

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

Monday, November 22, 2021, at 7 PM

**Present:**

**Mayor:** Alysa Plummer  
Lili Lanphear - absent  
Renee Stetzer  
Justin Leitgeb  
Dan Keating  
**Village Attorney:** Jeff Turner  
**Recording Secretary:** Dorothea Ciccarelli

**CALL TO ORDER**

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

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

Mayor Plummer acknowledged the recent passing of Mark Harrington, and asked for a moment of silence in his memory. Mark had been a member of the Historic Preservation Board until his resignation this fall.

**CONFLICTS OF INTEREST DISCLOSURE**

Board members indicated that they had nothing to disclose in regard to this meeting’s agenda.  
Board members indicated that they had no conflicts of interest to report.

Village clerk read the guidelines for public comment for all participants.

**TREASURER’S REPORT**

The Village Clerk presented vouchers listed on Abstract #15 of 2021 / 2022 fiscal year for approval. A motion was made by Trustee Keating, seconded by Trustee Stetzer, to approve payment of the vouchers listed on Abstract #15, in the amounts stated below and to charge them to the appropriate accounts.

**Vouchers for approval – Abstract #15**

- General Fund (#307 - #325) \$16,092.27  
\$16,092.27

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

**Motion by Trustee Keating, second by Trustee Leitgeb** to approve vouchers for payment as presented.

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

**VILLAGE CLERK’S REPORT**

Request for approval for two-month funding for healthcare (HSA) for new DPW hire.

**Motion by Trustee Keating, second by Trustee Leitgeb** to approve healthcare funding as requested.

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

**NON-MUNICIPAL USE PERMIT: MENORAH LIGHTING**

In absence of other representation, Village Clerk presented request for the annual non-municipal use request to light the Menorah at 4 corners on November 30, at 6PM, waiving the 45-day requirement.

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**Motion by Trustee Keating, second by Trustee Stetzer** to approve the application and waive the 45-day notification for the non-municipal permit.

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

**NON-MUNICIPAL USE PERMIT: CROSSING GUARDS AT MONROE/SUTHERLAND INTERSECTION**

Pittsford PTSA representative Jen Canning requested approval for crossing guards at Monroe Avenue and Sutherland Street, in order to assist students crossing at this busy site.

**Motion by Trustee Stetzer, second by Trustee Keating** to approve the application, waiving the 45-day requirement, as requested.

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

**HIRING DPW EMPLOYEES**

Request to hire Jason Imes.

**Motion by Mayor Plummer, second by Trustee Stetzer** to approve hiring Jason Imes at \$18.00/hr. as a laborer for the DPW.

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

Request to hire Sean Darcy.

**Motion by Trustee Keating, second by Trustee Stetzer** to approve hiring Sean Darcy as MEO, at \$20.00/hr.as requested.

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

**TREE DONATION PROGRAM**

Donation Policy needed to clarify costs and responsibilities involved with tree donations to the village.

Village Clerk to survey other municipalities as to their tree donation programs and work with Village attorney to prepare policy to present to Mayor and Trustees.

Mayor Plummer to follow up with Trustee Lanphear regarding current request to make a tree donation.

**MAYORAL APPOINTMENT TO THE HPB OF KENDRA EVANS, TO FULFILL THE REMAINING TERM LEFT BY THE DEATH OF HPB BOARD MEMBER MARK HARRINGTON.**

Marty Martina – 30 Locust Street – registered concerns in regard to Kendra Evans resume.

Lisa Cove – 44 South Main Street, current Chair HPB – expressed concerns in regard to Ms. Evans’ experience.

Robert Corby – 7 Washington Avenue, encouraged consideration of other candidates.

Bill McBride, member HPB 75 Monroe Board, 35 Tobey Brook – concerned by Ms. Evans’ political activity.

Trustee Leitgeb, read letter submitted by Virginia Searle, current member HPB, expressing concern about Ms. Evans experience.

Dave Ferris – 27 Monroe Avenue – questioned timing of appointment.

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**Mayor Plummer appointed Kendra Evans to fill the vacancy on Historic Preservation Board thru April 2023.**

**MEMBER ITEMS**

**Trustee Keating** – Requests a transition plan for training the Deputy Treasurer.

**Mayor Plummer** - Mr. Tornillo, subcontractor for RG&E for tree trimming and removal, has planned to remove the compromised trees in question this week, if the proper equipment becomes available.

**Motion by Mayor Plummer, second by Trustee Keating**, to enter executive session related to the performance of specific employees.

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

**Motion by Mayor Plummer, second by Trustee Keating**, to exit executive session 8:20 PM.

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

No additional village business or discussions to be carried out at the conclusion of executive session.

**ADJOURNMENT**

**Motion by Mayor Plummer, second by Trustee Stetzer**, to adjourn the meeting.

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

To: Mayor Plummer  
Members of the Village of Pittsford Board of Trustees  
From: Virginia Searl, Member HPB

Mayor Plummer notified HPB members on November 19 that Kendra Evans will be put forward to fill Mark Harrington's open seat on the HPB. Ms Evans cover letter and resume were forwarded as part of that notification. I have reviewed both. While she may have an interest, she has no experience or training in historic preservation.

It has also come to my attention, not from Mayor Plummer, that at least two other candidates have expressed, in writing to the Mayor, an interest in this open position. It is my understanding that these two individuals were not contacted, interviewed or considered for the open position. I am personally and professionally familiar with one of the interested candidates and know this individual to be dedicated and experienced with over 20 years as a historic preservation advocate and partner.

I respectfully request that Kendra Evans not be appointed to fill the open position on the HPB and that the experienced and trained applicants be interviewed and one of them be appointed to the board. Historic preservation is a mainstay of the success of the Village of Pittsford. The integrity of the HPB, our adherence to the ordinance, and the professionalism of our membership is vital to the continued success of our village.

Chapter 211 of the Code enacts and regulates Historic and Architectural Preservation. It provides qualifications for HPB member appointments. It also provides for HPB input, in this case regarding an inappropriate appointment when the qualifications of a proposed appointee are insufficient. I ask all Trustees to consider the following sections of Chapter 211 of the Village of Pittsford Municipal Code when considering the proposed appointment of Ms Evans.

Section 211-1.B - Purpose

“The Village of Pittsford Board of Trustees finds that there exist within the Village of Pittsford places, sites, structures, and buildings of historical and/or architectural significance, antiquity, uniqueness of exterior design or construction, which should be conserved, protected and preserved to maintain the architectural character of Pittsford Village. ... The purpose of this local law is to promote the general welfare by providing for the ... protection, enhancement, perpetuation, and utilization of buildings, structures, signs, features, improvements, sites, and areas within the Village that reflect special elements of the Village's historical, architectural, cultural, economic or aesthetic heritage ...”

Section 211-4.B – Qualifications of Board members.

“Board members shall have interest, experience, and training in Historic Preservation and Planning, as determined by the Mayor and Board of Trustees.”

Section 211-4.I.(8) -General and advisory powers of the Board.

“The Board may investigate, report, testify, and recommend to the Planning Board, the Zoning Board of Appeals, the Village Board of Trustees and any Village department or official on matters, permits, authorizations and other actions that affect buildings, structures, and places with in the district including any and all matters over which the HPB has jurisdiction pursuant to this article.”

Virginia G. Searl, Member Village of Pittsford Historic Preservation Board  
Professional Registration, New York State – License No. 025944 (1996)  
Qualified 36 CFR 61, Architecture and Historic Architecture, Federal Register Vol 48, No 190

Question  
Report  
Report  
Generated:

Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	# Question
Village of Pittsford Special Board Meeting Question Details	836 8845 0409	11/22/2021 18:30	125	5

#	Question	Asker Name	Asker Email	Answer(s)	Question Time	Answered Time
1	What about insurance? The ordinance requires training and experience prior to serving, not on the	Robert Corby	robertccorby@ gmail.com	live answered	11/22/2021 19:13	11/22/2021 19:14
2	job training. Shall means must. Since the vacancy occurred last June and there were applicants, why were they not contacted? Ms Evan did not apply	Virginia	vsearl@villageo fpittsford.com	live answered	11/22/2021 19:55	11/22/2021 19:57
3	until November 18th.	DAVID FERRIS	davidferris27@ gmail.com	live answered	11/22/2021 19:56	11/22/2021 19:57
4	Thank you for your comments Trustee Leitgeb.	Singh	singhouse@g mail.com	live answered	11/22/2021 19:56	11/22/2021 19:57
5	david ferris 27 Monroe aVe	DAVID FERRIS	davidferris27@ gmail.com	live answered	11/22/2021 19:56	11/22/2021 19:57