear, and seconded by Trustee Stetzer**, to open the Public Hearing.

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

Mayor Plummer opened the floor to comments from the public.

**Lisa Cove, 44 S. Main St.** – Loves the market. Stated that she prefers that it be located in the previous N. Main St. location as it gives the market better visibility and brought in more visitors. Suggested that a different day of the week be considered as holding the market Saturday means it must compete with many other markets in the area. Suggested Thursday nights.

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**Abby Rice, Impact Earth** – Appreciates the Board’s help in continuing the Market. Stated that they have no plans to change the location or the day of the market but is open to changing it in the future if interest is shown.

Trustee Lanphear noted that the Village owns banners advertising the market and suggested that the banners be sold or auction to generate income for another project as they are currently in storage.

A member of the public asked why the banners could not be used. Trustee Lanphear explained that the dates on the banners are incorrect. Board members to follow-up to ensure that banners belong to the Village and not Friends of Pittsford Village (FOPV).

The Building Inspector added that he spoke with some of the vendors at the market and asked them to space their tents to accommodate COVID-19 State restrictions. Further explained that he is in need of updated drawings showing the added spacing. Ms. Rice stated that she can provide the updated drawings.

The Building Inspector requested that the motion to approve be contingent on his approval of the updated locations of the tents and the music.

**Motion by Trustee Keating, and seconded by Trustee Stetzer**, to close the Public hearing.

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

**Motion by Trustee Stetzer, and seconded by Trustee Lanphear**, to approve the application of Jessie Hollenbeck and Impact Earth to hold a Farmers’ Market at the Spiegel Center every Saturday from 9:00 AM – 1:00 PM from July 10, 2021, to August 28, 2021, with the condition that the Building Inspectors approves of updated tent and music locations.

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

**MEMBER ITEMS (CONTINUED)**

**Trustee Leitgeb** – Read a comment from the PZBA regarding 75 Monroe/Westport Crossing matter into the record. (Letter attached)

Trustee Keating – Stated that he is highly in favor of transparency regarding 75 Monroe. Noted that nothing was voted on tonight in regard to it but asked why a meeting would be held without public comment. Mayor Plummer explained that time sensitivity and technology issues are the reasons why public comment will not be held at the initial meeting, but a second meeting will be held with public comment included.

**HOPR AGREEMENT (CONTINUED)**

Trustee Stetzer reiterated the options of waiting to approve the HOPR agreement until the July meeting or granting Mayor Plummer the authorization to sign off on it.

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The Village Attorney presented a third option of making the changes themselves, allow Mayor Plummer to sign and send it back to HOPR in order to move forward. Trustee Stetzer stated that she is comfortable with that option.

**Motion by Trustee Stetzer, and seconded by Trustee Keating**, to grant Mayor Plummer the authority to sign the HOPR Agreement as re-drafted by Trustee Stetzer and the Village Attorney in conformity with her previous email to the Board.

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

**Motion by Trustee Lanphear, and seconded by Trustee Keating**, to adjourn.

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

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Marina Pacheco-Walker, Recording Secretary