

# VILLAGE OF PITTSFORD

SETTLED 1789 • INCORPORATED 1827



## Village of Pittsford Board of Trustees Regular Meeting January 14, 2025, 5:00 PM

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

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

#### **Pledge of Allegiance**

#### **Meeting Items**

1. GPI- South and Wood Street Engineering - Plummer
2. DPW Building Addition - SEQRA Determination and DPW Building Addition - Planning and Zoning Determination - Plummer
3. Village Tree Legislation – Marshall
4. Short-Term Rental Legislation Moratorium
5. Short-Term Rental legislation - Determine the Date for a Public Hearing- Marshall
6. Setting Public Hearing for Amending Section 210-31.2 - Plummer
7. Rental Registry – Plummer
8. Pedestrian Safety S. Main Street Parking and Crosswalk discussion - Lanphear
9. Refuse District Surcharge and Updates – Clerk
10. Authorization for the Mayor to sign the Transfer form for Zoghlin Group - Plummer
11. Set a Date for Coffee & Conversation for the following - Plummer
  - Prism
  - Joint w/the Town of Pittsford for backyard composting
  - Howard Maffuci – Monroe County Budgeting

#### **Department Reports**

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

#### **Member Items**

*The next Scheduled Meeting is January 28, 2025, and is Subject to Change Without Notice\**

# Village Board Meeting

Meeting Items  
Agenda Item 1

GPI- South and Wood Street Engineering - Plummer

12/19/24

Mr Scott Harter P.E  
Village of Pittsford Engineer  
Professional Engineering Group  
7171 Victor-Pittsford Road  
Victor, Ny 14564

Dorothea Ciccarelli, Village Clerk  
Village of Pittsford  
21 North Main Street  
Pittsford, NY 14534

Re: **Village of Pittsford Sidewalk and Pavement Improvements for South and Wood Streets Supplemental Request**

Dear Dorothea;

GPI has been progressing the design of the improvements to South St and Wood St. and has consumed the original design budget for the project. The remaining tasks and project status was discussed at the Village Board meeting on September 24, 2024 meeting. Following the update the Village Board requested this supplemental request to identify the needed budget to complete the design project and proceed to construction in 2025. In response, GPI is pleased to submit this supplemental fee proposal for your consideration and approval. There was a significant change in design and construction scope of the South and Wood Street Roadway project when Wood Street became a full reconstruction of the roadway section. The change in scope resulted in additional design efforts, more detailed plans with cross sections, centerline roadway profile and additional construction duration timeframe with more complicated construction activities and tracking of quantities during construction.

The plans are nearly complete for the project, however there are several tasks that still require further effort and additional tasks that have been added that are part of this supplemental request. This request is intended to provide the additional funding to finalize the contract document package, coordinate the bidding and award of the construction contract, provide for engineering support during construction, and add additional construction inspection due to the additional construction time (duration) that will be needed to reconstruct Wood Street. Inspection is still assumed to be a part-time effort from GPI, with the Village field staff on-site inspecting and documenting quantities during timeframes the contractor is working without GPI staff present (approximately 1/2 the time).

The following is a brief description of the current tasks that are needed to be completed to get the project to the construction phase in the Spring of 2025, as well as tasks needed during construction. The costs for each task listed is summarized in the table below.

Item 1- The Village intends to send out letters to individual property owners notifying them of features that encroach into the Right of Way that will be impacted by construction such as driveways or private property features. GPI will provide the list of impacted property owners along with example letters and other supporting information for the preparation and distribution of the individual letters by the Village. Identified 5 Property owners for private property improvements and 6 for driveway harmonization beyond the Right of Way (11 Total). *This task was not identified in the original scope of work.*

Item 2- The Village did not have a construction contract boilerplate available as a starting point for the preparation of contract documents. A construction contract document book with project definitions, relevant construction management terms and conditions, legal language, and insurance requirements was developed by GPI from other available sources (City of Rochester, Monroe County, Town of Pittsford). As a result, considerable effort has been spent on the development of the contract document package for this project, which can be used on future Village projects. The developed draft contract document specifications package will require further review and approval by the Village attorney and revisions prior to going out for bid. *This task was underestimated in the original scope of work.*

- Item 3- In order to get the project advertised for competitive bids, the final plans, specifications, and document package needs to be compiled, checked and coordinated with the village purchasing department. This task includes all efforts related to finalizing of the package of plans, specifications and estimate for bidding purposes.
- Item 4- During the bidding phase this task includes responding to requests for information from contractors, a review of the contractor's bids and recommendation for award made in a letter to the village board for their action and approval. To reduce the effort on this task and per coordination with the Village, it will be assumed that no addenda will be prepared during the bidding process (changes to plans/quantities and estimate/specs), and the bid analysis will be simple and brief with no detailed analysis of individual bid item pricing.
- Item 5- Construction Support (Office): Prior to construction, the contractor will be required to submit a detailed schedule, shop drawings for materials, and subcontractor information. During construction there will be efforts by the design team to respond to contractor questions on design details; respond to design clarifications; and preparation and delivery of as-built drawings in PDF format. The office engineers will set up a process with the Village to coordinate and assist in tracking quantities/field inspection process.

The request also includes 1 day/week for an office engineer to review the quantities within the construction tracking software, for preparation and review of monthly progress pay applications to be generated to support payment to the contractor Project change orders and closeout for Final Quantities will be provided by an office engineer, this includes asphalt price adjustments, finalizing quantities and field change payment items and final payment to the contractor.

*This was not included in the original scope of work. Time will be billed hourly.*

- Item 6- Construction Support (Field): Additional Construction Field Inspection hours are requested due to the increase in timeframe needed for the reconstruction of Wood St. The original construction duration estimate was 8 weeks for resurfacing and ADA improvements on Wood and South Street, now the revised construction duration estimate is 12 weeks due to full pavement reconstruction, new curb and sidewalk construction on Wood Street. The original contract includes an inspector at 20 hours/week for 8 weeks, without any office time or support from an office engineer.

This request is for an additional 4 weeks of 20 hours/week inspection to cover estimated duration of construction. The part time inspection by GPI staff (20 hours/week) for 12 weeks, additional field inspection will be required to be provided by Village of Pittsford staff (for the remainder 20 hours/week the contractor is working). Anticipated tasks for village staff while GPI's inspector is not present include responding to contractor questions, tracking and documenting of daily construction quantities of contract pay items, ensuring compliance with the contract specifications, and marking up plans with any field changes (tracking for As-Builts). GPI's construction inspection team will be combining the Village and GPI's measured quantities weekly into the construction tracking software. Weekly quantity reports will be reviewed by the Construction Support Office Engineer included in Item #5 (Office Support).

*Estimate: 4 additional weeks of part time (20 hr/week) field inspection, and time each week for the inspector to relay quantities to GPI Office Staff for tracking for the full 12-week duration. Time will be billed hourly.*

The estimate for both Items #5 and 6 is based on a 12-week construction timeframe and the support tasks identified to be billed hourly. Should the construction extend beyond that timeframe or requested services by the Village be beyond the scoped items, then additional funding may be required.

Schedule Update:

Board Approval/NTP	Mid-January 2025
Prepare Documents for Bid Advertisement	4 Weeks from NTP Late February 2025
Bid Opening	March 2025
Construction	Summer 2025 (12 Week Duration)

The additional fee for the additional services is summarized in the following table:

Item	Description of Scope	Cost
1	Property owner letters and coordination with Village (11 Properties)	\$1,200
2	Prep, Review and finalize spec book with Attorney and Village	\$5,000
3	Finalize Contract Documents for Bidding (plans, specifications and estimate, PS&E Package)	\$4,000
4	Bid and Award (pre-bid meeting, bid analysis) – No Addenda	\$3,000
5	Construction Office Support (shop drawing review, precon meeting, as-builts, RFI's, progress meetings as needed, quantity tracking by Office Engineer)	\$8,000 (Billed Hourly)
6	Additional Construction Inspection (4 Weeks at 20 hr/week and quantity input for 12 weeks)	\$17,120 (Billed Hourly)
	Total	\$38,320

If you have any questions, feel free to contact me at any time.

Sincerely,  
**GPI/Greenman-Pedersen, Inc.**



Cailyn Hemmes  
Project Manager  
150 State Street, Suite 100  
Rochester, NY 14614

# Village Board Meeting

## Meeting Items Agenda Item 2

DPW Building Addition - SEQRA Determination and DPW  
Building Addition - Planning and Zoning Determination -  
Plummer



**New York State  
Parks, Recreation and  
Historic Preservation**

**KATHY HOCHUL**  
Governor

**RANDY SIMONS**  
Commissioner *Pro Tempore*

December 24, 2024

Scott A. Harter  
7171 Victor - Pittsford Road  
Victor, NY 14564

Re: SEQRA  
Village of Pittsford DPW Building Addition  
Village of Pittsford, Monroe County  
24PR10628

Dear Scott A. Harter:

Thank you for requesting the comments of the Division for Historic Preservation of the Office of Parks, Recreation and Historic Preservation (OPRHP). We have reviewed the submitted documents under the State Environmental Quality Review Act (SEQRA) as requested. These comments are those of the Division for Historic Preservation and relate only to Historic/Cultural resources. They do not include potential environmental impacts to New York State Parkland that may be involved in or near your project.

We note that the proposed project is adjacent to the New York State Barge Canal Historic District, which has been determined a National Historic Landmark. Therefore, under SEQRA, our office as subject matter experts, have reviewed the submission received on December 11, 2024, including the submitted photographs and drawings dated October 21, 2024. Based on that review, OPRHP has no historic or archaeological concerns.

Please be aware that if this project will involve state or federal permits, funding or licenses it may be subject to review under Section 14.09 of the NYS Parks, Recreation and Historic Preservation Law or Section 106 of the National Historic Preservation Act.

If further correspondence is required regarding this project, please be sure to refer to the OPRHP Project Review (PR) number noted above.

If you have any questions, you can call or e-mail me at the contact information below.

Sincerely,

A handwritten signature in black ink, appearing to read "Robyn Sedgwick".

Robyn Sedgwick  
Historic Site Restoration Coordinator  
e-mail: [robyn.sedgwick@parks.ny.gov](mailto:robyn.sedgwick@parks.ny.gov)

cc: S. Lauth – Village of Pittsford

## Governmental Immunity from Zoning

Governments often undertake development activities within their own or other communities. For example, a municipality may be undertaking the construction of a new town garage, park, or community building. Likewise, local governments may find their community to be the site of a development action by another nearby municipality or another level of government, such as the county or the state. When this happens, questions are often asked about how zoning regulations affect these development activities. This paper is a guide for local government officials faced with these questions.

Certain acts of government may be exempt, or “immune,” from zoning. Historically, New York courts have recognized that certain entities are entitled to absolute immunity from zoning regulations, including the federal government; state government; state urban development corporations; and public schools. These entities are not required to comply with local land use regulations. Other governmental entities, such as towns, villages, cities, counties and fire districts, are accorded only a limited immunity, and *may* be subject to local land use regulations.

In making a determination as to whether the actions of governmental units with limited immunity are “exempt” from local zoning regulations, the New York Court of Appeals in the 1988 case of Matter of County of Monroe v City of Rochester 72 N.Y.2d 338, 533 N.Y.S.2d 702, established a new method for resolving inter-governmental land use disputes using the “balancing of public interests” analytic approach. Unless a statute exempts it, the encroaching governmental unit is presumed to be subject to the zoning regulations of the host community where the land is located. Working from that premise, a host community then considers several factors to determine whether or not it is in the public interest to continue to subject the encroaching government to its land use regulations. The host community is to weigh the following nine factors:

1. the nature and scope of the instrumentality seeking immunity;
2. the encroaching government’s legislative grant of authority;
3. the kind of function or land use involved;
4. the effect local land use regulation would have upon the enterprise concerned;
5. alternative locations for the facility in less restrictive zoning areas;
6. the impact upon legitimate local interests;
7. alternative methods of providing the proposed improvement;
8. the extent of the public interest to be served by the improvements; and
9. intergovernmental participation in the project development process and an opportunity to be heard.

A subsequent case indicated that a public hearing should be held to elicit public input on the nine factors. Neither the New York Court of Appeals nor the New York State statutes specify which board in the host municipality makes the determination of governmental immunity. This raises two questions – when in the development approval process is this determination made, and who makes it? The following are some alternative scenarios which may lead to a determination of governmental immunity.

## **A Municipality Developing Within its Own Jurisdiction**

When a local government proposes to establish a facility or undertake an activity within its own geographic boundaries, the courts have held that it is subject to the County of Monroe “balancing of interests” test. In other words, the local government is presumed to be subject to its own regulations. Which board conducts the balancing analysis to determine whether this is in the public interest has been a matter of speculation. Some suggestions:

A municipal governing board may choose to bind some or all actions of its own municipality to the requirements of its zoning regulations by specifying so within the zoning law or ordinance. Where a municipality has done so, a zoning permit should be applied for. A referral to the planning board or zoning board for a special use permit or site plan review may be necessary as well. Any immunity challenge that the municipality wishes to make may be brought before the zoning board of appeals.

Where a local government has not bound itself to the requirements of its zoning regulations, the municipal governing board must protect the public interest by examining the nine factors as applied to the current project. It must determine whether it is immune from the requirements of the zoning regulations, and whether a zoning permit is necessary. Even where a municipal governing board has declared an action immune from zoning, it may still wish to comply with the requirements of zoning, where practicable, and with public notice and hearing requirements.

## **A Municipality Developing Within Another Jurisdiction**

In the absence of a statute to the contrary, where a municipality or other governmental unit proposes a project in another community, the two governments should assume that the action is subject to the host community’s zoning requirements. The host community should apply the nine factors set forth in the County of Monroe case to determine the extent to which the host community’s regulations will actually apply. Any disagreement between the parties should be resolved by the appeals process of the host community.

Where a municipality or other governmental unit undertakes development activities associated with a project without applying for a zoning permit, the host community will need to make a determination as to whether to initiate enforcement action against the developing municipality or governmental unit. Any disagreement between the parties should be resolved by the appeals process of the host community.

## **Unresolved Questions**

Although the *County of Monroe* case was decided over ten years ago, several questions regarding the application of the test remain unanswered. First, the case dealt with site plan regulations which were adopted as part of the local zoning law. Whether the decision of the court would apply to the application of site plan regulations adopted independently of zoning, or for that matter to compliance with subdivision review or other land use regulations is has not been resolved.

Second, it is not clear which board in the host municipality weighs the nine factors and determines whether the governmental unit undertaking the development activity is immune from local land use regulations or not. Also ambiguous is *when* in the development process that decision is made.

Finally, where a governmental unit *is* absolutely immune from zoning or other land use regulations, it is unclear what deference that unit of government should give to the host government's regulations. The courts have not answered the question, "Should the immune governmental unit *nevertheless* try to comply with the host municipality's regulations?"

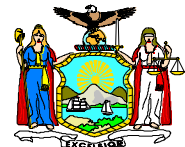
If you would like more information relating to local government powers and responsibilities, please contact either the Tug Hill Commission at (315)785-2380, or the Department of State's Division of Local Government at (518)473-3355.

August 1999



Tug Hill Commission  
Dulles State Office Building  
317 Washington Street  
Watertown, NY 13601-3782  
315-785-2380/2570

NYS. Department of State  
41 State Street  
Albany, New York 12231  
(518)473-3355  
(800)367-8488  
[www.dos.state.ny.us](http://www.dos.state.ny.us)



# Village Board Meeting

Meeting Items  
Agenda Item 3

Village Tree Legislation

# Village Board Meeting

Meeting Items  
Agenda Item 4

Short-Term Rental Legislation Moratorium

**Local Law No. \_\_\_\_ of 2024 of the Village of Pittsford, State of New York  
Imposing an Extension of the Moratorium on the Short-Term Rental of Non-Owner  
Occupied Residential Properties in the Village of Pittsford.**

**Be It Hereby Enacted By The Village Board Of The Village Of Pittsford, New York  
As Follows:**

Section 1. Title

This Local Law shall be referred to as a “Local Law Imposing an Extension of the Moratorium on the Short-Term Rental of Non-Owner Occupied Residential Properties in the Village of Pittsford”. The initial Moratorium on the Short-Term Rental of Non-Owner Occupied Residential Properties in the Village of Pittsford was duly adopted by the Board of Trustees on July 11, 2023 and filed with the New York Secretary of State on August 8, 2023. An Extension of that Moratorium was duly adopted by the Board of Trustees which expires on February 8, 2025.

Section 2. Purpose, and Intent of this Extension

Pursuant to the statutory powers vested in the Village of Pittsford to regulate and control land use in the Village of Pittsford and to protect the health, safety and welfare of its residents, the Village Board of the Village of Pittsford hereby declares an additional six (6) month moratorium on the short-term rental of non-owner occupied residences in the Village of Pittsford, which moratorium will expire on August 8, 2025 based on the following:

Whereas, the Board of Trustees appointed a committee to report and make recommendations to the Board of Trustees regarding the types of controls, if any, that should be applied to short-term rentals in the Village of Pittsford; and

Whereas, such Committee worked diligently since its appointment on June 13, 2023 to prepare such reports; and

Whereas, the Committee Filed its report with the Board of Trustees on February 13, 2024; and

Whereas, the Board of Trustees worked diligently drafting a local law for the purpose of controlling short-term rentals; and

Whereas, the Board of Trustees prepared a proposed draft of such legislation available for comment and review; and

Whereas, the adoption of such legislation required SEQOR review as a Type I action and Local Waterfront Consistency review pursuant to Chapter 121 of the Code of the Village of Pittsford; and

Whereas, The Board of Trustees have sent out the notices required to finalize the SEQOR process; and

Whereas, The Planning Board has completed its Local Waterfront Consistency review as required by Chapter 121 of the code of the Village of Pittsford and has issued a determination that the Draft Short-Term Rental legislation is consistent with the Standards and Conditions of the Local Waterfront Revitalization Program:

Whereas, the current moratorium expires on the 8<sup>th</sup> day of February, 2025; and

Whereas, there is insufficient time to hold a public hearing and adopt the proposed legislation prior to the expiration of the existing moratorium.

### Section 3. Definitions

As used in this section, the following terms will have the meanings as indicated:

Short-Term Rental – One or more dwelling units as that term is defined in §210-41.1 of the Code of the Village of Pittsford, and excluding Bed and Breakfasts, for which rent is received by the owner, directly or indirectly in exchange for residential occupancy for periods of not less than one (1) night and not more than thirty (30) consecutive days to the same occupant.

Non-Owner Occupancy – Any dwelling unit in which the owner does not reside for at least six (6) months and one (1) day per year such that the dwelling unit is not that owner’s domicile.

### Section 4. Scope of Controls

During the effective period of this Local Law, no non-owner occupied dwelling unit which is not used for short-term rental purposes as of the effective date of this Local Law shall thereafter be used as a short-term rental.

### Section 5. Term

The moratorium extension imposed by this Local Law shall be in effect for a period of five (5) months from September 8, 2024, expiring on February 8, 2025.

The Board of Trustees of the Village of Pittsford may terminate said moratorium prior to its expiration.

#### Section 6. Penalties for Offenses

It shall be a violation of this Local Law to offer or use a non-owner occupied dwelling unit for short-term rental as provided in Section 4 hereinabove. Any person, whether property owner or tenant, who violates this Local Law shall be guilty of an offense. Each day that the violation continues shall be deemed a separate violation.

Conviction of a first violation of the provisions of this Local Law shall be punishable by a fine of not more than \$150.00. The conviction of a second violation shall be punishable by a fine of not less than \$150.00 and not more than \$300.00. Conviction of a third violation of this Local Law and any violations thereafter shall be punishable by a fine of not less than \$300.00 and not more than \$500.00.

The penalties for violations of this Chapter shall be in addition to any penalties imposed for violation of other provisions of the Village Code, the New York State Uniform Fire Prevention and Building Code, and the State Energy Conservation Construction Code.

The imposition of penalties herein prescribed shall not preclude the Village or any person from instituting an appropriate legal action or proceeding to prevent an unlawful short-term rental of property in violation of this Local Law including without limitation civil actions for injunctive relief to immediately terminate any existing short-term rental occupancy of dwelling units.

#### Section 7. Administrative Relief from Moratorium

The use of dwelling units which are subject to this moratorium may be exempted from the provisions of this Local Law subject to the standards and requirements herein.

An exemption from this moratorium may be granted by the Board of Trustees by a showing by the applicant of the following:

A. The imposition of the controls of this moratorium has caused an unnecessary hardship. In order to prove such unnecessary hardship, the applicant shall demonstrate to the Board of Trustees that without such exemption from this moratorium:

1. The applicant cannot realize a reasonable return, provided that lack of return is substantial as demonstrated by competent financial evidence; and
2. That the alleged hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood; and

3. That the requested exemption, if granted, will not alter the essential character of the neighborhood; and
4. That the alleged hardship has not been self-created.

B. A showing satisfactory to the Board of Trustees that a proposed one-time short-term rental is being utilized for the purpose of providing accommodations to out of town visitors who are visiting the Village of Pittsford or the surrounding area for the purpose of a special event including but not limited to athletic competitions, festivals, entertainment events, etc.

C. Proof that the purchase contract for the purchase of a dwelling unit to be used solely for a short-term rental was entered into prior to the effective date of the moratorium enacted by this Local Law.

#### Section 8. Validity

The invalidity of any provision of this Local Law shall not affect the validity of any other provision of this Local Law that can be given effect without such invalid provision.

#### Section 9. Effective Date

This Local Law shall take effect upon its adoption by the Village Board of the Village of Pittsford and the filing thereof with the New York State Secretary of State, whichever is later.

# Village Board Meeting

## Meeting Items Agenda Item 5

Short-Term rental legislation - Determine the Date for a  
Public Hearing- Marshall

**Local Law No. \_\_\_\_\_ of the year 2024**  
**of the Village of Pittsford, County of Monroe**  
**Adding Article 29**  
**to the Zoning Code of the Village of Pittsford**

**WHEREAS**, the Board of Trustees of the Village of Pittsford (hereinafter “Board of Trustees”) has determined that it is in the best interest of the residents of the Village of Pittsford to regulate the short-term rental of residential properties in the Village of Pittsford; and

**WHEREAS**, the Board of Trustees appointed a committee to report and make recommendations to the Board of Trustees regarding the types of controls, if any, that should be applied to short-term rentals in the Village of Pittsford; and

**WHEREAS**, the aforementioned committee filed its report with the Board of Trustees on February 13, 2024; and

**WHEREAS**, the Board of Trustees has decided to enact a local law for the purpose of regulating the short-term rental of residential properties in the Village of Pittsford, now

**BE IT RESOLVED**, that the Village of Pittsford Board of Trustees hereby adds Article 29 to the Zoning Code of the Village of Pittsford as follows:

**Article 29**  
**SHORT-TERM RESIDENTIAL RENTAL PROPERTY**

**210-29.1. Legislative Intent.**

The Board of Trustees of the Village of Pittsford hereby finds that it is in the public interest to control the short-term rental of residential dwellings and require the registration and permitting of such short-term rentals to protect the public health, welfare and safety of its residents, preserve the character and integrity of residential neighborhoods, ensure that the value of housing is tied to its use for residential purposes while helping to maintain the affordability of both residential home ownership and long-term rentals, to promote economic stability, to protect the stock of residential dwellings, to maintain the historic character of the Village, to regulate and minimize the impacts of the increased traffic, noise, trash and similar land use impacts which are sometimes associated with the a short-term rental of residential dwellings.

**210-29.2. Definitions.**

**Beneficial Owner** – Any person or person with a beneficial or ownership interest in an entity who directly or indirectly, enjoys all of the rights and benefits of the ownership of real property which is titled in another person’s or entity’s name.

**Dwelling Unit** – see definition of dwelling units contained in Pittsford Village Code Section 210-41.1.

**Dwelling Unit, Upper Floor** – a dwelling unit, as defined in Pittsford Village Code Section 210-41.1 located on any floor other than the ground floor in a multi-story building.

**Dwelling Unit, First Floor** – a dwelling unit, as defined in Pittsford Village Code Section 210-41.1 located on the first floor of any multi-story building.

**Family** – see definition in Pittsford Village Code Section 210-41.1.

**Hosted** – the onsite residential presence of the owner of the subject residential dwelling during the duration of the rental period.

**Owner** – the record owner of real property as recorded in the Clerk’s Office, County of Monroe, State of New York or the beneficial owner of real property as defined hereinabove.

**Owner-Occupied Single-Family Dwelling** – a single-family dwelling which the record or beneficial owner maintains as the owner’s actual residence for 184 days or more per calendar year.

**Short-Term Rental** – the rental of a single family dwelling or dwelling unit to persons in exchange for a fee or compensation whether monetary or otherwise for a period of less than thirty (30) days, including but not limited to rentals listed with such companies as Airbnb and Vrbo. Month-to-month tenancies are not considered short-term rentals.

**Single Family Dwelling** – see Pittsford Village Code Section 210-41.1, Dwelling, Single Family.

**Unhosted** – the absence of the onsite residential presence of the owner of the subject residential dwelling during the duration of the rental period.

### 210-29.3. Residential Property Permit.

All dwellings utilized for short-term rental shall comply with the requirements of Chapter 154 of the Code of the Village of Pittsford.

### 210-29.4. Regulations and Controls.

A. Except as otherwise provided in this section, the short-term rental of any dwelling unit as defined in Section 210-41.1 of the Code of the Village of Pittsford shall be strictly prohibited.

B. The short-term rental of hosted, owner-occupied single-family dwellings is permitted. Such rental shall be limited to four (4) additional renters per rental period.

#### C. Special Permits

1. A special permit from the Board of Trustees is required for the short-term unhosted rental of a single family dwelling or the short-term unhosted rental of any upper floor dwelling unit as limited by subparagraph 210-29.4.C.3.

2. Only the owner of a single-family dwelling or an upper floor dwelling unit may apply for a short-term rental special permit.

3. The number of special permits available to be issued by the Board of Trustees shall be limited to the following number in the following districts:

<u>Name of District</u>	<u>No. of Special Permits</u>
LDR	0
MDR	0
R-5	0
LOR	2
VGB	2
VCB	0
TDD, Dwelling Unit, Upper Floor only if more than 100 feet from a residential property line	Unlimited
TDD, Dwelling Unit, First Floor	0
MU-OF	0
MU-EC, Dwelling Unit, Upper Floor only if more than 100 feet from a residential property line	Unlimited
MU-EC, Dwelling Unit, First Floor	0
OS	0

4. Owners seeking to utilize a dwelling unit as a short-term rental property as limited by the preceding subparagraph must submit a special use permit application to the Board of Trustees including an application fee as required by the Board of Trustees containing the following information:

(a) The name, address, email, and phone number where the owner of the dwelling or accessory dwelling unit can be reached on a twenty-four-hour basis.

(b) The name, address, email, and phone number where the local agent of the owner of the dwelling unit can be reached on a twenty-four-hour basis, if different from the owner(s).

(c) A copy of the current Monroe County hotel occupancy tax certificate.

(d) Proof, acceptable to the Board of Trustees, of \$1,000,000 in liability and personal injury coverage expressly insuring the subject premises for use as a short-term rental.

(e) Signatures of all of the dwelling unit owners and, if applicable, their authorized local agent.

(f) As a prerequisite to the granting of the special use permit or renewing the special use permit, the Code Enforcement Officer must be allowed access to the

dwelling or accessory dwelling unit for the purpose of verifying compliance with the provisions of any and all applicable codes. After the Code Enforcement Officer certifies that the property is in compliance, the application will be forwarded to the Board of Trustees.

(g) A visual depiction of the site, including driveways and parking areas. This may include sketches, photos, or plans. It is not necessary for this visual depiction to be prepared by a professional surveyor or engineer.

(h) A short narrative describing the owner's(s') good faith expectation of the use of the unhosted short-term rental. This must include the anticipated rental nights per year, number of lodgers expected, and whether the short-term rental will be owner-occupied at any point during the period for which the special use permit is granted.

5. An owner of more than two single family dwellings and/or dwelling units located in the Village of Pittsford shall be entitled to have only two such properties specially permitted and used for short-rental at any time.

6. Any special use permit issued under this section shall be in effect for one (1) year from the date of the signed Board of Trustees approval letter. The special use permit shall require renewal by the Board of Trustees no later than each anniversary of such issuance. The owner(s) of the dwelling must request the renewal in writing by submitting a renewal request application to the Code Enforcement Officer at least ninety (90) days prior to such anniversary. Failure to do so may result in the lapse of the special use permit. Within thirty (30) days after receipt of a renewal request by the Code Enforcement Office, the Code Enforcement Officer shall forward to the Board of Trustees any violations of the Village Code or any other applicable code at the dwelling. The Board of Trustees shall have the discretion to amend the special use permit or deny renewal for good cause shown, which may include but is not limited to considerations of open violations as noted by the Code Enforcement Officer at the dwelling as well as considerations of noise, disorderly conduct, or public safety at the dwelling and whether there has been a public nuisance resulting from the specially permitted short-term rentals. For the purpose of this Chapter, the term "public nuisance" shall mean noise, light, traffic, and/or odors which under the time, place, and manner in which they occur would annoy, disturb, injure or endanger the comfort, repose, health, peace or safety of a reasonable person of normal sensitivities.

7. In addition to the required application fee, an annual fee, due upon each annual renewal of the special use permit, must be paid to the Village in an amount to be set by resolution of the Board of Trustees. The failure to pay the required fees shall be a violation of this section.

8. If the ownership of a specially permitted dwelling used as an unhosted short-term rental changes, the new owner(s) must inform the Code Enforcement Officer, in writing, of the ownership change before continuing to use the dwelling as a short-term rental. The name(s), address(es), phone number(s) and email address(es) of the new owner(s), along with that of their duly authorized agent(s), must be promptly provided to the Code Enforcement Officer. The new owner(s) may apply for renewal at the expiration of the current special use permit.

9. One off-road parking space, not located on the lot's lawn or vegetated area must be provided for each bedroom in the dwelling.

10. All applications referred to the Board of Trustees for a non-owner occupied, unhosted single family dwelling or an upper floor dwelling unit short-term rental special permit or the renewal thereof shall be subject to a public hearing held before the Board of Trustees, as more fully set forth in Article 31 of the Zoning Code of the Village of Pittsford.

11. Special Permit Conditions.

(a) All special use permits issued pursuant to this section are subject to the following standard conditions:

(i) The special use permit shall list the maximum number of allowed renters and the maximum number of vehicles per each rental period and the owner shall, by written agreement with the renter, limit the number of overnight occupants and their vehicles to the number approved in the special use permit application.

(ii) The owner shall demonstrate consistent efforts to ensure that the occupants of the property do not create a public nuisance as defined in subparagraph 210-29.D.6. The use of illegal drugs or controlled substances by occupants is prohibited. The owner shall promptly respond to any complaints of violations of this section by any occupants of the subject property or by any third parties.

(iii) The owner, upon notification that occupants of the property have created a public nuisance or otherwise violated the provisions of this section, shall promptly comply with the Building Inspector's/Code Enforcement Officer's directions with regard to remediating such public nuisance violation.

(iv) The owner shall post a copy of the special use permit and a copy of these standard conditions set forth in this section and any other conditions imposed by the Village, in a conspicuous place within the subject property.

(v) The subject property shall, at all times, regardless of whether the property is occupied, be in compliance with the Village Code and the New York State Uniform Fire Prevention and Building Code, and any other applicable laws and codes.

(vi) All occupants of the subject property shall observe quiet hours, which shall be between the hours of 11:00 p.m. and 7:00 a.m. each day. Excessive noise and/or conduct which either annoys, disturbs, injures, or endangers the comfort, repose, health, peace or safety of others shall constitute a violation of this section and may be grounds for revocation of the special use permit.

(vii) Call response availability. The owner(s) and agent(s) shall be personally available by telephone on a twenty-four-hour basis to respond to calls or complaints regarding the condition or operation of the subject property. There must be a response to calls or complaints within one (1) hour of the initial call to the owner and agent(s). The owner shall maintain a record of each caller or complainant, details of the call or complaint, the date, and time of each call or complaint, details of the owner's response and corrective action, and any other documentation associated with such call or complaint and shall provide such records to the Village

upon demand, and/or as part of any revocation hearing or application for renewal of the special use permit.

(b) The Board of Trustees shall have the authority to impose such additional conditions related to the short-term rental use of the subject property as may be deemed necessary to achieve the objectives of this chapter including but not limited to the maximum number of automobiles that may be parked at the subject property and the maximum number of guests permitted to reside on the subject property per rental period.

E. Any single-family dwelling or dwelling unit currently used for the purpose of short-term rentals which use is prohibited by the requirements and prohibitions of this section, shall be entitled to continue such use for a period of one (1) year from the date of the filing of this Local Law with the Secretary of State. Such single-family dwelling or dwelling unit shall be required to comply with all other requirements of this Article.

F. The owner of a single-family dwelling or a single-family dwelling unit permitted to be used as a short-term rental, shall be permitted to have only one (1) lease or rental agreement for each short-term rental period.

#### **210-29.5. General Notification Requirements.**

Each short-term rental shall have a clearly visible and legible notice posted within the property on or adjacent to the interior of the front door, containing the following information:

A. The name of the owner(s) and agent(s) and a telephone number at which each such individual may be reached on a twenty-four-hour basis;

B. The maximum number of occupants permitted to stay in the short-term rental as set forth in the property's Special Permit;

C. The maximum number of vehicles allowed to be parked on the subject property as set forth in the property's Special Permit;

D. Quiet hours shall be between the hours of 11:00 p.m. and 7:00 a.m. each day, and that excessive noise and/or conduct which either annoys, disturbs, injures, or endangers the comfort, repose, health, peace or safety of other shall be a violation of the Pittsford Village Code which may lead to the revocation of the property's right to be utilized as a short-term rental.

E. Rules for the disposal of refuse, including but not limited to the refuse pickup day.

F. Notification that occupants may be cited and fined for creating a disturbance or for violating other provisions of the Pittsford Village Code; and

G. Notification that failure to conform to the parking and occupancy requirements of the subject property is a violation of the Pittsford Village Code.

#### **210-29.6. Penalties for Violations.**

A. For the first violation of this chapter within an eighteen-month period the owner(s) shall be punished by a fine of not less than \$500 nor more than \$1,500.

B. For the second violation of this chapter for the same property within the same eighteen-month period, the owner(s) shall be punished by a fine of not less than \$1,500 nor more than \$3,000.

C. For any additional violation of this chapter for the same property within the same ~~an~~ eighteen-month period, the owner(s) shall be punished by a fine of not less than \$3,000 nor more than \$5,000.

D. For the purpose of conferring jurisdiction upon courts and judicial officers in general, violations of this chapter shall be deemed misdemeanors, and, for such purpose only, all provisions of law relating to misdemeanors shall apply.

E. A violation existing at the premises as referred to here and above shall be a violation by the owner(s).

F. Each day upon which a violation of this chapter occurs, shall be considered a separate additional violation.

#### **210-29.7. Revocation of Special Permit.**

In the event that a special permit grantee has violated any of the terms and conditions of such permit, the special use permit shall be subject to revocation by the Board of Trustees as more fully set forth in Village Code Section 210-35.5.D.

#### **210-29.8. Hardship Appeal.**

The owner of any dwelling ~~or~~ unit located in the Village of Pittsford which is currently being operated as a short-term rental dwelling unit at the time of the adoption of this Local Law and the filing thereof with the New York Secretary of State and the continuation of which use is required to be discontinued pursuant to Section 210-20.4.E. hereinabove, shall be entitled to file a hardship appeal with the Board of Trustees as follows:

A. Procedure:

1. Any such appeal shall be taken within one hundred fifty (150) days of the adoption of this law by the Board of Trustees and its filing with the Secretary of State by filing with the Village Clerk a notice of appeal, specifying the grounds thereof and the relief sought.

2. Hearing on appeal. The Board of Trustees shall fix a reasonable time for the hearing of the appeal which shall be a public hearing and give public notice of such hearing by publication in a paper of general circulation in the Village at least five (5) days prior to the date thereof. The cost of sending or publishing any notices relating to such appeal, or a reasonable fee relating thereto, shall be borne by the appealing party and shall be paid to the Village prior to the hearing of such appeal. Upon the hearing, any party may appear in person, or by agent or attorney. Such hearing shall be held by the Board of Trustees within thirty (30) days of the date of the filing

of the appeal, which thirty (30) days may be extended at the sole discretion of the Board of Trustees which extension shall not exceed one hundred fifty (150) days.

3. Time of decision. The Board of Trustees shall decide upon the appeal within thirty (30) days after the conduct of said hearing. The time within which the Board of Trustees must render its decision may be extended by mutual consent of the applicant and the Board.

4. Filing of decision and notice. The decision of the Board of Trustees on the appeal shall be filed in the office of the Village Clerk within five (5) business days after such decision is rendered, and a copy thereof mailed to the applicant.

B. In hearing and deciding such appeals, the burden shall be upon the property owner to establish that the application of Section 210-29.4.E. results in unnecessary hardship to the property. In order to demonstrate such unnecessary hardship, the applicant shall demonstrate to the Board of Trustees that as a result of the effect of Section 210-20.4.E. and taking into consideration every permitted use under the zoning regulations of the particular district in which the property is located:

1. The appellant cannot realize a reasonable return providing that lack of return is substantial as demonstrated by competent financial evidence; and

2. That the alleged hardship relating to the property in question is unique and does not apply to a substantial portion of the district or neighborhood; and

3. That the alleged hardship has not been self-created.

C. Decision. In deciding the appeal, the Board of Trustees shall grant the minimum continued use of the property as a short-term rental that it deems necessary and adequate while at the same time preserving and protecting the character of the neighborhood and the health, safety and welfare of the community. In addition, the Board of Trustees shall be entitled to grant such conditions as it feels necessary and appropriate in permitting the continued use of the property as a short-term rental including the right to place a limitation of time on such continued use of the property as a short-term rental.

#### **210-29.9. Severability.**

In the event that one or more of the provisions of this local law or chapter shall be deemed to be unenforceable, the remaining provisions of this local law or chapter shall remain in full force and effect.

#### **Effective Date.**

This local law shall take effect immediately upon its adoption by the Board of Trustees of the Village of Pittsford and the filing thereof with the New York Secretary of State.

# Village Board Meeting

## Meeting Items Agenda Item 6

Setting Public Hearing for Amending Section 210-31.2 -  
Plummer

**Village of Pittsford**  
**Local Law No. \_\_\_\_\_ of 2024**

**A Local Law Amending Section 210-31.2.**  
**and Removing Section 210-31.3.**  
**of the Code of the Village of Pittsford**

**Be it enacted** that the Village of Pittsford Board of Trustees hereby:

Amends Section 210-31.2. to read as follows:

§ 210-31.2. **Public Notice Required.**

- A. **Unless otherwise required by New York State Village Law**, all public notices shall be made at least five days prior to the date of the scheduled public hearing.
- B. Public notice shall include mailed notices, media notices and posted notices **as required by** New York State Village Law.

Removes Section 210-31.3. of the Code of the Village of Pittsford in its entirety.

**Effective Date.** This Local Law shall take effect immediately upon filing in the office of the Secretary of State of New York as provided by law.

# Village Board Meeting

Meeting Items  
Agenda Item 7

Rental Registry - Plummer

**Local Law No. 2 of the year 2024**  
**of the Village of Pittsford, County of Monroe**  
**Adding Chapter 154 to the Code of the Village of Pittsford**

**BE IT RESOLVED**, that the Village of Pittsford Board of Trustees hereby adds Chapter 154 to the Code of the Village of Pittsford as follows:

**Chapter 154**  
**RESIDENTIAL RENTAL PROPERTY PERMIT**

**154-1. Legislative intent.**

The Board of Trustees of the Village of Pittsford hereby finds that it is in the public interest to prevent unsafe conditions arising from the rental of residential property that is in violation of the New York State Uniform Fire Prevention and Building Code or the Pittsford Village Code, and any other codes or regulations that are applicable within the Village of Pittsford, and property used for rental that is inadequate in size, overcrowded and dangerous; or which pose hazards to the health, safety and welfare of residents of the Village of Pittsford. The Board of Trustees further finds that additional code provisions are required so that the good order of governance of the Village of Pittsford will be enhanced.

**154-2. Applicability.**

This chapter shall apply to all rentals of property for residential use in the Village of Pittsford.

**154-3. Relation to other laws and regulations.**

The provisions of this chapter shall be deemed to supplement applicable state and local laws, codes and regulations. Nothing in this chapter shall be deemed to abolish, impair, supersede or replace existing remedies or existing requirements of any other provision of state or local law or code or regulation. The issuance of any permit or the filing of any form under this chapter does not make legal any action or state of facts that is otherwise illegal, unlawful or non-permitted, or is otherwise in contravention of any other applicable law, code, rule or regulation.

**154-4. Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

**OWNER** – Any person, partnership, corporation or other entity who alone, or jointly with others, has legal title to any premises, including a mortgagee in possession or with maintenance responsibility due to a foreclosure or other proceeding. The general partner of a partnership, director of a corporation and member of a limited liability company shall be deemed to be an owner for purposes of this chapter.

**RENTAL PERMIT** – A permit issued by the Building Inspector or Code Enforcement Officer to allow the rental of a residential rental property.

**RESIDENTIAL RENTAL PROPERTY** – Real property or any portion of such real property which is rented for habitation by a person or persons other than the owner or the owner’s immediate family.

**TENANT** – Any person or persons, other than the owner or the owner’s immediate family, renting a residential rental property as hereinabove defined.

**154-5. Rental permit required.**

Effective the date of filing of this chapter with the New York State Department of State, no owner shall cause, permit or allow the occupancy or use of a residential rental property without a valid residential rental property permit. The requirements of this section shall not apply to the rental of residential rental property by an owner for 15 days or less annually.

**154-6. Application for rental permit.**

An application for a rental permit for a residential rental property shall be on a form supplied by the Village of Pittsford and shall be signed and sworn to by the owner of such residential rental property prior to the rental or occupancy thereof. The owner of residential rental property which is currently being rented at the time of the filing of this chapter with the New York State Department of State, shall file such application within 45 days of such filing with the Department of State.

**154-7. Review of application; issuance of rental permit; term of permit; reissuance.**

- A. Upon receipt of the above-mentioned application for a residential rental property permit, the Building Inspector or Code Enforcement Officer shall review such application for completeness and accuracy and shall inspect the subject residential rental property to be sure that it fully complies with all of the provisions of the New York State Uniform Fire Prevention and Building Code, Pittsford Village Code and any other applicable codes and/or regulations.
- B. In the event that such residential rental property complies with such codes and regulations, the Building Inspector or Code Enforcement Officer shall issue a permit for the rental of such residential rental property.
- C. All permits issued pursuant to this chapter shall have a term of one year.
- D. All owners of residential property for which a rental permit has been duly issued shall, in the event that they wish to continue renting such residential property, file an application for the reissuance of such residential rental permit 30 days prior to the expiration date of the current rental permit.
- E. Such application for the reissuance of the permit as referenced in the preceding paragraph shall comply with the requirements of 154-7 and 154-8.A.B. herein above.

**154-8. Register of permits.**

It shall be the duty of the Building Inspector or Code Enforcement Officer to maintain a register of the owner's name, address and phone number for each residential rental property and expiration date of the permit issued pursuant to this chapter.

**154-9. Fees.**

The non-refundable annual permit application fee shall be the fee as set forth in the schedule of fees adopted by the Board of Trustees in effect at the time that the application is filed and shall be paid upon the filing of an application for a rental permit or the reissuance of a rental permit.

**154-10. Regulations.**

- A. No rental unit shall be occupied by more than the number of persons permitted to occupy the rental property under the New York State Uniform Fire Prevention and Building Code and International Codes and any other codes and regulations of the State of New York.
- B. The owner(s) of the residential rental property shall ensure that all applicable parking regulations provided for in the Pittsford Village Code are satisfied and complied with.
- C. A residential rental property shall only be occupied or otherwise utilized in accordance with the rental permit issued for that residential rental property.
- D. The owner(s) shall ensure that all property maintenance regulations of the United States, New York State, Village of Pittsford and any and all other applicable codes and/or regulations shall be satisfied.
- E. Dumpsters are prohibited on any residential rental property for anything other than incidental short-term use.
- F. A rental permit number shall be issued for each rental permit that is granted by the Village of Pittsford and the rental permit number shall be displayed on all advertisements of the residential rental property to which the rental permit number corresponds.

**154-11. Inspections.**

The Building Inspector, Code Enforcement Officer and Village personnel or agents for the Village who are engaged in the enforcement of the provisions of this chapter, the new York State Uniform Fire Prevention and Building Codes and the Pittsford Village Code, are authorized to make or cause to be made inspections as required or necessary to determine that the condition of all residential rental properties remain in compliance with the foregoing provisions.

**154-12. Revocation of permit.**

- A. The Building Inspector or Code Enforcement Officer shall revoke a residential rental property permit when the permit holder has caused, permitted or allowed to exist and remain upon the residential rental property, a violation of any provision of the New York State Uniform Fire Prevention and Building Code, or the Pittsford

Village Code, or any other applicable code or regulation, for a period of 14 calendar days or more after written notice has been provided to the permit owner or the permit owner's agent, by certified mail.

- B. An appeal from such revocation may be made in writing by the permit holder to the Village of Pittsford Zoning Board of Appeals within 30 days from the date of such revocation by filing a notice of appeal with the Clerk of the Village of Pittsford. The Zoning Board of appeals shall hold a public hearing on such appeal within 30 days after receipt of written notice of such appeal and, after such hearing, shall make written findings and a decision either sustaining such permit revocation or reinstating such permit within 30 days after the close of such public hearing.
- C. In the event that no appeal is filed within 30 days, or in the event that such an appeal is filed and such permit revocation is sustained, then the Building Inspector or Code Enforcement Officer shall place a notice conspicuously on the property indicating that it may no longer be rented as a residential property.
- D. In the event that the Building Inspector or Code Enforcement Officer determines that there is a violation at the residential rental property as referenced in subparagraph A hereinabove, and in the event that such violation creates a dangerous, hazardous or unsafe condition to and for the general public, then the Building Inspector or Code Enforcement Officer shall proceed as required by chapter 80 of the code of the Village of Pittsford.

#### 154-13. **Penalties for offenses.**

- A. The first violation of this chapter within an eighteen-month period of the owner(s) and/or tenant(s) shall be punishable by a fine of not less than \$500 nor more than \$1,500.
- B. The second violation of this chapter within an eighteen-month period shall be punishable of a fine of not less than \$1,000 nor more than \$2,500.
- C. The third violation of this chapter within an eighteen-month period shall be punishable by a fine of not less than \$1,500 nor more than \$5,000.
- D. For the purpose of conferring jurisdiction upon courts and judicial officers in general, violations of this chapter shall be deemed misdemeanors, and, for such purpose only, all provisions of law relating to misdemeanors shall apply. Each day's continued violation shall constitute a separate additional violation.
- E. A violation existing at the premises as referred to here and above shall be a violation by the owner(s).

#### 154-14. **Severability.**

In the event that one or more of the provisions of this local law or chapter shall be deemed to be unenforceable, the remaining provisions of this local law or chapter shall remain in full force and effect.

**Effective Date.**

This local law shall take effect immediately upon its adoption by the Board of Trustees of the Village of Pittsford and the filing thereof with the New York Secretary of State.

# Village Board Meeting

## Meeting Items Agenda Item 8

Pedestrian Safety S. Main Street Parking and Crosswalk  
discussion - Lanphear

# Village Board Meeting

Meeting Items  
Agenda Item 9

Refuse District Surcharge and Updates – Clerk

# Village Board Meeting

## Meeting Items Agenda Item 10

Authorization for the Mayor to sign the Transfer form for  
Zoghlin Group - Plummer



## AUTHORIZATION FOR TRANSFER OF CLIENT FILE(S)

I elect Jacob H. Zoghlin, Esq. / Mindy L. Zoghlin, Esq. to continue as my attorney(s) of record for the following matter(s):

Village of Pittsford Planning and Zoning Board – Matter # 15-197

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Ads 5 State Street Pittsford, et al – Matter # 23-121

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PCP Apps 75 Monroe – Matter # 15-160

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I hereby authorize The Zoghlin Group to transfer my file(s) to the law firm of Underberg & Kessler LLP, 300 Bausch & Lomb Place, Rochester, NY 14604.

*Village of Pittsford PZBA, by Mayor Alysa Plummer*

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*[Date]*

*[Client Signature]*

We look forward to continuing to assist you with your legal and business needs.

As of January 1<sup>st</sup>, our new contact information will be:

Jacob H. Zoghlin, Esq., [jzoghlin@underbergkessler.com](mailto:jzoghlin@underbergkessler.com), 585.258.2834  
Mindy L. Zoghlin, Esq., [mzoghlin@underbergkessler.com](mailto:mzoghlin@underbergkessler.com), 585.258.2871  
Julie Wallace, [jwallace@underbergkessler.com](mailto:jwallace@underbergkessler.com), 585.258.2820

# Village Board Meeting

## Meeting Items

### Agenda Item 11

Set a Date for Coffee & Conversation for the following -  
Plummer

- Prism
- Joint w/the Town of Pittsford for backyard composting
- Howard Maffuci – Monroe County Budgeting

Village Board Meeting

Department Reports

Building Inspector Report

# Village Board Meeting

## Department Reports

- DPW Report

# Village Board Meeting

## Department Report

### Treasurers / Village Clerk Report

- Bill Pay
- November Financial Report
- Office Hours

# TREASURER'S REPORT

*Submitted by  
Dorothea Ciccarelli*

## ***1/14/2025***

- **Vouchers for approval – Abstract #14**

General Fund (#1030 -#1073):	\$ 69,073.43
Sewer Fund (#1031 - #1066)	<u>\$ 4,597.36</u>

**Total Vouchers for Approval: \$ 73,670.79**

## **Current Village Office Hours**

Monday – Friday

8 AM – 4 PM

## **Proposed Village Office Hours**

Monday – Thursday

8 AM – 4 PM

Friday

8 AM – 1 PM

Call ID	Recording	Direction	To	Date/Time	Result	Duration	Rate	Charge	Location	Account Cc	Spam Rating
044efc2a-0a1a-4fb8-b		inbound	(585) 586-4	10/25/2024 15:51	answered	0:01:34	0		0 Village of Pi	NULL	Verified Call
90b3de25-fe27-402a-8		inbound	(585) 586-4	10/25/2024 13:33	answered	0:03:53	0		0 Village of Pi	NULL	Verified Call
ceb8cf21-e788-479c-9		inbound	(585) 586-4	10/25/2024 13:29	answered	0:01:06	0		0 Village of Pi	NULL	Verified Call
0c4367f5-d0f4-4f55-8		inbound	(585) 586-4	10/25/2024 13:08	answered	0:01:37	0		0 Village of Pi	NULL	Verified Call

Call ID	Recording	Direction	To	Date/Time	Result	Duration	Rate	Charge	Location	Account Cc	Spam Ratin
bfb3834c-491f-4e6a-b		inbound	(585) 586-4	11/22/2024 13:54	answered	0:00:12		0	0 Village of Pi	NULL	Verified Cal
bcf56de5-d549-4257-k		inbound	(585) 586-4	11/22/2024 13:25	answered	0:01:08		0	0 Village of Pi	NULL	Verified Cal
80adb907-175b-4e8c-i		inbound	(585) 586-4	11/22/2024 13:05	answered	0:01:36		0	0 Village of Pi	NULL	Verified Cal
82394fe2-2046-4eab-a		inbound	(585) 586-4	11/15/2024 15:26	answered	0:02:39		0	0 Village of Pi	NULL	Verified Cal
74606d59-a8d0-4088-h		inbound	(585) 586-4	11/15/2024 13:12	answered	0:05:37		0	0 Village of Pi	NULL	Verified Cal
64fef73b-6ad7-4103-a		inbound	(585) 586-4	11/15/2024 13:01	answered	0:00:45		0	0 Village of Pi	NULL	Verified Cal
41cc4eef-75d6-4b93-8		inbound	(585) 586-4	11/8/2024 13:03	answered	0:03:44		0	0 Village of Pi	NULL	Verified Cal
ca626b9a-b204-4e63-l		inbound	(585) 586-4	11/1/2024 15:36	answered	0:10:16		0	0 Village of Pi	NULL	Verified Cal
cc6233f3-ed8d-43a2-b		inbound	(585) 586-4	11/1/2024 15:15	answered	0:00:58		0	0 Village of Pi	NULL	Verified Cal
0420a21c-01bc-4171-g		inbound	(585) 586-4	11/1/2024 15:14	answered	0:04:05		0	0 Village of Pi	NULL	Verified Cal
fc8adbbc-5260-4b9e-9		inbound	(585) 586-4	11/1/2024 13:45	answered	0:12:49		0	0 Village of Pi	NULL	Verified Cal

Call ID	Recording	Direction	To	Date/Time	Result	Duration	Rate	Charge	Location	Account Cc	Spam Rating
9bae0c34-83e6-4273-9		inbound	(585) 586-4	12/27/2024 13:12	answered	0:01:39	0	0	Village of Pi	NULL	Verified Call
b8d244eb-d8db-416d-4		inbound	(585) 586-4	12/20/2024 15:45	answered	0:02:26	0	0	Village of Pi	NULL	Verified Call
63e96599-5a58-4bbe-4		inbound	(585) 586-4	12/20/2024 13:50	answered	0:01:19	0	0	Village of Pi	NULL	Verified Call
dd2af4b6-ce4e-4257-9		inbound	(585) 586-4	12/13/2024 13:13	answered	0:01:39	0	0	Village of Pi	NULL	Verified Call
f8716f16-c44c-4a20-8		inbound	(585) 586-4	12/6/2024 15:16	answered	0:01:03	0	0	Village of Pi	NULL	Verified Call
2c1f6bcb-8a58-484c-9		inbound	(585) 586-4	12/6/2024 15:16	answered	0:03:07	0	0	Village of Pi	NULL	Verified Call
0cfcfc54-b221-4525-b		inbound	(585) 586-4	12/6/2024 13:55	answered	0:01:45	0	0	Village of Pi	NULL	Verified Call
839f6e88-aefd-4e5a-b		inbound	(585) 586-4	12/6/2024 13:45	answered	0:00:49	0	0	Village of Pi	NULL	Verified Call
8d38ef8a-843e-4cb1-a		inbound	(585) 586-4	12/6/2024 13:33	answered	0:01:12	0	0	Village of Pi	NULL	Verified Call
951f4ec8-27bf-4726-9		inbound	(585) 586-4	12/6/2024 13:02	answered	0:06:41	0	0	Village of Pi	NULL	Verified Call

# Village Board Meeting

## Department Reports

## Minutes

Village Board Meeting Minutes, November 12, 2024

Village Board Special Meeting Minutes, November 26, 2024

Village Board Special Meeting Minutes, December 9, 2024