

PROCEEDINGS OF A REGULAR MEETING OF THE VILLAGE BOARD OF TRUSTEES

March 27, 2018, 7 PM

Present

Mayor: Robert Corby
Trustees: Lili Lanphear
Margaret Caraberis
Frank Galusha
Recording Secretary: Mary Marowski/Kaitlyn Moranz

CALL TO ORDER

Motion: Mayor Corby made a motion, seconded by Trustee Galusha, to call the meeting to order at 7:00 PM.

Vote: Corby – yes, Lanphear – yes, Caraberis – yes, Galusha – yes. Motion carried.

CONFLICTS OF INTEREST

Mayor Corby asked if any of the Board members had accepted gifts or had a conflict of interest associated with any of the meeting agenda items. The Board members indicated they had no conflicts of interest nor had they received any gifts regarding this agenda.

LETTER FROM DAVID FERRIS

David Ferris, former trustee, requested that the following letter be entered into the minutes:

March 25, 2018

To Mayor Corby and My Fellow Trustees:

It has been my privilege to serve as a Pittsford Village Trustee with you. I am not able to attend this Board of Trustees meeting since for Christmas my wife gave me tickets to Bruce Springsteen on Broadway. Therefore, we are in New York and I am not able to attend what I believe is the only Trustee meeting I have missed since being appointed.

I wish my successor Dan Keating well in his new role and I hope that the Board of Trustees will continue to be the outstanding stewards of our village, like those before you. I appreciate your hard work, which is often invisible to those not on the boards.

Thanks.

David Ferris

ARBOR DAY 2018

Village employee, Sophie Bennett, has been developing an Arbor Day event to be held on April 28, 2018 from 11:00 AM until 12:30 PM. A multitude of activities have been planned for the day's event including music, children activities, and the distribution of free tree seedlings for the public. The Rayson Miller Legion Post will also be cooking out hot dogs during the event.

Ms. Bennett is requesting \$175 to secure Wild Birds Inc. for the purpose of exhibiting four birds of prey. They will also give a short lecture on the significance of the environmental impacts of wooded areas on bird species.

Motion: Mayor Corby made a motion, seconded by Trustee Galusha, to allocate \$175 to Wild Birds Inc. for exhibiting four birds of prey and lecture time for one hour.

Vote: Corby – yes, Lanphear – yes, Caraberis – yes, Galusha – yes. Motion carried.

The band, Just “The Fog”, is considering performing at this event. A \$100 fee is required. Currently a sponsor is being sought. The Board has decided to *table* this item until the next Board meeting pending the possible securing of a sponsor.

NON-MUNICIPAL PERMIT – PITTSFORD FOOD TOURS

Pittsford Food Tours would like a permit for their food tours from April 28 through November 2018. The previous year's tours brought almost 500 people into Pittsford. The group sizes will continue to be limited to 12 people per tour so as not to overwhelm the restaurants. The tours will be held on Thursday's and Saturday's, with the hope for an optional additional day if needed. The Board will require a copy of insurance, letters written to emergency services, and notification before any additional day is added.

Motion: Trustee Galusha made a motion, seconded by Trustee Caraberis, to approve the non-municipal use permit for Pittsford Food Tours to conduct tours starting April 28 and continuing until the end of November 2018 under the same conditions as previously stated in their 2017 permit.

Vote: Corby – yes, Lanphear – yes, Caraberis – yes, Galusha – yes. Motion carried.

Motion: Mayor Corby made a motion, seconded by Trustee Lanphear, to waive the 45-day waiver for the Pittsford Food Tours non-municipal use permit.

Vote: Corby – yes, Lanphear – yes, Caraberis – yes, Galusha – yes. Motion carried.

PUBLIC HEARING – PROPOSED LOCAL LAW TO OVERRIDE THE TAX CAP

Motion: Mayor Corby made a motion, seconded by Trustee Lanphear, to open the public hearing to consider the proposed local law to override the tax cap at 7:33 PM.

Vote: Corby – yes, Lanphear – yes, Caraberis – yes, Galusha – yes. Motion carried.

The Office of the New York State Comptroller recommends the override, since penalties for computer and clerical errors can be substantial.

Motion: Mayor Corby made a motion, seconded by Trustee Galusha, to close the public hearing at 7:35 PM.

Vote: Corby – yes, Lanphear – yes, Caraberis – yes, Galusha – yes. Motion carried.

Motion: Mayor Corby made a motion, seconded by Trustee Galusha, to approve the proposed local law to override the tax cap for the 2018-2019 fiscal year.

Vote: Corby – yes, Lanphear – yes, Caraberis – yes, Galusha – yes. Motion carried.

PUBLIC HEARING – AMEND CHAPTER 90 OF THE VILLAGE CODE

Motion: Mayor Corby made a motion, seconded by Trustee Galusha, to open the public hearing to amend Chapter 90 of the Village Code at 7:36 PM.

Vote: Corby – yes, Lanphear – yes, Caraberis – yes, Galusha – yes. Motion carried.

Chapter 90 discusses the authorization for the appointment of electrical inspectors to take place at the Organizational meeting.

Motion: Mayor Corby made a motion, seconded by Trustee Lanphear, to close the public meeting at 7:36 PM.

Vote: Corby – yes, Lanphear – yes, Caraberis – yes, Galusha – yes. Motion carried.

Motion: Mayor Corby made a motion, seconded by Trustee Caraberis, to amend Chapter 90 of the Village Code.

Vote: Corby – yes, Lanphear – yes, Caraberis – yes, Galusha – yes. Motion carried.

REPORT FROM THE COMPREHENSIVE PLAN UPDATE STEERING COMMITTEE

Trustee Caraberis stated that each subcommittee has provided a report to the rest of the committee. The latest report was received from the Governance and Inter-Municipal Relations Subcommittee. The committee is waiting for an approval from the Board of Trustees regarding the Steinmetz contract. The committee considers itself on target for the projected progress before consultant meetings begin.

STEINMETZ PLANNING GROUP CONTRACT

The revised Steinmetz contract was presented for approval. This agreement will address zoning items presented by the comprehensive plan committee. Attorney Turner stated that he has reviewed the contract and that is approvable from a legal standpoint.

Motion: Mayor Corby made a motion, seconded by Trustee Lanphear, to approve the contract with Steinmetz Planning Group on an “hourly not to exceed” basis.

Vote: Corby – yes, Lanphear – yes, Caraberis – yes, Galusha – yes. Motion carried.

HISTORIC PRESERVATION CODE UPDATE

James Finelli, SHPO, will be aiding the Village with updating the historic preservation code to align with the New York State Code. A new draft will be submitted to the Board as soon as possible, and the APRB will be asked to collaborate as well.

T.Y. LIN CONTRACT

Trustee elect Dan Keating suggested the following changes to the annual T.Y. Lin contract:

- Addition of email in Section 1A-b
- Limitation of travel time allowed in Section 1B-a, to ensure that local offices are used
- Exclusion of bill creation in billing, so that the Village is not charged for the time required to create bills
- Reports only created as required by Code and requested by the Code Official
- Section 2 could be altered from 30-day terms to 45-day or 60-day terms. Mrs. Cline suggested the terms be removed since the clients should be informed of how much is the review cost and the fees associated with each project.
- Section 5B regarding the 90-day termination should be reduced to 30 or 60 days
- A clause should be added to ensure only employees of T.Y. Lin, not subcontractors, are working on Village of Pittsford projects.

The contract will be reviewed by Village Attorney Jeff Turner for the annual meeting.

Motion: Mayor Corby made a motion, seconded by Trustee Lanphear, to approve the contract with T.Y. Lin with stated revisions for the review of the 44 Sutherland Street project.

Vote: Corby – yes, Lanphear – yes, Caraberis – yes, Galusha – yes. Motion carried.

BUILDING INSPECTOR REPORT – KELLY CLINE (Interim)

The interim Building Inspector, Kelly Cline, informed the Board that Pittsford Little League, now called **Pittsford Community Baseball**, will be moving the location of their annual party from the Pittsford Dairy to Bob Ford Field. Since an outside vendor will be providing the food, a zoning temporary use permit is necessary. The policy of presentation to the Village Board of Trustees is required to avoid traffic issues and to ensure emergency services are up-to-date on village events. Kelly Cline indicated a need for inspections by the Fire Marshall as well.

The demolition permit has been signed for **44 Sutherland Street**. The plan has been reviewed and is sufficient, and the asbestos abatement was completed. The streets will need to remain clean and a water truck will be on site. A pre-demolition meeting will be held on Thursday, March 29th. The Superintendent of Public Works will be at the site to ensure the sewer disconnect is done correctly. The Board requested photos of the building before and during demolition. Legal documentation has been signed by APRB member Bill McBride. APRB and PZBA signatures are needed on the paper plans.

Installation of a **free-standing library** was requested on Maple Street. As long as the structure follows the criteria of the Little Free Library association, the library will be allowed. Kelly Cline

we be creating a new policy indicating that if the structure complies, review by the APRB is not required.

Motion: Mayor Corby made a motion, seconded by Trustee Caraberis, to waive the requirement for APRB review for free-standing libraries under the condition that they follow the requirements of the Little Free Library association.

Vote: Corby – yes, Lanphear – yes, Caraberis – yes, Galusha – yes. Motion carried.

Kelly Cline discussed the three businesses on Main Street that have paper covered windows. A building code violation arises with blocked fenestration. One owner has claimed they will make the effort to remove the paper if necessary.

The interim Building Inspector, Kelly Cline, requested clarification regarding 75 Monroe Ave. The plans were sent from the APRB to the PZBA due to inconsistency issues of site plans, the LWRP, and the unfamiliarity of the APRB with site plan review. The PZBA would like either the Building Inspector or T.Y. Lin to do the review. Kelly Cline questioned whether the costs will be passed along or if they will be Village-borne expenses. Trustee Lanphear explained that an escrow was denied for a review but Mayor Corby claimed the cost should not be Village-borne. The PZBA will need to make an appeal to the Board to request the use of a consultant.

MEMBER ITEMS

Trustee Lanphear discussed the possibility of consolidation of trash haulers in the Village. APRB member, Lisa Cove, has concerns over the number of days that trash bins are outside for different haulers and the impact that they have on the image of the Village. The Board expressed concerns over the Village managing the trash hauler, as the Village could be liable for any issues which could lead to additional work for the DPW. A survey of public opinion would be necessary to decide if changes should be made.

Trustee Lanphear would like to begin the “donate-a-tree program” for the Village. The Mayor would like to use the following tree preferences: Littleleaf Linden, American Hophornbeam, and Kentucky coffeetree. Planting locations will be designated at a future date.

Trustee Lanphear found an urn that would best match the missing urn. The new version will be 42”, and a stand will be created to make it comparable in height to the current 50” urns. Trustee Caraberis informed the Board that the Pittsford Garden Club will be donating funds for the planting of the 4 urns, which may be also used for the purchase of the new urn.

TREASURER’S/VILLAGE CLERK REPORT

Ms. Marowski, Treasurer, presented the vouchers listed on Abstract #22 of fiscal year 2017-18 for approval.

Vouchers for approval – Abstract #22

• General Fund (#609-#624, #626-#630):	\$26,691.60
• Sewer Fund (#624-#625):	<u>\$ 491.31</u>
Total Vouchers for approval	\$27,182.91

Motion: Mayor Corby made a motion, seconded by Trustee Galusha, to approve the payment of vouchers listed on Abstract #22 in the amount of \$27,182.91, and to charge them to their appropriate accounts.

Vote: Corby – yes, Lanphear – yes, Caraberis, yes, Galusha – yes Motion carried.

Ms. Marowski also presented the current cash balances and the status of the books for January and February 2018 including necessary budget transfers. The review of the books was tabled to a later meeting.

A public hearing regarding the tentative budget will be held on April 10, 2018.

MINUTES

Minutes of 2/13/18 were tabled to the next meeting.

EXECUTIVE SESSION

Motion: Mayor Corby made a motion, seconded by Trustee Galusha, to enter executive session at 8:21 PM for the purpose of litigative matter.

Vote: Corby – yes, Lanphear – yes, Caraberis – yes, Galusha – yes. Motion carried.

Motion: Mayor Corby made a motion, seconded by Trustee Galusha, to exit executive session at 9:25 PM.

Vote: Corby – yes, Lanphear – yes, Caraberis – yes, Galusha – yes. Motion carried.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:30 PM.

Motion: Trustee Lanphear made a motion, seconded Trustee Caraberis, to adjourn the meeting at 9:30 PM.

Vote: Corby -yes, Lanphear – yes, Caraberis – yes, Galusha – yes Motion carried.

Respectfully submitted,

Mary Marowski, Recording Secretary

Kaitlyn Moranz, Recording Secretary