

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

Monday, August 10, 2021 at 6:30 PM

**Present:**

**Mayor:** Alysa Plummer  
Lili Lanphear  
Renee Stetzer  
Dan Keating  
Justin Leitgeb

**Recording Secretary:** Dorothea M. Ciccarelli  
**Deputy Clerk:** Marina Pacheco

**CALL TO ORDER**

**Motion by Mayor Plummer, and seconded by Trustee Stetzer,** 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. The Village Clerk introduced registered speakers:

**Art Pires, 73 State St.** – Expressed concern regarding the public comment guidelines. Understands that the intent of public hearing is to have residents learn about and comment upon the details of an application. Cited the importance allowing residents to convey their personal experiences to the Board so that Board members may fully understand how their decisions effect residents. Believes that collecting public comment before an application is heard is not transparent. Further stated that he believes the guidelines preclude residents from asking questions about Board member statements or correcting misinformation. Asked why written comments that are submitted cannot be read aloud in the meeting. Spoke on the difference between zoom meetings and zoom webinars and how webinars do not allow attendees to see each other.

Mr. Pires reached the 3-minute time limit.

Trustee Keating responded that there is a difference between a public meeting and a public hearing.

**Robert Corby, 7 Washington Ave.** – Cited multiple NYCOM trainings stating that one of the key components of all trainings is the access for the people to governmental processes. Finds that restricting public comment takes that access away. Does not find any logical reasoning for the imposition of the new policy and asked that it be reconsidered.

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**David Ferris, 27 Monroe Ave.**– Unsure how the process of collecting comment prior to the meeting is supposed to work. Believes that the Town Board’s model should be used as an example as they allow comments after every major item and before the vote, there is also a public comment session at the end of the meeting for anything that the public wishes to bring to the Board.

**Emily Diaz, 81 South St.** – Appreciates the update to the guidelines and the attempts to make meetings more efficient but echoes the concerns of other residents. Finds value in having comments be made at the end of the meeting as well as at the beginning. Asked if comments received in the 6:15 public comment period would be made a part of the record. Also stated she would like to see language regarding how public comments can be made virtually as she only noticed language regarding in-person speakers.

Mayor Plummer responded to the question regarding the 6:15 comment period explaining that nothing is changing in terms of the existing policy, it is on the agenda to be discussed later.

Trustee Leitgeb made a point of clarification that the Board was already enforcing these rules that have not yet been formally adopted. The Village Clerk explained that the original guidelines are the ones that the Clerk read and were adopted in 2016. Found that a 3-minute time frame has been the standard as far back as 2014.

Mayor Plummer explained that the 3-minute public comment period was implemented years ago, and those are the guidelines that were read at the start of the meeting, nothing has changed. The 30-minute public comment period was implemented in October of 2014, the period lasted for 5 months and was dropped in April of 2015. Explained that the Board is circling back and reinstating what was already in place to provide a dedicated time for the public. Further explained that all correspondence received from the public is a matter of public record. Mayor Plummer commented that when she was on the Board as a trustee, the Board instated a “Coffee and Conversation” event which was another opportunity for the public to casually yet formally discuss issues, and that she intends to reinstate that as well in September. Mayor Plummer also stated that she has proposed to the trustees that they hold office hours, so that residents may reach out and hold direct conversations. Noted that the first sentence of the guidelines states that the public may speak during the public comment period or at any other time that the Board sees fit to accept public comment, and that has always been the case.

**Lindsay Graham, 65 State St.** – Commented that she has attended many meetings and has never seen someone cut off mid-sentence at 3-minutes, further stating that it is not friendly. Suggested that someone notify speaking residents what time they have left.

**Motion by Trustee Leitgeb and seconded by Mayor Plummer,** to allow Robert Corby to speak again.

**Vote:** Plummer – yes; Lanphear – yes; Keating – no; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

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**Robert Corby, 7 Washington Ave.** – Clarified that guidelines are from 2016 and were used because during that period the Board was holding a number of long public hearings on 75 Monroe. Further stated that the administration has changed since enactment of that policy. Believes that it is imperative to good governance to give the public sufficient time for questions and comments especially in cases of issues that are not well understood. Asked why the Village would adopt a policy that is more restrictive than the Town of Pittsford when the Village serves less people.

Mayor Plummer replied that the policy being discussed is from 2016 and the only thing that the Board is voting on is to bring back the 30-minute public comment period.

**Motion by Mayor Plummer and seconded by Trustee Lanphear**, to allow David Ferris to speak again.

**Vote:** Plummer – yes; Lanphear – yes; Keating – no; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

**David Ferris, 27 Monroe Ave.**– Expressed that the major flaw in this discussion is that it is not the same as before. Believes that the comment periods should be after the discussion takes place.

Mayor Plummer responded that it was a good point and was not addressed in the policy adopted in 2016. Explained that all comments received either in-person or in writing are added to public record.

### **BUILDING INSPECTOR REPORT**

Board members reviewed the Building Inspector report prior to the meeting.

Trustee Keating stated in regards to outdoor seating that it was his understanding from the previous discussion that the Board would recommend that Copper Leaf go before the PZBA for this. Asked if Copper Leaf and the PZBA had been informed of that.

The Village Clerk responded that she was unsure as the discussion was had in a workshop meeting. Mayor Plummer suggested that the Board follow up with the Building Inspector.

### **DPW REPORT**

Board members reviewed the DPW report prior to the meeting.

Board members discussed fencing along the canal path and the erosion issue. Next step will be to review the Canal Corporations' proposed solution.

Board members briefly discussed Boughton Avenue oak tree remediation as well as upcoming roadwork projects.

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The DPW Superintendent updated the Board on the speed centuries purchase. 4 solar powered mobile units to be purchased.

**Motion by Trustee Stetzer and seconded by Trustee Keating**, to purchase two mobile speed century units at \$3,000 and one solar speed century unit at \$6,400 and to authorize the Village Treasurer to allocate additional funds needed over the budgeted amount.

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

Board members and the Village Attorney briefly discussed marijuana legislation and how to proceed.

**SPECIAL PERMIT – BONNIE JEAN HAHN – SKIN CARE**

Ms. Hahn presented her proposal to open a skincare business at 50 State Street, Bldg. J, 2<sup>nd</sup> Fl. in Northfield Commons.

**Motion by Trustee Keating and seconded by Trustee Stetzer**, to set a public hearing for the Special Permit application of Bonnie Jean Hahn for September 14, 2021 at 7:00 PM.

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

**SPECIAL PERMIT – VILLAGE BAKERY AND CAFÉ**

Mr. Kuhe presented his proposal to add additional seating as well as the addition of a dinner component to the business including the sale of beer and wine. Mr. Kuhe has previously obtained the necessary licensing.

**Motion by Trustee Lanphear and seconded by Trustee Keating**, to set a public hearing for the Special Permit application of The Village Bakery & Café for September 14, 2021, at 7:00 PM.

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

**SPECIAL PERMIT – THIRSTY'S**

Mr. Gianniny explained that he is in the process of purchasing Thirsty's at 8 State St. and part of the process is to apply for a new special permit. Mr. Gianniny explained that he will be making no changes and intends to run the business in the same manner as before.

**Motion by Trustee Keating and seconded by Trustee Stetzer**, to set a public hearing for the Special Permit application of Thirsty's for September 14, 2021 at 7:00 PM with the condition that the sale be completed prior to that time.

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

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**NON-MUNICIPAL APPLICATION – PITTSFORD SUTHERLAND HIGH SCHOOL –  
HOMECOMING PARADE**

The Village Clerk explained a proposal to hold the parade on Saturday, October 9, 2021 beginning and ending at Pittsford Sutherland High School.

Board members discussed previous issues with streamers/confetti. Mayor Plummer recommended that biodegradable streamers/confetti be used.

**Motion by Trustee Stetzer and seconded by Trustee Keating**, to approve the non-municipal application of Pittsford Sutherland High School for the Homecoming Parade on October 9, 2021. With the condition that biodegradable streamers/confetti be used.

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

**NON-MUNICIPAL APPLICATION – DUCK DROP**

The Village Clerk explained a proposal to hold the annual duck drop on September 18, 2021 between 4:00 PM and 6:00 PM. A 45-day waiver is required.

**Motion by Trustee Keating and seconded by Trustee Leitgeb**, to approve the non-municipal application for the Duck Drop event on September 18, 2021 and to waive the 45-day requirement.

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

**NON-MUNICIPAL APPLICATION – TURN THE TOWNS TEAL**

The Village Clerk explained that the event is held every year to promote awareness about ovarian cancer. Teal banners are placed around Village trees on September 1<sup>st</sup> and left up until the end of the month. Discussion was had by Board members regarding how to provide greater safety for those involved.

**Motion by Trustee Keating and seconded by Mayor Plummer**, to approve the non-municipal application for the Turn the Towns Teal event and to waive the 45-day requirement with the condition that participants hang the banners on a weekend and stay along the sidewalks.

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

**NON-MUNICIPAL APPLICATION – EMBRACE YOUR SISTERS**

The Village Clerk explained that the walk is held to promote awareness about breast cancer on September 26, 2021. Previous guidelines imposed by the Board were that the participants must walk on the sidewalks and must be courteous about the noise level.

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**Motion by Trustee Lanphear and seconded by Trustee Stetzer**, to approve the non-municipal application for the Embrace Your Sisters event and to waive the 45-day requirement with the condition that participants observe guidelines as previously issued by the Board.

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

**NON-MUNICIPAL APPLICATION – TOWN OF PITTSFORD – FOOD TRUCK & MUSIC FEST**

The Village Clerk explained that the annual event will be held September 18, 2021 from 12:00 PM to 9:00 PM on South Street.

**Motion by Trustee Stetzer and seconded by Trustee Lanphear**, to approve the non-municipal application for the Town of Pittsford Food Truck & Music Fest and to waive the 45-day requirement.

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

**TREASURERS' REPORT**

The Deputy Treasurer presented Vouchers listed on Abstract #09 of the 2021/2022 fiscal year for approval.

**Vouchers for approval – Abstract #09**

• General Fund (99-100, 102-122, 124-138)	\$60,989.69
• Sewer Fund (123, 137)	<u>\$ 105.13</u>
<b>Total Vouchers for approval:</b>	<b><u>\$61,094.82</u></b>

**Motion by Trustee Keating and seconded by Trustee Leitgeb**, to approve payment of the Vouchers listed on Abstract #09 in the amount of \$61,094.82 and charge them to the appropriate accounts.

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

The Village Treasurer provided the Board with an update on the Annual Update Document (AUD) and reviewed year-end recap.

**Motion by Trustee Lanphear and seconded by Trustee Leitgeb**, to extend the employment of Mary Marowski until November 1, 2021.

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

**VILLAGE CLERK REPORT**

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The Village Clerk presented the guidelines for public comment with the updates included from the previous discussion. Board members determined that the policy must be further discussed and discussed the possibility of workshopping the documentation via Google Docs.

**Motion by Trustee Leitgeb and seconded by Trustee Keating**, to continue public comment policy discussion at the next scheduled workshop meeting.

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

The Village Clerk proposed scheduling the next workshop meeting for September 9, 2021

**Motion by Trustee Leitgeb and seconded by Trustee Stetzer**, to add the sample rules of procedure to the agenda of the next scheduled workshop meeting.

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

The Board recessed for a 5-minute break.

**MINUTES**

The Village Clerk presented the following minutes for approval. Corrections to the minutes were previously received from members of the Board.

- Village Board Budget Meeting, April 14, 2021
- Village Board Regular Meeting, May 25, 2021
- Village Board Special Meeting, June 1, 2021
- Village Board Regular Meeting, June 8, 2021
- Village Board Special Meeting, June 22, 2021
- Village Board Special Meeting, June 30, 2021

**Motion by Trustee Keating and seconded by Trustee Stetzer**, to approve the minutes of 4/14/21 as amended.

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

**Motion by Trustee Stetzer and seconded by Trustee Keating**, to approve the minutes of 5/25/21 as amended.

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

**Motion by Trustee Leitgeb and seconded by Trustee Lanphear**, to approve the minutes of 6/1/21 as amended.

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

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**Motion by Trustee Stetzer and seconded by Trustee Leitgeb**, to approve the minutes of 6/8/21 as amended.

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

**Motion by Trustee Keating and seconded by Trustee Stetzer**, to approve the minutes of 6/22/21 as amended.

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

**Motion by Trustee Stetzer and seconded by Trustee Leitgeb**, to approve the minutes of 6/30/21 as amended.

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

### **SCHOEN PLACE ASSESSMENT REPORT**

Board members discussed the purpose of the assessment which is to make an argument for the solicitation of funding from NYSDOT regarding the wear-and-tear damage that Schoen Place sustained while the bridge was closed. Assessment is currently in draft form.

**Motion by Trustee Stetzer and seconded by Trustee Leitgeb**, to conditionally approve the Schoen Place assessment report pending clarification of the data that was collected after the bridge re-opened.

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

### **VILLAGE PAVEMENT MARKING PLAN REVIEW PROPOSAL FROM SRF**

Trustee Stetzer explained that NYSDOT provided an initial striping plan and the plan was given to SRF to address some concerns. Focusing on certain areas where the proposed plan suggested eliminating parking and/or adding a bike lane. The estimate obtained from SRF is the first step.

**Motion by Trustee Lanphear and seconded by Trustee Keating**, to approve the expense as outlined in the estimate provided by SRF.

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

### **GRANT PROJECTS – SENATOR BROUK’S OFFICE**

Mayor Plummer explained that she received a call from the Senator’s office informing here that there was potentially funding available for grants for the Village ranging from \$25,000 to \$100,000 dollars. The Village will pay up front and be reimbursed at a later date. Once the project is determined the Board must submit a letter to the Senator’s office outlining the project and estimating the funding being sought.

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**MEMBER ITEMS**

**Trustee Leitgeb** – Shared further comments regarding the public comment policy. Trustee Leitgeb also requested an Executive Session to discuss an employee matter.

**Trustee Lanphear** – Informed the Board that signage had been placed on the oak tree to inform the public of what was going on with the tree. Trustee Lanphear explained that she had received many comments from residents interested in proposing solutions for the tree.

**Trustee Keating** – Shared his thoughts on holding Board meetings via ZOOM rather than in person as the Executive Order ran out, but the pandemic is still going on. The Village Clerk to double check the Open Meetings Law Policy and NYCOM guidance on virtual meetings.

Trustee Keating asked if 2 monthly meetings were needed or if the Board could get by with a single regular meeting and workshop meetings as required. This is to address the length and frequency of the current meetings.

Trustee Keating stated that he received a call from Chris DiMarzo regarding the public meeting for 75 Monroe where Mr. DiMarzo expressed frustration over his unfulfilled attempts to meet with the other Boards. Board members discussed that new materials were dropped off to the Village office and how the other Boards were proceeding with holding their meetings.

The Village Clerk read further public comment:

**Sue Emmel** – Thanked Trustee Leitgeb for his advocacy for residents.

**David Marshall, 67 South Main St.** – Provided advice regarding agenda items.

**Mayor Plummer** – Updated the Board regarding the clear cutting along the canal. Mayor Plummer will be attending an informational meeting regarding the action and reporting back to the Board.

Mayor Plummer stated that the Golisano Institute energy audit on the Village HVAC system will begin soon.

Mayor Plummer and the Village Clerk previously had a ZOOM meeting with Highland Planning regarding an interactive polling/information collecting application called “Instant Input”. Seeking to discuss further at workshop meeting.

**Motion by Trustee Keating and seconded by Trustee Stetzer**, to enter into Executive Session.  
**Vote:** Plummer – yes; Lanphear – yes; Keating – yes; Stetzer – yes; Leitgeb - yes. *Motion Carries.*

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**Motion by Trustee Leitgeb and seconded by Stetzer**, to exit executive session and adjourn the meeting.

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

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Dorothea Ciccarelli, Recording Secretary