

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

Tuesday, April 27, 2021 at 6:30 PM

Present:

Mayor:	Alysa Plummer
	Lili Lanphear
	Renee Stetzer
	Dan Keating
	Justin Leitgeb
Village Attorney:	Jeff Turner
Recording Secretary:	Dorothea M. Ciccarelli
Deputy Treasurer:	Brooklyn Thomas
Deputy Clerk:	Marina Pacheco

CALL TO ORDER

Motion by Mayor Plummer, and seconded by Trustee 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.

TREASURERS' REPORT

The Village Treasurer presented vouchers listed on Abstract #21 of 2020/2021 fiscal year for approval in the amounts stated below and to charge them to the appropriate accounts.

Vouchers for approval – Abstract abstain21	
• General Fund (558-584,586-588):	<u>\$42,000.53</u>
Total Vouchers for Approval:	\$42,000.53

Motion by Mayor Plummer, and seconded by Trustee Lanphear, to approve payment of the vouchers listed on Abstract #21 in the amount of \$42,000.53.

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

The Village Clerk informed the Board that payment on the 10-year bond in which we are participating, in the amount of \$50,000 principal and approximately \$2,300 in interest is due on May 15th.

Motion by Mayor Plummer, and seconded by Trustee Stetzer, to authorize payment of the 10-year bond.

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

NON-MUNICIPAL PERMIT – PITTSFORD CENTRAL SCHOOL, SENIOR PARADE

The Village Clerk presented a proposal by the Pittsford Central School District to hold a graduation parade for their seniors. The parade was started last year so that Seniors could celebrate graduation in light of COVID-19. The proposal is largely the same as the previous year.

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The Board discussed a change in route from the previous year and the Village Clerk recommended waiving the 45-day notice requirement.

Motion by Mayor Plummer, and seconded by Trustee Lanphear, to approve the non-municipal use permit for the Pittsford Central School Senior Parade, waiving the 45-day notice requirement.

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

SPECIAL PERMIT APPLICATION – NEUTRAL GROUNDS

Marianne Warfle of Neutral Grounds presented a proposal to open a coffee shop at 45 Schoen Place on the upper level. Ms. Warfle explained that her original plan was to open her shop and share space with Dolce Cupcakery, but realized that she will need more space in which to operate. She explained that she spoke with the landowner of 45 Schoen Place and has determined it to be a good location. Ms. Warfle has also spoken with several business owners along Schoen Place who are in support of her plans.

Concerns were raised about paneled delivery trucks along Schoen Place. Ms. Warfle explained that she does not intend to have large trucks making deliveries to her shop.

Trustee Lanphear asked Ms. Warfle what her trash arrangements were. Ms. Warfle explained that she will be utilizing the dumpsters that are already there and hopes to have a tote as well.

Trustee Leitgeb asked if PZBA or HBD approval will be needed prior to opening. The Building Inspector explained that Ms. Warfle will have to present to the HPB for a sign if she wishes to have one.

Art Pires – 70 State St. Expressed concerns regarding outdoor seating, and its possible effect on parking, and the state of the dumpster areas at Northfield Commons.

John Limbeck – 62 State Street: Expressed similar concerns as Mr. Pires.

Trustee Lanphear responded that she does recall a Board Member previously stating that they would look into the issues that are occurring at Northfield Commons and also that the Building Inspector was going to make an attempt to reach out to the property owner about moving the dumpsters. Further explained that the Village had not received a satisfactory response from the property owner and that it seemed like it would not be much trouble to move the dumpsters.

The Building Inspector stated that a request to move the dumpsters was never brought to his attention but he is willing to work with the property owner to see if the dumpsters can be re-located.

John Limbeck – 62 State Street: Explained that issues with dumpsters were likely ongoing prior to Mr. Lauth becoming Building Inspector. Stated that Trustee Keating had worked on the issue before.

Art Pires – 70 State St.: Also recalled Trustee Keating working on the issue. Further stated that the issues have been ongoing with no resolution.

Justin Vlietstra – 19 Boughton Avenue: Provided background regarding the dumpster issue. Dumpster location was approved by the previous Planning Board but site plan was not completed. Current Planning Board is aware of neighbors' concerns

Art Pires – 70 State St.: Asked if a Planning Board had the right to grant a variance from code regulations.

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Attorney Turner explained that it is possible that the Planning Board granted a variance, or it is possible that the code at that time allowed the Planning Board to vary the requirement.

Mayor Plummer outlined several action items, asked that the Building Inspector re-visit some of the ongoing code violations that have been brought up. Mayor Plummer also stated that the Board would have to re-visit what the prior Planning Board did precisely as well as reach out to the property owner to determine how to move forward.

Discussion was had regarding if it would be appropriate to proceed with the Neutral Grounds Public Hearing in light of these discussions. The Village Attorney stated it would be appropriate to proceed and work on the aforementioned issues offline.

The Building Inspector added he will work with the owners to remedy any issues that residents have brought to light, but that he currently has no active code violations in his system.

John Limbeck – 62 State Street: Stated that there may not be active code violations but he has had the Monroe County Sheriff respond to issues multiple times this year.

Motion by Trustee Stetzer, and seconded by Trustee Leitgeb, to schedule the Public Hearing for the application of Marianne Warfle for Neutral Grounds Coffee Shop on May 25, 2021 at 7:00 PM.

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

EXPANSION OF OUTDOOR SEATING RESOLUTION

The Village Clerk explained that the resolution was introduced last year to assist restaurants and other retail businesses during the COVID-19 pandemic. The Board extended the resolution through April last year in order to allow it to last through the winter, but it is now close to expiration and it is being requested that the resolution be extended again.

Trustee Lanphear stated that the resolution will only apply to businesses which are currently operating under a Special Use permit. Mayor Plummer requested that the Board hold discussion regarding this.

The Building Inspector stated that many of the businesses that would want to have outdoor seating are already covered by a Special Use permit.

The Village Attorney clarified that the resolution that is currently in existence applies to all restaurant and tavern users as defined in the code. Further explained that the resolution is not specific to those with special use permits, but specific to the restaurant and tavern uses.

The Building Inspector mentioned that Thirsty's put outdoor seating in the parking lot behind Hungry's last year in order to survive during the Pandemic.

The Village Attorney asked if Thirsty's was able to do that because of an outside seating permit issued by the Building Inspector. The Building Inspector confirmed that was the case.

Mayor Plummer asked if this meant that Thirsty's would be covered by the resolution. The Village Attorney confirmed that was the case.

The Building Inspector added that he was not notified of any issues with this resolution in the previous year and has not observed any negative impact from it on residences or businesses.

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Trustee Lanphear stated that she recognizes Thirsty's as a special case and that the Board may wish to consider adding an official exception for them in their motion.

The Village Attorney confirmed that Trustee Lanphear is correct, and that Section One of the Resolution grants relief for outdoor seating to businesses operating under a Special Use Permit.

Trustee Lanphear provided an example of a business that was allowed to operate via permits granted by the Planning Board. Asked how those cases will be handled.

The Village Attorney explained that it is up to the Board, in order to accommodate Thirsty's and other restaurant and tavern uses, the resolution should be modified to eliminate the stipulation that businesses must currently possess a valid special use permit and change it so that it applies to established restaurants and taverns.

Trustee Lanphear stated that she would not feel comfortable removing the Special Use Permit stipulation as originally it was the permit that was being used as the trigger for relief for outdoor seating. Further stated that she would be comfortable with voting to extend the resolution as is and hold further discussion.

Trustee Leitgeb added that Thirsty's is considered as a pre-existing non-conforming use, which is why it is allowed an exception to have outdoor seating although they do not have a Special Use Permit. Trustee Leitgeb asked Trustee Lanphear if she knew any other businesses that would fall into this category.

The Building Inspector stated that he did not know of any other restaurants or taverns in the Village that would fall into that category. Mentioned that he is unsure if Copper Leaf has a Special Use Permit but they have been requesting to be allowed to have outdoor seating as well.

Trustee Lanphear stated that Copper Leaf does not have a Special Use permit and that she recalls when their application was received that there was discussion had about allowing them outdoor seating due to their proximity to neighborhoods close by. Further explained that she would want to hear from residents on the matter.

John Limbeck – 62 State Street: Expressed concern about outdoor seating at Copper Leaf due to proximity to his home.

Art Pires – 70 State St.: Felt that businesses that did not previously have outdoor seating prior to COVID should not be encompassed in the resolution. Asked that Exhibit A of the resolution be presented.

The Building Inspector stated that Copper Leaf is currently open, what they are requesting is to have three small tables up against their building, not taking up any parking spaces while allowing them to have a few more patrons. The tables would be in the front of the building by the door and away from the residential area. Parking would be unaffected. Further commented that he has not received any negative feedback about Copper Leaf and that everyone was generally very happy that they had opened.

John Limbeck – 62 State Street: Felt that Copper Leaf should not be granted outdoor seating as they did not follow Village processes in the application process.

Justin Vlietstra – 19 Boughton Avenue: Stated that he believes this issue can be combined with and solved by fixing temporary use and temporary zoning permitting.

Mayor Plummer reminded that Board that the original discussion is regarding extension, not expansion, of the resolution. The Village Attorney agreed and described what Mr. Vlietstra was proposing as a much more far-reaching modification of code provisions about who grants what approvals for what uses. Further explained that he believes there is still a discussion scheduled to resolve that issue.

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Mayor Plummer stated that outdoor seating in itself will need further discussion, but that action must be taken in the meantime. The Building Inspector added that he would suggest extending the resolution until the end of October or until all restrictions are relieved by the Governor.

Anne Limbeck – 62 State Street: Felt that no new business should be grandfathered into the resolution.

The Building Inspector responded that new businesses will not be grandfathered in. Anyone who wants to have outdoor seating will have to apply, provide an outdoor seating plan, and make sure that it meets fire and public safety requirements.

Motion by Trustee Lanphear, and seconded by Trustee Leitgeb, to extend the Resolution for outdoor seating to the end of October, or until the Governor removes COVID-19 restrictions on businesses, whichever is sooner. With the condition that this Resolution applies only to valid Special Use permit holders.

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

PUBLIC HEARING – LOCAL LAW: SHORT TERM RETAIL

Mayor Plummer explained that a new process is needed to deal with events that are pop-up or considered temporary seasonal.

Trustee Leitgeb expressed concerns regarding the law, the first being that he believes that it overlaps with the temporary use permit code which is currently delegated to the Zoning Board of Appeals. Further explained that creating a list of uses that are permitted would clarify the scope of the temporary permit authority. Trustee Leitgeb stated that he is in favor of tabling the law in order to have further discussion.

The Village Attorney responded that the reason for this local law is because when the situation of how to properly handle the permits for Harladay Hots arose last year, the ZBA felt that they did not have the jurisdiction to grant that kind of permit. Further explained that the situation last year was remedied by use of a Transient Merchant permit which was issued by the Clerk. Upon further review of the Transient Merchant code, it was determined that allowing the Clerk to issue the permit was an inappropriate designation of discretionary power. The Village Attorney mentioned that a similar situation was had with permitting for the Farmers' Market.

Trustee Stetzer asked if the Board were to table the law for further research and discussion, would they be able to approve Harladay Hots in the same way that they had last year. The Village Attorney answered that the Board could not because the Transient Merchant provisions have already been removed from the code.

Mayor Plummer added that this law is addressing a code change because there is currently no mechanism in place to grant these kinds of permits.

The Village Attorney stated again that the reason for the local law being brought before the Trustees was because the ZBA indicated to the Code Enforcement Officer that they felt as though they did not have the jurisdiction to grant the type of permit that Harladay Hots was looking for.

The Building Inspector explained that the area where Harladay Hots operates is zoned as a limited office residential space and that the residential caveat of the location would not allow the temporary use permit or the temporary zoning permit from the Zoning Board, and that was his understanding from his conversations with the Chairperson.

Motion by Mayor Plummer, and seconded by Trustee Leitgeb, to open the public hearing for the Local Law: Short Term Retail.

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

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John Limbeck – 62 State Street: Spoke in favor of Harladay Hots and in favor of legislation that would allow him to continue to operate.

Charles Clottin – Harladay Hots, Owner: Expressed appreciation to the Board for their help. Inquired about section 189.9 “Right of Entry; Access to Books”

The Village Attorney explained that he believes it was a carryover clause from the Transient Merchant provisions and should be removed because the Village is not imposing a tax based upon sales. Instead, the Village will impose a fee based on use, but that decision is up to the Board.

Mayor Plummer stated that she would be in favor of striking access to books from the law.

The Building Inspector agreed and explained that the purpose of the wording of the law was to create a mandatory fee rather than collecting a tax because it made the process cleaner.

Mr. Clottin asked if the entire paragraph regarding access would be stricken. The Village Attorney stated that there should be some means for the Building Inspector/Code Enforcement to have access in order to conduct inspections and asked the Building Inspector if he was granted access under another part of the law.

The Building Inspector confirmed that he would be able to access the establishment during under other parts of the code for purposes of conducting inspections.

Board members agreed to strike language in the law regarding access to books and to strike the words access to books from the title as well.

Justin Vlietstra – 19 Boughton Avenue: Cited several concerns about the wording of the law and how it might affect civic groups.

Mayor Plummer responded that section 189.3 includes a list of exceptions to this code and that churches are included in the exceptions. Mr. Vlietstra responded that only door-to-door sales would be permitted and not fundraising events on their own property.

The Village Attorney explained that the code is pertaining to short-term retail businesses and that an e-bay seller, selling from their home, would not be categorized as a business. Further explained that the law targets people who want to operate a short-term retail business and churches would not be categorized as a short-term business either.

Dave Ferris – 27 Monroe Ave.: Suggested changing the wording of the exceptions list to further encompass civic groups. Also stated that e-bay sales should not apply in his opinion. Online sales being different than sales that cause traffic around a physical site.

Justin Vlietstra – 19 Boughton Avenue: Suggested creating an exception for businesses that already comply with uses and laws. Stated that he reads law as applicants having to apply to both the Board of trustees and the Zoning Board for a permit.

The Village Attorney stated that adding a clause at the end that businesses that are otherwise permitted by the Village under another section of code be exempt would address the issue.

Trustee Leitgeb stated that using the temporary use permit as a fallback mechanism is a better approach. Stated that he would like to see authority for approving temporary use permits be returned to the Zoning Board.

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The Village Attorney read aloud the amended law. Board members agreed on the proposed changes.

Motion by Mayor Plummer, and seconded by Trustee Lanphear, to close the public hearing for the Local Law: Short Term Retail.

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

Mayor Plummer stated that the next step would be to discuss SEQR. The Village Attorney recommended that the Board determine it as a type 2 action under 617.5 (c).

Motion by Trustee Lanphear, and seconded by Trustee Leitgeb, to determine the Local Law: Short Term Retail to be a Type 2 action under SEQR.

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

Motion by Mayor Plummer, and seconded by Trustee Lanphear, to adopt Local Law: Short Term Retail including revisions as discussed.

PUBLIC HEARING – HARLADAY HOTS

Motion by Mayor Plummer, and seconded by Trustee Stetzer, to open the public hearing for Harladay Hots

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

Trustee Keating arrives (1:36:54 / 2:42:50).

John Limbeck – 62 State Street: re-iterated his support for Harladay Hots.

Charlie Clottin – Harladay Hots, Owner: Stated that he has been operating in the Village for the past 11 years, does not intend to change anything from the previous years. Continually receives positive feedback from residents. Further stated that he is unsure what the issue is with his location as he is surrounded by businesses, but he is appreciative of everyone’s time and assistance.

Motion by Mayor Plummer, and seconded by Trustee Leitgeb, to close the public hearing for Harladay Hots

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

Mayor Plummer pointed out an error in the dates of operation as proposed. Mr. Clottin stated he is aware of the mistake. Year of operation is 2021. Mayor Plummer also pointed out hours of operation as “Sunday – Sunday” and suggested correcting to “Monday – Sunday” for housekeeping purposes. Mr. Clottin agreed.

Trustee Keating asked if discussion was had about the permit fees. Mayor Plummer stated that it had not been discussed. Trustee Keating stated that permit fees have risen significantly over the past few years and asked the Building Inspector if he could explain why. The Building Inspector explained that fees fall in line with the fees that the Town charges but have gone up recently to cover costs. Changes to the fee structure are made by the Board.

The Village Clerk added that the Board may change the fee schedule during the upcoming organizational meeting. Board members agreed to discuss the matter then.

Motion by Trustee Stetzer, and seconded by Trustee Lanphear, to determine the Harladay Hots application to be a Type 2 action under SEQR.

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

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Motion by Mayor Plummer, and seconded by Trustee Keating, to approve the Temporary Use Permit of Harladay Hots including revisions as discussed.

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

SCHEDULE PUBLIC HEARING – MODIFICATION OF CHAPTER 195, SPEED LIMITS

Motion by Trustee Stetzer, and seconded by Trustee Leitgeb, to schedule a public hearing to modify Chapter 195 of the Village code regarding Speed Limits for May 25, 2021 at 7:00 PM.

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

UPDATED HOME RULE RESOLUTION FOR STATE SPEED LIMIT LEGISLATION

Trustee Stetzer explained that the language of the resolution was amended per discussion in previous meetings. A new home rule resolution must be adopted in support of the bill. Bill will be submitted to Albany with new bill numbers in order to pass the legislation at the state level.

Motion by Trustee Stetzer, and seconded by Trustee Lanphear, to adopt the Home Rule Resolution in support of New York State Senate and Assembly Bill S-2959-A and A-3532-A, including revisions as discussed.

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

Art Pires – 70 State Street, Expressed concerns regarding high traffic volume and speeding on State Street. Has not observed Sheriff's response to issue.

Trustee Stetzer responded that she would reach out to Zone A Captain Alberti to follow up.

Conversation is had regarding the speed centuries that will be installed in the Village.

2021-2022 BUDGET ADOPTION

The Village Treasurer reviewed the 2021-2022 budget.

Trustee Keating asked about the sales tax estimate. The Village Treasurer explained that the estimate was based off of previous actuals.

Discussion is had amongst Board members regarding the sales tax estimate. The Village Clerk reminded the Board that there is no further time for another meeting and that the budget must be adopted in order to meet the State deadline.

Motion by Trustee Keating, and seconded by Trustee Stetzer, to adopt the 2021-2022 budget.

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

Trustee Keating and the Village Treasurer review outstanding attorney bills.

Motion by Trustee Keating, and seconded by Trustee Stetzer, to pay the outstanding attorney bills.

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

Mayor Plummer & Trustee Leitgeb abstained due to not serving on the Board at the time the attorney bills were created.

**Proceedings of the Annual Organizational Meeting of the
Village of Pittsford Board of Trustees
held on Tuesday, April 27, 2021**

The power to appoint all department, non-elective officers, employees, and other positions is granted exclusively to the Mayor by NYS Village Law §3-301(3) & §4-400 (1) (c) (i). Mayoral appointments (except Deputy Mayor [NYS Village Law §4-400]) are subject to Village Board approval.

Mayor Appointment

Mayor Plummer appoints Trustee Stetzer as Deputy Mayor for the 2021-2022 fiscal year.

**Appointments
Village Office**

Motion Mayor Plummer, Seconded by Trustee Keating to:	Appoint Dorothea Ciccarelli as Village Clerk for a four-year term ending in 2026.
Motion Mayor Plummer, Seconded by Trustee Lanphear to:	Appoint Marina Pacheco-Walker as Deputy Clerk for a one-year term ending 2022.
Motion Mayor Plummer, Seconded by Trustee Keating to:	Appoint Brooklyn Thomas as Deputy Treasurer for a one-year term ending 2022.

**Appointments
Specialized Services**

Motion Mayor Plummer, Seconded by Trustee Stetzer to:	Appoint Mengel, Metzger, Barr & Company, CPA, P.C. for one-year term ending in 2022.
Motion Mayor Plummer, Seconded by Trustee Stetzer to:	Appoint Scott A. Harter as Village Engineer for a one-year term ending 2022.
Motion Mayor Plummer, Seconded by Trustee Stetzer to:	Appoint Stephen Robson as Village Assessor for a one-year term ending 2022.
Motion Mayor Plummer, Seconded by Trustee Stetzer to:	Appoint Gary Wilkins as Village Insurance Agent for a one-year term ending 2022.
Motion Mayor Plummer, Seconded by Trustee Stetzer to:	Appoint Bernard P. Donegan Inc. as Financial Advisors for a one-year term ending 2022.
Motion Mayor Plummer, Seconded by Trustee Stetzer to:	Appoint McCord Landscaping as the Village Landscape Architect for a one-year term ending 2022.
Motion Mayor Plummer, Seconded by Trustee Stetzer to:	Appoint Maria Huot as the Historic Preservation Consultant for a one-year term ending 2022 for non 75 Monroe Avenue matters.

Motion Mayor Plummer, Seconded by Trustee Stetzer to:	Appoint Q-Tech Engineering for site lighting review for the PZBA for a one-year term ending 2022.
Motion Mayor Plummer, Seconded by Trustee Keating to:	Appoint Pebble Stream for landscape architectural consulting for the PZBA for a one-year term ending 2022.

Legal Representation

Motion Mayor Plummer, Seconded by Trustee Keating to:	Appoint Jeffrey Turner as the Village Board Attorney at a rate set per retainer agreement for a one-year term ending 2022.
Motion Mayor Plummer, Seconded by Trustee Keating to:	Appoint Jeffrey Turner as the Historic Preservation Board Attorney at a rate set per retainer agreement for a one-year term ending 2022.
Motion Mayor Plummer, Seconded by Trustee Keating to:	Appoint as Planning Board and Zoning Board of Appeals Attorney Mindy L. Zoghlin, Esq., Zoghlin Group PLLC. at a rate set per retainer agreement for a one-year term ending in 2022.
Motion Mayor Plummer, Seconded by Trustee Keating to:	Appoint Timothy R. McGill as Municipal Bond Attorney for a one-year term ending 2022.
Motion Mayor Plummer, Seconded by Trustee Keating to:	Appoint Hodgson Russ as Special Counsel for 75 Monroe Avenue at a rate set per retainer agreement for a one-year term ending 2022.
Motion Mayor Plummer, Seconded by Trustee Keating to:	Appoint Christian Casini as the Village Labor Attorney at a rate of \$165.00 per hour for a one-year term ending 2022.

Historic Preservation Board

Motion Mayor Plummer, Seconded by Trustee Keating to:	Appoint Lisa Cove as Chairman to the Historic Preservation Board for a one-year term ending in 2022.
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Planning Board and Zoning Board of Appeals

Motion Mayor Plummer, Seconded by Trustee Keating to:	Appoint Justin Vlietstra as Chairman to the Planning Board and Zoning Board of Appeals for a one-year term ending in 2022.
Motion Mayor Plummer, Seconded by Trustee Keating to:	Appoint Jo Anne Shannon as Planning Board and Zoning Board of Appeals member for a five-year term ending in 2026.

Wage Compensation 2021 / 2022

**Motion Mayor Plummer,
Seconded by Trustee Keating to:**

Approve the Wage Compensation Schedule for 2021 / 2022.

Board of Trustees

Alysa Plummer	Mayor	\$ 14,992.52	Per Year
Lili Lanphear	Trustee	\$ 6,216.47	Per Year
Justin Leitgeb	Trustee	\$ 6,216.47	Per Year
Dan Keating	Trustee	\$ 6,216.47	Per Year
Renee Stetzer	Trustee	\$ 6,216.47	Per Year

Planning Board and Zoning Board of Appeals

Justin Vlietstra	Chairman	\$1,000.00	Per Year
Jo Anne Shannon	Member	\$400.00	Per Year
Susan Lhota	Member	\$400.00	Per Year
John Kitchura	Member	\$400.00	Per Year
Dave Marshall	Member	\$400.00	Per Year

Historic Preservation Board

Lisa Cove	Chairman	\$1,000.00	Per Year
Jeffrey Pollock	Member	\$400.00	Per Year
Mark Harrington	Member	\$400.00	Per Year
Kenneth Morrow	Member	\$400.00	Per Year
Virginia Searl	Member	\$400.00	Per Year

Clerk's Office

Dorothea M. Ciccarelli	Village Clerk / Deputy Treasurer	\$ 70,969.60	Salary
Marina Pacheco	Deputy Clerk	\$ 38,480.00	Salary
Brooklyn Thomas	Deputy Treasurer	\$ 38,480.00	Salary
Steve Lauth	Building Inspector / Fire Marshal	\$ 69,284.80	Salary
Audrey Johnson	Historian	\$ 500.00	Per Year
Mike James	Parking Monitor	\$ 16.00	Per Hour
Sophie Bennett	Laborer / Office Clerk	\$ 18.50	Per Hour

Highway Department

Zachary Bleier	Superintendent of Public Works	\$ 63,377.60	Salary
Doug Yaeger	DPW Crew Leader	\$ 24.91	2021 \$ 25.53 2022 Per Hour *
Brad Vanbortle	MEO	\$ 21.75	2021 \$ 22.29 2022 Per Hour *
Joan Rule	MEO	\$ 20.44	2021 \$ 20.95 2022 Per Hour *
Jason Cernis	Laborer	\$ 18.45	2021 \$ 18.91 2022 Per Hour *
Michael Hartman	Laborer	\$ 18.00	2021 \$ 18.45 2022 Per Hour *

***As Per Union Contract**

Liaison Positions 2021 / 2022 Mayor Appointment

Motion Mayor Plummer, Seconded by Trustee Keating to:		Approve the Liaison Positions for 2021 / 2022
Liaison Positions	2020 / 2021	2021 / 2022
Sustainability Initiative (formerly trees)	Corby	Plummer/Citizen Stewardship Committees
Economic Development / Chamber of Commerce / Village Merchants Association	Keating	Keating / Plummer
PZBA	Keating	Leitgeb
HPB	Corby	Lanphear
Treasurer	Corby	Plummer
DPW	Galusha	Keating (Stetzer, Leitgeb)
Fire Marshal & Building Inspector	Lanphear / Corby	Plummer
Streetscape Beautification * (subset of sustainability initiative)	Lanphear / Corby	Plummer / Lanphear / Ziakas / Citizen Stewardship Committees
Town Supervisor / Other	Corby / Galusha	Plummer / Stetzer
Leadership	Corby / Lanphear	Plummer / Lanphear
Grants	Corby	Plummer / Ziakas / Citizen Stewardship Committees
Office Staff	Corby	Plummer
GIS	Building Inspector	Building Inspector
Code Update Committee	Corby / Lanphear	Plummer / Stetzer / Leitgeb
Technology	Keating / Ciccarelli	Plummer / Leitgeb / Ciccarelli
Sheriff's Department	Stetzer / Corby	Plummer / Stetzer / Lanphear
Building Maintenance	Corby	Plummer / Lanphear
ATP Implementation		Plummer / Stetzer / Citizen Safety Committee
Pittsford Fire Department	Stetzer / Corby	Plummer / Leitgeb
Comprehensive Plan Implementation	Stetzer / Corby	Stetzer / Plummer / Citizen Committee – Annual Review

Tax Rate / Sewer Rent 2021 / 2022

**Motion Mayor Plummer,
Seconded by Trustee Keating to:**

Approve the Tax Rate / Sewer Rate for 2021 / 2022

The tax rate for the Village of Pittsford fiscal year beginning June 1, 2021, and ending May 31, 2022, is set at \$4.72 per thousand of taxable assessed valuation.

Sewer rent will be \$29.67 for the first 4000 gallons and \$3.38 for each 1000 gallons over. For Wood Creek, the rate will be \$6.78 per 1000 gallons.

Official Meetings

**Motion Mayor Plummer,
Seconded by Trustee Keating to:**

Approve the Official Meetings for 2021 / 2022

The regular meetings of the Board of Trustees will be held on the second and fourth Tuesday of each month at 6:30 P.M. unless otherwise noted on the schedule developed in December for the coming year.

The organizational meeting will be held in the month of April at a date to be arranged.

The public hearing to adopt the tentative budget will be held prior to April 2022 and adjourned by April 30, 2022. Unless changed by the Board of Trustees.

Hiring Process / Employee Training

**Motion Mayor Plummer,
Seconded by Trustee Lanphear to:**

Approve the Hiring Process and Employee Training for 2021 / 2022

Employee training sessions shall be held in the first quarter of the year whenever possible.

The Village Board shall have the authority to set the rate of pay for any newly hired employee.

Official Newspaper / Bank

**Motion Mayor Plummer,
Seconded by Trustee Lanphear to:**

Approve the Official Newspaper and Bank for 2021 / 2022

The Brighton-Pittsford Post is designated as the official newspaper for the Village of Pittsford.

The Canandaigua National Bank and Trust Company is designated as the official bank for the Village of Pittsford; alternate bank to be J.P. Morgan Chase, Pittsford Branch. The dollar limit for deposits to any one institution shall be \$2,000,000.00.

Bonding / Check Signatures

**Motion Mayor Plummer,
Seconded by Trustee Lanphear to:**

Approve the Bond and Check signatures for 2021 / 2022

The bond for the Clerk/Collector of Taxes & Treasurer is fixed at \$200,000.00.

The vendor account checks are to be signed by two of the following: Either the Mayor or Deputy Mayor and either the Treasurer, Deputy Treasurer, or the Village Clerk.

The payroll checks are to be signed by one of the following: The Mayor, Deputy Mayor, the Treasurer, Deputy Treasurer or Village Clerk.

Hours of Operation / Floating Holiday

**Motion Mayor Plummer,
Seconded by Trustee Lanphear to:**

Approve the Hours of Operation and Floating Holiday for 2021 / 2022

Village Office hours will be from 7:30 A.M. to 4:00 P.M. Monday through Friday unless revised during the year.

July 6, 2021, shall be designated as the floating holiday to be used within the 2021 / 2022 fiscal year.

2021 / 2022 Fee Schedule

**Motion Mayor Plummer,
Seconded by Trustee Keating to:**

**Approve the Fee Schedule for
2021 / 2022**

Residential Building Permits

Accessory Structures (sheds, decks, gazebos, etc.)	\$.20/SF, \$50.00 Min
Fences	\$50.00
Above-ground Swimming pools and Hot tubs	\$75.00
In-ground Swimming pools and Hot tubs	\$100.00
Swimming Pool Fill-In	\$25.00
Window, Door or Siding Replacement	\$50.00
Remodeling	\$0.20/SF, \$60 Min.
Solid Fuel Appliance	\$50.00
Fireplace	\$50.00
Gas Appliances (Furnace, Hot Water Heater, Fireplace)	\$50.00
Satellite Antenna (Over 18")	\$50.00
Chimney Repair/Re-line	\$25.00
Demolition	\$40.00
Plumbing	\$40.00
New Construction (Attached) (Garage, Porch, etc.)	\$0.20/SF, \$100 Min.
Addition	\$0.20/SF, \$100 Min.
Garage or Barn (Detached)	\$0.20/SF, \$100 Min.
Standby Generator	\$50.00
Handicapped Lift	\$40.00
Electrical Service	\$25.00
Electrical Inspections (Third Party does inspecting)	\$10.00
Tents	\$50.00
Basement Waterproofing	\$25.00
Roof	\$25.00
Driveways	\$25.00
Temporary Dumpster	\$25.00
Sewer Repair	\$50.00
Permit Renewal	50% of Permit Fee, \$100 Max.
Escrow for Application Review	
Alteration of lot line	\$150.00
Existing commercial site minimum	\$500.00
New commercial site minimum	\$1,000.00
Residential major sub/site minimum	\$1,000.00
Residential minor sub/site minimum	\$500.00
Special exception	per application
Wireless communication facility minimum	\$8,500.00
New construction single family minimum	\$0.20 / SF, \$250 Min.

Certificate of Occupancy, COFO	\$75.00
Certificate of Compliance, COFC	\$50.00
New construction two family minimum	\$0.20 / SF, \$300.00 Min.
New construction apartments/townhouses	\$0.20 / SF, \$350.00 Min.
Rental property permit apartment buildings/townhouses	\$350 or \$25/unit (greater of the two) per year
Rental property permit inn/rooming house	\$350.00 per year
Rental property permit residential rental registration	\$125/building per year
Rental property permit rent annual inspection	\$50 per unit
Rental property permit two family rental	\$175 per year
Rental property permit three family rental	\$250 per year
Commercial Building Permits	
Accessory Structures	\$0.30/SF, \$100 Min.
New Construction	\$.30/SF, \$200. Min.
Remodeling	\$.30/SF, \$100. Min.
Awnings	\$.30/SF, \$60. Min.
Tenant Change	\$75 (< 2,000 SF) or \$150 (> 2,000 SF)
Interior Demolition	\$50.00
Demolition of Structure	\$300.00
Plumbing	\$50.00
Temporary Dumpster	\$50.00
Electrical Service	\$50.00
Gas Appliances	\$50.00
Electrical Inspections (Third Party does inspecting)	\$20.00
Tents	\$50.00
Roof	\$100.00
Driveways	\$50.00
Chimney Repair/Re-line	\$50.00
Elevators and Lifts	\$100.00
Sewer Repair	\$100.00
Siding	\$50.00
Right-of-Way Permit	\$100.00
Right-of-Way Deposit	\$1,500.00 - \$2,500.00
Building Permit Renewal	50% permit fee
C of O Commercial (per building)	\$1,000.00
C of O Commercial (additions)	\$350.00
C of O Commercial (alterations)	\$150.00
C of C Commercial Certificate of Compliance	\$75.00
Annual Fire Inspections	\$50.00
Signs	
Building-mounted Sign	\$3.00/SF, \$50 Min.
Freestanding Sign	\$3.00/SF, \$100 Min.
Temporary Sign	\$50.00

Miscellaneous Building Fees	
Code Compliance Review	\$55.00 Per Hour
Zoning Compliance Letter	\$35.00
Stop Work Order - Collected Prior to Resuming Work	\$200.00
Construction Prior to Issuance of Permit	100% of Permit Fee, \$200 Min.
Retrieval Fee for Temporary Signs	
1st Time	\$25.00
2nd Time	\$50.00
3rd Time	\$100.00
Operating Permit	\$100.00
Re-inspection (normal hours)	\$50.00
Re-inspection (after-hours and weekends)	\$250.00
Board Applications	
Historic Preservation Board	\$50.00
Planning Board	
Site Plan Review (less than 5 acres)	\$200.00
Site Plan Review (greater than 5 acres)	\$500.00
Minor Site Change	\$100.00
Subdivision or Change of Lot Line	\$100.00
Exterior Lighting - Commercial	\$100.00
Exterior Lighting – Residential New Construction	\$25.00
Landscape alteration (commercial)	\$150.00
Rezoning Application	\$350.00
Commercial/Industrial Change of Use	\$100.00
Zoning Board	
Application and Public Hearing	\$150.00
Use Variance - Residential	\$150.00
Use Variance - Commercial	\$250.00
Area Variance - Residential	\$100.00
Area Variance - Commercial	\$200.00
Multiple Variance	\$25/Variance after base fee
Special Exception Use	\$200.00
RV Special Exception Use	\$50.00
Temporary Zoning Permit	
1-2 Day Event	\$25.00
3-7 Day Event	\$50.00
Over 7 Days	\$100.00
Appeal: HPB, Bld, Insp. Determination	\$100.00
Wireless Communication Facility Review	\$5,000.00
Wireless Communication Facility Modification	\$2,000.00
Interpretation	\$300.00
Consultant Review Deposit	\$500.00

Board of Trustees	
Special Permit	\$250.00
Special Permit Amendment	\$250.00
Temporary Retail Application Fee	\$50.00
Temporary Retail - Single Day	\$50.00
Temporary Retail - Monthly	\$100.00
Books	
Comprehensive Plan Book	\$25.00
Comprehensive Plan CD	\$10.00
Design Guidelines Book	\$30.00
Design Guidelines CD	\$5.00
Licenses	
Auctioneering	\$20.00
Sale of Goods from Canal Boats or Canal	\$20.00
Hawkers, Peddlers, & Solicitors	
3 Day Permit	\$100.00
Each Additional Day	\$25.00
Temporary Merchant Fee	\$100.00
Administrative	
Tax Search	\$25.00
Insufficient Funds	\$35.00
Photocopies - First 5 sheets free for Village Business	\$0.25/copy
Code Sections	\$1.00
Permit Search/Zoning Compliance Letter	\$15.00
SEQR	
Commercial	\$50 + postage
Residential	\$25 + postage
Vehicle Immobilizer Device Removal	\$100.00
Failure to Follow Directive of the Building Inspector	
1st Time	\$100.00
2nd Time	\$200.00
3rd Time	Legal
Lawn Mowing	\$150/hr/worker + equipment + \$50 offense 1, \$100 2nd, \$250 3rd
Refuse Management	
Trash Hauler	\$500/hauler
Sewer	
Sewer Connection Fee (New construction and outside connections outside incorporation limits payable prior to building permit being issued)	\$1,900/residential unit or commercial tenant space

Parking Fee Schedule

Motion Mayor Plummer, Seconded by Trustee Keating to:	Approve the Parking Ticket Schedule for 2021 / 2022
Overtime parking	\$30.00
More than 13 inches from curb	\$30.00
Less than 20' feet from Crosswalk or intersection	\$30.00
Vehicle on Curb	\$30.00
Left to curb (facing wrong way)	\$30.00
Obstructing Curb Area Entrance to Sidewalk	\$30.00
On sidewalk or crosswalk	\$30.00
Not Parallel to Curb or Edge of Roadway	\$30.00
Vehicle Within Intersection	\$30.00
Double Parking on Road	\$30.00
Unregistered Vehicle/Trailer	\$30.00
Current Registered Not Displayed	\$30.00
Vehicle Plate(s) Not Displayed Properly	\$30.00
Parked over 72 Hours	\$30.00
In front of driveway	\$30.00
Within 30 feet of a traffic control device	\$30.00
Prohibited Parking	\$30.00
Vehicle Taking up Two Spots	\$30.00
No standing zone	\$30.00
Loading zone	\$30.00
Uninspected motor vehicle	\$30.00
Night parking 2-6 A.M. (Nov. 1-April 15)	\$30.00
Unattended vehicle	\$30.00
No parking zone	\$30.00
Bus stop	\$30.00
Abandoned vehicle	\$30.00
Less than 15 feet from hydrant	\$30.00
Less than 20 feet from fire hall entrance	\$30.00
Other _____	\$30.00
Handicapped zone	\$75.00
Fire lane	\$75.00

2021 / 2022 Resolutions

**Motion Mayor Plummer,
Seconded by Trustee Keating to:**

approve the following 2021 / 2022 Resolutions.

MILEAGE

WHEREAS, the Board of Trustees of the Village of Pittsford has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal vehicles while performing their official duties on behalf of the Village; now therefore be it

RESOLVED: That the Board of Trustees shall approve reimbursement to such officers and employees based on IRS Standard Mileage Rates.

ATTENDANCE AT SCHOOLS, CONFERENCES, MEETINGS

WHEREAS, there is to be held during the coming official year the Training School for Fiscal Officers and Municipal Clerks, and the Public Works School, conducted by the New York State Conference of Mayors; four scheduled meetings per year of the Association of Monroe County Village Clerks; the monthly Superintendent of Public Works meetings; and the Finger Lakes Building Officials Association Annual Educational Conference, the annual NYALGRO Records Management Conference, as determined by the Board of Trustees and

WHEREAS, it is determined by the Board of Trustees that the attendance by certain municipal officials and employees at one or more of these meetings, conferences, or schools benefits the municipality; now therefore be it

RESOLVED: that Village Clerk and/or Treasurer or designee is authorized to attend the Annual Training School for Municipal Clerks, Village Clerk and/or Treasurer or designee is authorized to attend the scheduled meetings of the Association of Monroe County Village Clerks; the DPW Superintendent or Working Foreman is authorized to attend the annual Public Works School and the monthly superintendent meetings, and the Building Inspector is authorized to attend the Finger Lakes Building Officials Association Annual Educational Conference, Records Clerk and/or assistant is authorized to attend the annual NYALGRO conference, as determined by the Board of Trustees; All expenses are to be paid by the Village of Pittsford, pending prior approval by the Board of Trustees. This resolution shall take effect immediately.

SPECIAL MEETING

WHEREAS, the Village of Pittsford meets regularly on the second and fourth Tuesday of each month, and

WHEREAS, the Board may find it necessary to meet from time to time in Special Meeting, therefore be it

RESOLVED: The Board of Trustees hereby adopts the following procedure for calling a Special Meeting:

1. The Mayor or any of the Trustees may call a Special Meeting.
2. The Village Clerk or the Deputy Clerk is responsible for notifying the board members, the news media, and the general public that a special meeting has been called.
3. Board members will be notified promptly of the special meeting.
4. A notice of the special meeting will be posted on the bulletin board at the Village Hall.

5. If the Village Clerk or Deputy Clerk is not available, the Board member who called the special meeting shall either make the necessary contacts or shall designate an appropriate person to make such contacts.

LICENSING OF HAULERS AND CONDITIONS OF COLLECTION

WHEREAS, §173 of the Village Code states that all refuse haulers engaged in business in the Village of Pittsford must apply for and be issued an annual license by the Board of Trustees at the Organizational Meeting and,

WHEREAS, The Board of Trustees accepts the applications of the following: Waste Management of NY, LLC-Rochester, Suburban Disposal, Coakely Disposal Service, Inc. Seyerek Disposal and Casella for commercial and residential solid waste removal in the village, having determined that they meet the requirements of §173-15 and,

WHEREAS, As stated in §173-15 A. (7), the Board of Trustees has determined that there will be \$500 per year associated with the license and,

WHEREAS, according to §173-15 B. (1), the Board of Trustees has determined that the days of the week for residential refuse collection will be Wednesday and Friday except as noted in §173-3.1 (holidays, storms, etc.) and,

WHEREAS, the haulers listed above have provided evidence to the satisfaction of the Building Inspector that reasonable alternatives and explanations exist for the collection of refuse not considered in normal service such as yard waste, bulky refuse, and appliances as specified in §173-15 B. (5),

NOW THEREFORE BE IT RESOLVED that we, the members of the Village of Pittsford Board of Trustees, do hereby issue a license to engage in business in the Village of Pittsford to the haulers specified above for a period of one year, noting that the license will expire at the time of the Organizational Meeting in 2021, with the condition that these haulers continue to comply with all conditions and provisions listed in Chapter 173, Solid Waste of the Code of the Village of Pittsford.

ELECTRICAL INSPECTORS

WHEREAS, § 90 of the Village Code states that all Electrical Inspectors engaged in the business in the Village of Pittsford must be issued an authorized by the Board of Trustees at the Organizational Meeting and,

WHEREAS, The Board of Trustees accepts the applications of the following: Commonwealth, Middle Department Inspection Agency and New York Electrical Inspection Agency having determined that they meet the requirements of § 90 and,

NOW THEREFORE BE IT RESOLVED that we, the members of the Village of Pittsford Board of Trustees, do hereby authorize to engage in business in the Village of Pittsford to the haulers specified above for a period of one year, noting that the authorization will expire at the time of the Organizational Meeting in 2022, with the condition that these Inspectors continue to comply with all conditions and provisions listed in Chapter 90, Electrical Standards of the Code of the Village of Pittsford.

AUTHORIZED PAYMENT IN ADVANCE OF AUDIT OF CLAIMS

By the provision written in Village Law § 5-524 (6), the Board of Trustees offers the following resolution:

WHEREAS the Board of Trustees has determined to authorize payment of audit claims for public utility services, postage, freight, and express charges following review by the Trustee Financial Liaison, and

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

NOW THEREFORE BE IT RESOLVED:

That the Board of Trustees authorizes payment in advance of audit claims for public utility services, postage, freight, and express charges, and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees, and

BE IT FURTHER RESOLVED:

That this resolution shall take effect immediately.

PROCUREMENT / BUILDING USE POLICY

**Motion Mayor Plummer,
Seconded by Trustee Lanphear to:**

Adopt the Procurement and Building Use Policy for 2021/
2022.

PROCUREMENT POLICY

Purpose.

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting internal policies and procedures governing all procurements of goods and services, which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law.

Evaluation; estimate

Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law, Section 103. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a given fiscal year.

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under twenty thousand dollars (\$20,000) and public works contracts under thirty-five thousand (\$35,000); emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

Requests for proposals: exceptions.

All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over twenty thousand dollars (\$20,000) and public works contracts over thirty-five thousand dollars (\$35,000); goods purchased from agencies for the blind or severely handicapped pursuant to section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under County contracts pursuant to Section 103, Subdivision 2, of the General Municipal Law; or purchases pursuant to Section 19-6 of this chapter.

Method of purchase.

The following method of purchase, as adopted at the July 7, 2008, meeting and updated annually by the Village Board of Trustees, will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Contract	Method
\$1 - \$2000	At the discretion of the *purchasing dept. No verbal quotes required (*Village Clerk, Superintendent of Public Works)
\$2,001-\$4,999	Two (2) written quotations Documentation on the necessity of the Purchase
\$5,000 - \$19,999	Three (3) Written/fax quotations or written request for Proposals Purchases over \$10,000 will require approval of the Village Board of Trustees Documentation on the necessity of the Purchase

Public Works Contracts

Estimated Amount of Purchase Contract	Method
\$1 - \$2,000	At the discretion of the * purchasing dept. No verbal quotes required (*Village Clerk, Superintendent of Public Works)
\$2,001 - \$4,999	Two (2) written quotations Documentation on the necessity of the Purchase
\$5,000 - \$9,999	Three (3) written/fax quotations Documentation on the necessity of the Purchase
\$10,000 - \$34,999	Three (3) written/fax quotations or Written request for Proposals Approval of the Village Board of Trustees Documentation on the necessity of the Purchase

A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

Documentation is required of each action taken in connection with each procurement over the \$2,000 threshold.

Awarding of contracts.

Purchases over \$10,000 dollars will require the purchase agent to obtain approval from the Board of Trustees prior to purchase. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offered. This documentation will include an explanation of how the award will achieve savings or how the offered is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

Exemptions from solicitation.

Pursuant to General Municipal Law, Section 104-b, Subdivision 2f, the procurement policy may contain circumstances when types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances, it may not be in the best interest of the Village of Pittsford to solicit quotations or document the basis for not accepting the lowest bid:

- A. **Emergency purchases pursuant to Section 103, Subdivision 4, of the General Municipal Law.** Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety, or welfare of the public. This section does not preclude alternate proposals if time permits.
- B. **Purchase of surplus and second-hand goods from any source.** If alternate proposals are required, the Village of Pittsford is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices or used goods and a lower price may indicate an older product.
- C. **Goods or services under \$1000.** The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

PROCUREMENT OF PROFESSIONAL SERVICES PROCEDURE

It is the official policy of the Village of Pittsford to procure professional services at a reasonable price, from qualified professionals to ensure the efficient use of taxpayer funds. The Village’s Procurement Policy stipulates that the selection of professional service providers must consider accountability, reliability, responsibility, technical skills, education and training, judgment, and integrity. The village of Pittsford is a historic cultural landscape that is both locally and nationally designated as a historic district. As the steward of an irreplaceable resource, Village government must be careful to select qualified professionals who understand the unique issues associated within a historic, walkable context.

- 1) A Trustee and/or authorized department head desiring to retain a professional for services should obtain approval from the Village Board of Trustees.
- 2) If the project requires Village Board approval, all relevant documentation should be presented with the request or at the Board’s next meeting.
- 3) Written contracts shall describe the services to be provided, the time period of the contract must be specified and the basis for compensation noted.

THRESHOLDS TO SECURE PROFESSIONAL SERVICES

Estimated Amount of Professional Contract	Method
\$1 - \$1,000	At the discretion of the *purchasing dept. No verbal quotes required (*Village Clerk, Superintendent of Public Works)
\$1,001-\$4,999	Three (3) Quotes required. Supporting documentation needed for the securing specified vendor. Approval of the Village Board of Trustees Required
\$5,000 and over	Three (3) written Requests for Proposal are required. Supporting documentation needed for the securing specified vendor. Approval of the Village Board of Trustees required

The Village of Pittsford will issue a “Request for Proposal” (RFP) to solicit competition when bidding is not required by law or when statutes authorize an alternative to bidding. In these situations, the Village will issue RFPs including the following to ensure minimum functional, technical, and contractual requirements are satisfied.

1. **Statement of Purpose** - A brief description of the project goals, including information about the project’s maximum budget, and the date responses are due.
2. **Background Information** - description of the village, project site, environmental considerations, and other information the responder will need to prepare an adequate proposal.
3. **Description of Work** – Specific enumeration of each task to be accomplished. Should include details about the duties the contractor is expected to perform, performance standards, anticipated outcomes, schedule for completing the work, and an outline of methods to be used for monitoring performance.
4. **Contract Details** - Includes period of performance, payment schedule, incentives and penalties and contractual terms and conditions.

5. **Submission Instructions** – Explains the steps, information/forms, and schedule required to provide an acceptable submission responding to the Village’s RFP.

The evaluation process for the RFP will be conducted by an evaluation committee* (As Assigned), which should consider the following of each proposal: the compliance with the mandatory conditions, the experience of the offeror, the proposed solution and the management plan of the project or service. The Village will assign a value to each factor (i.e., 10 points if the proposal exceeds requirements, 7 if the proposal meets requirements, etc.) and then add all of the factors together to determine the total score of each proposal.

After determining the top proposal, the Village is free to negotiate the terms of the contract with the chosen offeror. Once finalized, the contract will be signed, and the other offerors notified that their proposals were rejected. The municipality will then make the contract available for public inspection.

The Village will refer to the booklet “Seeking Competition in Procurement” (part of the Local Government Management Guide series published by the Office of the New York State Comptroller) in developing RFPs where applicable.

BUILDING USE

It is the policy of the Village to permit the use of the meeting room in the Village Hall by residents and nonprofit organizations located in the Village and the Town of Pittsford. The Village is proud of this beautiful and historic facility and believes that it should be shared with the community. Obviously, any such use cannot be permitted to interfere with the Hall's primary governmental use. Also, because of its value, community organizations will be asked to adhere to the following conditions, rules, and regulations:

- (1) No organizational use of the Village Hall will be permitted unless the application for such is made by completion of the application form in the Village Clerk's office.
- (2) A responsible adult must be present at all times during the use.
- (3) Each user must deposit the sum of Fifty Dollars (\$50.00) CASH with the Clerk to be forfeited in the event that the key to the building is not returned within 24 hours after the use is terminated. Also, the deposit will be retained by the Village as an offset against any damage resulting from use of the building by the applicant. Otherwise, the deposit will be returned to the depositor.
- (4) Meeting space will be available during the hours of 7:45 A.M. to 11:00 P.M. each day, except times when Village meetings may be scheduled and 9 A.M. to 5 P.M. on the weekends.
- (5) There are no kitchen facilities available to the organization, therefore, meals may not be prepared or served at the premises. Food and drink shall be limited to light refreshments and non- alcoholic beverages only. All tables must be covered with a waterproof, padded cloth. All trash/garbage shall be removed from the premises by the organization.
- (6) All lights are to be turned off on leaving the premises and the access doors locked. Organizations are required to leave the premises in a clean condition. The room must be restored to the same configuration as when the organization arrived. This failing, the deposit will be applied to the cost of janitorial services.
- (7) In the event of a cancellation or problem during regular office hours (7:30 A.M. to 4:00 P.M.), please contact the Village staff at 586-4332. After hours, in the event of an **emergency only**, please call our answering service at 340-1433.
- (8) Each organization is granted access for no more than 4 hours per month.
- (9) The facility shall not be used for commercial business or for-profit purposes.

Motion by Mayor Plummer, and seconded by Trustee Keating, to adjourn the meeting.

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

Dorothea M. Ciccarelli, Recording Secretary