VILLAGE OF PITTSFORD

SETTLED 1789 • INCORPORATED 1827

Village Hall ca 1855 (remodeled 1937)

Village of Pittsford Board of Trustees Meeting
October 27, 2020 6:30 PM

Tentative Agenda

Board Member - Conflict of Interest Disclosure

Department Reports

1. Village Attorney
2. Treasurer's / Village Clerk Report
3. Minutes

Meeting Items

1. CCA Presentation
2. Non-Municipal Application – Candlelight Night
3. Public Hearing 7:15 PM Correction of Pittsford Village Code §176-25. A
4. Special Permit Application – Chabad Lubavitch of Pittsford Inc.
5. Special Permit Application – Aladdin's
6. Resident Comments from Village Board Speed Forum Meeting
7. Active Transportation Plan
8. State Street Bridge Closing

Member Items

Trustee Stetzer

- Speed Limit State Legislation
- Winter Lights
- HOPR Update

Next Scheduled Meeting – November 10, 2020 *Subject to Change Without Notice

Phone 585-586-4332 • Fax 585-586-4597 • E-mail villageofpittsford@villageofpittsford.com
www.villageofpittsford.com • 21 North Main Street • Pittsford, New York 14534

Village Board Meeting

Department Reports

Village Attorney

Village Board Meeting

Department Report

Treasurers / Village Clerk Report

- Bill Pay
- DPW Request
- 2020 Health Care
- Adoption of Model Resolution for Retention and Disposition Schedule for New York Local Government Records (LGS-1)
- 2021 Meeting Calendar

TREASURER'S REPORT
Submitted by
Mary Marowski
10/27/20

- **Vouchers for approval – Abstract #11**
  - General Fund (231-253): $29,235.88

Total Vouchers for Approval: $29,235.88

- **Attorney Bills Outstanding** – Can any of these be paid?
  - **Osborn Reed & Burke**
    - 8/31/20, PCP vs VOP, #56745, $1,419.00
    - 8/31/20, HPB Matters, #56746, $5937.50
    - 8/31/20, Municiple, #56747, $20,062.50
    - 9/30/20, PCP vs VOP, #57310, $1,122.00
    - 9/30/20, Genl Labor, #57175, $165.00

TOTAL DUE OSBORN REED & BURKE $ 28,706.00

  - **Zoghlin Group**
    - 8/5/20, LWRP, (19-120), 679, $5,943.00
    - 8/31/20, PZBA (15-197), 723, $1,600.00
    - 8/31/20, APRB Appeal, (15-097), 726, $63.50
    - 9/9/20, LWRP Article 78, (19-120), $453.50

TOTAL DUE ZOGHLIN $ 8,060.00

  - **Hodgson Russ**
    - 8/31/20, VOP vs PCP, #1076362, $2,897.50
    - 10/13/20, VOP vs PCP, #1080533, $4,323.50

TOTAL OWING HODGSON $ 7,221.00
TOTAL OWING ALL ATTORNEYS **$43,987.00**

- **Books** – September 30, 2020

- **Reserves** – Sewer funds distribution
  - Motion to move monies from Sewer Repair Reserve (5124) to Sewer Pub Reserve (3913) $5,500.00
  - Motion to move monies from Municipal Choice (84753) to Sewer Pub Reserve (3913) $2,000 as per 2018-19 budget
  - Motion to move monies from Municipal Choice (84753) to Sewer Pub Reserve (3913) $3,000 as per 2020-21 budget
    To debit Fund Balance (G909) and credit Reserve for Repairs (G882) as designated by above entry.
  - Motion to move monies from Municipal Choice (84753) to Sewer Repair Reserve (5124), $28,500 as per 2020-21 budget
    To debit Fund Balance (G909) and credit Reserve for Repairs (G882) as designated by above entry.

- **Fund Balance Policies**
  - General Fund – Modify the percentage
  - Sewer Fund – Establish new

- **Procurement Policy** – Modify RFP language – need approval

GENERAL FUND
UNRESTRICTED FUND BALANCE POLICY
Adopted 6/14/16

A municipality's optimum maintained fund balance level is unique to that municipality. General recommended principles stressed by numerous financial sources have been utilized for guidance in the development of this policy. Examples of this research includes a statement from the NYS Comptroller's Office 'Fiscal Stress Monitoring System' publication indicating that "...for villages, the threshold for low *available* fund balance is defined as less than 10 percent of expenditures, and low *total* fund balance is defined as less than 20 percent of expenditures"[11]. "The Government Finance Officers Association recommends that governments establish a fund balance policy and maintain a fund balance of no less than two months (16.67 percent) of general fund operating expenditures"[22].

The Village of Pittsford may use fund balance to support the budget for purposes of unanticipated revenue shortfalls, unexpected one-time or prolonged expenditures, emergencies and disasters . The Village Board will take measures necessary to maintain an unrestricted fund balance within 15% of the most current year's budgeted appropriations. At any time, should the amount of unrestricted fund balance fall short of the 15% budgeted appropriations set herein, the Village Board shall develop and adopt a fiscal plan to restore the "shortfall" of fund balance by an amount equal to no less than the 20% minimum of the 15% budgeted appropriations. Such plan should resolve the shortfall in no more than five (5) years.

Based on research information and cognizant of our unique financial condition, an effort to protect Village taxpayers against the potential of reduced service levels, excessive tax increases created by unforeseen revenue fluctuations/shortfalls, or funding needed for unexpected one-time or prolonged expenditures, emergencies and disasters, the Village of Pittsford hereby adopts this Unrestricted Fund Balance policy for the General Fund.

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1 Office of the New York State Controller Comptroller Fiscal Stress Monitoring System: Fiscal Stress Close-Up Fund Balance.

2 Government Finance Review / December 2011 "Using Unassigned Funds to Balance the Budget."

FUND BALANCE POLICY
GENERAL UNRESTRICTED FUND
Revised 10/27/20

In an effort to protect Village citizens and/or taxpayers against the potential of reduced service levels and/or excessive tax increases created by unforeseen revenue fluctuations/shortfalls, or to fund the need for unexpected one-time or prolonged expenditures, uncontrolled emergencies and disasters, the Village of Pittsford hereby adopts this Fund Balance policy for the General Unrestricted Fund account A909.

A municipality's optimum fund balance level to be maintained is unique to that municipality but there are general recommended principals stressed by numerous financial sources which have been utilized for guidance in the development of this policy. Examples of this research includes a statement from a publication from the NYS Comptrollers Office indicating that "...for villages, the threshold for low available fund balance is defined in the Fiscal Stress Monitoring system as less than 10 percent of expenditures, and low total fund balance is defined as less than 20 percent of expenditures"[1]. "The Government Finance Officers Association recommends that governments establish a fund balance policy and maintain a fund balance of no less than two months (16.67 percent) of general fund operating expenditures"[2].

Based on research information and cognizant of our unique financial condition a fund balance policy shall be enacted. Simply stated, as a policy, the Village Board will take measures necessary to maintain an unrestricted fund balance within a range of 10-15% of the most current year's budgeted appropriations. At any time, should the amount of unrestricted fund balance fall short of the 10-15% range set herein, the Village Board shall develop and adopt a fiscal plan to restore the "shortfall" of fund balance by an amount equal to no less than the 20% minimum of the range. Such plan should resolve the shortfall in no more than five (5) years.

This Fund Balance policy for the General Fund will be reviewed and modified as necessary on no less than an annual basis (as part of the Village Board's annual organizational meeting).

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1 Office of the New York State Controller Comptroller Fiscal Stress Monitoring System: Fiscal Stress Close-Up Fund Balance.

2 Government Finance Review / December 2011 " Using Unassigned Funds to Balance the Budget."

FUND BALANCE POLICY
SEWER UNRESTRICTED FUND
New 10/27/20

In an effort to protect Village citizens and/or taxpayers against the potential of reduced service levels and/or excessive sewer rent increases created by unforeseen revenue fluctuations/shortfalls, or to fund the need for unexpected one-time or prolonged expenditures, uncontrolled emergencies and disasters, the Village of Pittsford hereby adopts this Fund Balance policy for the Sewer Unrestricted Fund account G909.

A municipality's optimum fund balance level to be maintained is unique to that municipality but there are general recommended principals stressed by numerous financial sources which have been utilized for guidance in the development of this policy. Examples of this research includes a statement from a publication from the NYS Comptrollers Office indicating that "...for villages, the threshold for low available fund balance is defined in the Fiscal Stress Monitoring system as less than 10 percent of expenditures, and low total fund balance is defined as less than 20 percent of expenditures"[1]. "The Government Finance Officers Association recommends that governments establish a fund balance policy and maintain a fund balance of no less than two months (16.67 percent) of general fund operating expenditures"[2].

Based on research information and cognizant of our unique financial condition a fund balance policy shall be enacted. Simply stated, as a policy, the Village Board will take measures necessary to maintain an unrestricted fund balance within a range of 10-15% of the most current year's budgeted appropriations. At any time, should the amount of unrestricted fund balance fall short of the 10-15% range set herein, the Village Board shall develop and adopt a fiscal plan to restore the "shortfall" of fund balance by an amount equal to no less than the 20% minimum of the range. Such plan should resolve the shortfall in no more than five (5) years.

This Fund Balance policy for the Sewer Fund will be reviewed and modified as necessary on no less than an annual basis (as part of the Village Board's annual organizational meeting).

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1 Office of the New York State Controller Comptroller Fiscal Stress Monitoring System: Fiscal Stress Close-Up Fund Balance.

2 Government Finance Review / December 2011 " Using Unassigned Funds to Balance the Budget."

PROCUREMENT / BUILDING USE POLICY

Motion Mayor Corby, Seconded by Trustee Galusha to:	Adopt the Procurement and Building Use Policy for 2020/ 2021.

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 an 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. **Professional services or services requiring special or technical skill, training or expertise.** The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Board of Trustees shall take into consideration the following guidelines:

1. whether the services are subject to state licensing or testing requirements;
2. whether substantial formal education or training is a necessary prerequisite to the performances of the services; and
3. whether the services require a personal relationship between the individual and municipal officials.

Professional or technical services shall include but not be limited to the following: services of an attorney, services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or artwork; management of municipally owned property; and computer software or programming services for customized programs or services involved in substantial modification and customizing of prepackaged software.

B. **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.

C. **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.

D. **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.

VILLAGE OF PITTSFORD REQUEST FOR PROPOSAL POLICY

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 with a historic, walkable context.

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 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.

PROCUREMENT OF PROFESSIONAL SERVICES PROCEDURE

1) A Trustee and/or staff person desiring to retain a professional for services should obtain approval from the Village Board of Trustees.
2) If an RFP is not included in the Board request, the request should be followed up at a further Board meeting with a "Request for Proposal" addressing the proposed project.
3) Written contracts should be utilized for services to be provided over a period of time. The contract shall describe the services to be provided and the basis for compensation.

ESTABLISH HOW DOCUMENTATION SUPPORTING SUCH SERVICES DECISIONS SHOULD BE MAINTAINED WILL BE IMPLEMENTED.

Currently a file is maintained to document purchases made in accordance with Section 103(1) of the New York State General Municipal Law and/or Village of Pittsford Procurement Policy. This file will be developed further to include a record of "Requests for Proposals" and related documentation.

Requested Change

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.

Requested Change

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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.

425 Old Macedon Center Road
Fairport, New York 14450
Phone: (585) 223-7697
Fax: (585) 223-7787
Email: vci@villagerci.com

To:	Pittsford, Village Of	**Contact:**	
Address:	21 North Main Street	**Phone:**	
	Pittsford, NY 14534	**Fax:**	
Project Name:	26 Locust Street Catch Basins	**Bid Number:**	
Project Location:		**Bid Date:**	

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
	Catch Basin Repair (Adjustment With Reused Castings)	2.00	EACH	$2,900.00	$5,800.00
	8" SICPP Installation (Sawcut, Pipe Install, Asphalt Patch)	25.00	LF	$325.00	$8,125.00

Total Bid Price: $13,925.00

Notes:

- Bonds are not included in the above price. If required, please add 2% for bond costs.
- Above pricing does not include dewatering of any kind.
- Above pricing does not include the removal, disposal, or handling of any contaminated or hazardous materials.
- Above pricing does not include any premium time. All work to occur during standard business hours.
- Above pricing does not include rock excavation
- Sales tax is not included in above price.
- All Mobilizations are included in the unit price.
- Assumed Rim to pipe invert is 5' or less. Assumed catch basin repair depth is 12" or less.

ACCEPTED:	**CONFIRMED:**
The above prices, specifications and conditions are satisfactory and hereby accepted.	**Villager Construction, Inc**
Buyer: _____	
Signature: _____	**Authorized Signature:** _____
Date of Acceptance: _____	**Estimator:**

Excellus
165 Court Street
Rochester, NY 14647
A nonprofit independent licensee of the Blue Cross Blue Shield Association

October 2020

3982 185
ATTN: GROUP ADMINISTRATOR
VILLAGE OF PITTSFORD
21 N MAIN ST
PITTSFORD, NY 14534

NOTICE OF RENEWAL AND 2021 PREMIUM RATES

Dear Valued Customer:

Thank you for being an Excellus BlueCross BlueShield customer. Your membership is important to us. We want you to know that your group health insurance coverage is coming up for renewal. Your group policy will be automatically renewed on January 1, 2021 as long as your group continues to be eligible. Your group's members will be automatically re-enrolled unless you choose another policy. Included are changes we'll be making to your policy, the new premium for this policy, and some information about options if you wish to change policies.

Premium rate changes:
The premium rates for your health insurance policy are changing. The new rates below will take effect on January 1, 2021 and have been approved by the New York State Department of Financial Services (DFS).

To determine the approximate total new premium for your group just multiply your current enrollment by the new premium. This will provide an estimate based on the current enrollment of your group. This amount may change depending on the individuals who actually enroll in the policy.

	2020 Product Rate	2021 Product Rate
Single	$498.44	$514.06
Subscriber with Spouse	$996.88	$1,028.12
Subscriber with Child	$847.35	$873.90
Family	$1,420.56	$1,465.08

If you have any questions about your total premium rate, please contact your independent broker or account consultant.

You may visit the DFS website at www.dfs.ny.gov for more information regarding this rate change. You may also contact us by calling our general rate information line at 1-855-561-2836 or contact your account consultant or benefits administrator.

Other changes to your current health insurance policy (subject to deductible if applicable):

	2020 Plan Benefits - Out of Pocket	2021 Plan Benefits - Out of Pocket
Product Name	SimplyBlue Plus Silver 19	SimplyBlue Plus Silver 19+
Single Deductible In-Network*	$2,250	$2,500
Single Deductible Out of Network*	$2,250	$5,000
Single Out of Pocket Max. In-Network*	$6,900	$6,750
Single Out of Pocket Max. Out of Network*	$6,900	$10,000
Emergency Room & Observation Stay In-Network	$300	$300
Ambulance In-Network	$300	$300
Coinsurance In-Network	0%	0%
Coinsurance Out of Network	40%	40%
PCP Visit In-Network	$25	$25
Specialist Visit In-Network	$50	$50
Inpatient Hospital In-Network	$500	$500
Outpatient Surgery In-Network	$300	$300
Diagnostic Lab and Pathology In-Network	$25	$25
Advanced Imaging In-Network	$100	$100
Drug (Rx) In-Network	$5/$45/$90	$5/$45/$90

* The Family deductibles and out of pocket maximums are two times the corresponding Single amounts.

+ Beginning with 1/1/2021 renewals, the following additional benefit changes apply:

- No cost share after deductible if applicable for eligible in-network MDLive Telemedicine and Telehealth visits.
- Specialist visit cost share after deductible if applicable for in-network Acupuncture services.
- Coinsurance after deductible if applicable for out of network Acupuncture services.
- Acupuncture limit is 10 visits per plan year.

If you have an HSA (Health Savings Account) qualified HDHP (High Deductible Health Plan), your group's members must reach their deductible first if applicable.

Change in metal level:

Plans are separated into four categories known as "metal levels" (Bronze, Silver, Gold or Platinum). The metal level is based on a plan's actuarial value. Actuarial value is the average percentage of the cost of all essential health benefits the plan pays. The metal level of the plan you choose affects the total amount you will likely spend for on out-of-pocket costs for your benefits during the year (not including premiums). For instance, if you choose a Bronze plan, you will likely pay more out-of-pocket for deductibles, co-pays and other cost sharing than if you choose a Platinum plan. Please note that actuarial value is an estimate of your expenses for the whole year, unlike coinsurance, in which you pay a specific percentage of the cost of a particular service. The actuarial values for each metal level are:

Bronze	60%
Silver	70%
Gold	80%
Platinum	90%

In order to maintain the required actuarial value for your plan's existing metal level in 2021, we are required to make changes to the cost-sharing provisions of the plan. The new cost-sharing is described above. You also have the option to choose another plan with lower cost-sharing. See "Coverage options" below.

MODEL RESOLUTION

RESOLVED, By the _____ [title of governing body] of _____ [local government name] that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1),* after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

News

New schedule, LGS-1 Retention and Disposition Schedule for New York Local Government Records arrives August 1, 2020

Thursday, May 21, 2020

The State Archives is revising and consolidating its local government records retention and disposition schedules and issuing a single, comprehensive retention schedule for all types of local governments on August 1st, 2020. The new schedule, *Retention and Disposition Schedule for New York Local Government Records* or LGS-1, will supersede and replace:

- *CO-2 Schedule* for use by counties (2006),
- *MU-1 Schedule* for use by cities, towns, villages, and fire districts (2003),
- *MI-1 Schedule* for use by miscellaneous local governments (2006), and
- *ED-1 Schedule* for use by school districts, BOCES, County Vocational Education and Extension Boards, and Teacher Resource and Computer Training Centers (2004)

Local governments must adopt LGS-1 prior to utilizing it, even if they adopted and have been using the *CO-2*, *MU-1*, *MI-1*, or *ED-1* Schedules. Governing boards of local governments will have a five-month period – between August 1st, 2020 when LGS-1 is issued and January 1st, 2021 when the four existing schedules expire – to adopt the Schedule by resolution (a model resolution is available on the State Archives' website). Local government records may not be legally destroyed after the end of 2020 unless the LGS-1 is formally adopted. There is no need to notify the State Archives of LGS-1 adoptions, but local governments should keep a record of the date of adoption and maintain the resolution permanently.

The organization and formatting of the LGS-1 is similar to the existing four schedules. Section heading names have been retained. Because of the consolidation, the LGS-1 contains more sections. Local government can ignore those that are not applicable. As with previous schedules, items that are new or significantly revised have been indicated. Each schedule item has been assigned a new, unique number; however, the unique numbers of the four existing schedules have been provided allowing cross referencing. In addition, each schedule item contains the record series title and description, retention period, and any notes.

A copy of the LGS-1 will be available on the State Archives website on August 1st. Additional online resources will include a list of the major revisions to the Schedule and a webinar series to introduce the LGS-1. Local governments are encouraged to check the State Archives website periodically for LGS-1 news and updates.

By consolidating multiple, disparate retention schedules, the LGS-1 helps to ensure consistent retention and disposition guidance for records that are common to various local governments. It also makes it easier to apply revisions necessitated by changes to laws, regulations or other mandates that affect retention.

From the New York State Archives - http://www.archives.nysed.gov

Archives Partnership Trust (http://www.nysarchivestrust.org)

New York State Historical Records Advisory Board (http://www.archives.nysed.gov/shrab)

Office of Cultural Education (http://www.oce.nysed.gov/)

New York State Education Department (http://www.nysed.gov/)

New York State (http://www.ny.gov/)

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Accessibility (http://www.nysed.gov/terms-of-use#Accessibility)

(http://www.nysed.gov)

The New York State Archives is part of the Office of Cultural Education, an office of the New York State Education Department.

To report technical problems with this web site, please contact the New York State Archives at archinfo@nysed.gov (mailto:archinfo@nysed.gov)

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VILLAGE OF PITTSFORD

SETTLED 1789 • INCORPORATED 1827

Village Hall ca 1855 (remodeled 1937)

VILLAGE OF PITTSFORD BOARD OF TRUSTEES
2021 MEETING DATES

Meeting Date	Agenda Deadline Date
January 12	January 4
January 26	January 18
February 9	February 1
February 23	February 15
March 9	March 1
March 23	March 15
April 13	April 5
April 27	April 19
May 11	May 3
May 25	May 17
June 8	May 31
July 13	July 5
August 10	August 2
September 14	September 6
September 28	September 20
October 12	October 4
October 26	October 18
November 9	November 1
December 14	December 6

Meetings are generally scheduled for 6:30 PM on the 2nd and 4th Tuesday of the month unless otherwise noted. This schedule is tentative and subject to change at the discretion of the Board of Trustees. Please have agenda items submitted by noon on the deadline date.

Phone 585-586-4332 • Fax 585-586-4597 • E-mail villageofpittsford.com
www.villageofpittsford.com • 21 North Main Street • Pittsford, New York 14534

Village Board Meeting

Department Reports

Minutes

- Village Board Regular Meeting 8/11/2020
- Village Board Special Meeting 8/24/2020
- Village Board Special Meeting 9/3/2020

Village Board Meeting

Meeting Items
Agenda Item 1

CCA Presentation

Village Board Meeting

Meeting Items
Agenda Item 2

Non-Municipal Application – Candlelight Night

Village of Pittsford Non-Municipal Use Permit Application

Organization: Pittsford Chamber of Commerce

Event and Description: Candlelight Night
see attached

Event Date(s): 11/27/2020

Event Location: Village of Pittsford

Parking Location: Village of Pittsford lots + streets

Estimated Guest Count: 100

Organization Contact: Karen McCready

Telephone: 902-2297

E-mail: info@pittsfordchamber.org

Date Request Received: _____

Date Reviewed: _____ Approved ☐ Denied ☐

Standard Conditions

1) If the request for the Non-municipal Permit was received without the required 45-day notice, the Board of Trustees will need to vote to waive the requirement for the permit.

2) The applicant will provide the Village of Pittsford with a certificate of liability insurance, naming the Village of Pittsford as additionally insured, on a primary and non-contributory basis. The certificate must reflect a single limit of liability for personal injury and property damage in the amount of $1,000,000.00. The certificate must also name the event being covered.

3) The applicant will notify, in writing, the Monroe County Sheriff's Office, the Pittsford Volunteer Fire Department, the Pittsford Volunteer Ambulance and the Town of Pittsford Fire Marshal to notify them of the event and all of the details.

CANDLELIGHT NIGHT
WHAT YOU NEED TO KNOW

- Date: **FRIDAY, NOVEMBER 27, 2020 (NOTE NEW DATE FOR THIS YEAR)**
- Tree & Business Lighting: 5:00 p.m.
  - We are asking all businesses who have holidays lights to turn them on during our tree lighting to signify hope and the start of the holidays
- Tree Lighting at Port of Pittsford: 6:00 p.m.
  - Viewing to take place at Port of Pittsford and from Schoen Place
- Carolers will be participating in Tree Lightings
- Shopping and Dining at Local Establishments
  - You will need to let us know if you will be open so we can help promote this! Please email us as soon as you know so we can compile a list of open businesses. Send to: info@pittsfordchamber.org

We are limiting activities to the above due to concerns of COVID. We are requiring people who attend the event to wear masks and to social distance. We appreciate your support of this requirement.

CONTACT: Pittsford Chamber of Commerce 585-902-2297 info@pittsfordchamber.org

Village Board Meeting

Meeting Items
Agenda Item 3

Public Hearing 7:15 PM Local Law – Sidewalk Use

NOTICE OF PUBLIC HEARING
VILLAGE OF PITTSFORD

Please take notice that a Public Hearing will be held before the Village of Pittsford Board of Trustees, on Tuesday, October 27, 2020 at 7:00 p.m. at 21 North Main Street, Pittsford, New York. The Board consider the adoption of a proposed local law to correcting code section 176-25A, Sidewalk Use in the code of the Village of Pittsford. If the meeting is unable to be held due to the Coronavirus pandemic it will be held on Tuesday, October 27, 2020 at 7:15 PM per video conferencing link identified.

Pursuant to Governor Cuomo's recent Executive Orders 202.1 and due to the Coronavirus pandemic, the Village Hall will be closed to the public during the public hearing. The Members of the Board of Trustees will be present at Village Hall or participating from their respective homes for this public hearing. If a Board member is participating from home, that home will be closed to the public as well for the reasons stated above. The Public Hearing will be made available for the public to view and hear thru video conferencing link. The public will be able to participate in the public hearing via comments submitted through the video conferencing link identified on the Village website and Facebook page.

A copy of the proposed local law is on file in the Office of the Village Clerk, where interested parties may request between the hours of 8:30 a.m. and 3:30 p.m. Monday through Friday or on the Village website www.villageofpittsford.org.

Village of Pittsford
Board of Trustees
Dorothea M. Ciccarelli, Secretary

Local Law ___ of 2020 of the Village of Pittsford, New York
Correcting Village Code §176-25.

Whereas, the Canal Corporation of the State of New York leases to the Village of Pittsford that portion of the canal lands located in the Village of Pittsford, extending from the Main Street bridge to the State Street Bridge, and

Whereas, the Village of Pittsford, pursuant to that above-mentioned lease, controls only that portion of New York State canal lands between the Main Street bridge and State Street Bridge, and

Whereas, the current version of Village Code §176-25.A seeks to control that portion of the Erie Canal towpath, which is located between the Monroe Avenue bridge and the Main Street bridge, as well as that portion of the Erie Canal towpath which is located between the Main Street bridge and the State Street bridge,

NOW, THEREFORE, BE IT RESOLVED, that the Village of Pittsford Board of Trustees hereby corrects Pittsford Village Code §176-25.A so that it now reads; "Bicycle riding is prohibited on the Erie Canal towpath between the Main Street bridge and the State Street Bridge, and dismounting of bicycles on the towpath in that area is required".

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

Village Board Meeting

Meeting Items
Agenda Item 4

Special Permit Application – Chabad Lubavitch of Pittsford Inc.

APPLICATION TO THE BOARD OF TRUSTEES

SPECIAL PERMIT

VILLAGE OF PITTSFORD

21 NORTH MAIN STREET

PITTSFORD, N.Y. 14534

[redacted]

Date: 10/21 Fee: $250.00

VILLAGE OF PITTSFORD
OCT 22 '20 AM7:36

Property Address: 21 LINCOLN AVE

Tax Account Number: 46-3393673 Zoning District: MOR

Owner's Address: CHABAD LUBAVITCH OF PITTSFORD INC. Telephone: 5853407545

Applicant: YITZCHAK HEIN Telephone:

Applicant's Address: 133 S. MAIN ST. PITTSFORD, NY 14534

Applicant is: ☐ Owner ☐ Lessee/Tenant ☐ Agent ☑ Other

If Other, Explain: PRESIDENT OF ORG.

1. Provide a description of the activity that is planned for this location:

We would like to create a pre-school program for our congregation membership. It would be to further our educational offerings to our families. It would be a small program size with 5-14 children between 3-5 years old.

2. Describe how the proposed activity will affect existing parking:

It will not alter as we have adequate parking space in our lot.

3. Describe how trash/refuse will be handled for the proposed activity:

will not increase existing

4. Proposed Hours of Operation: 9-5

Owner's Statement: I am the owner of the above property and I have read and approve this application. If the applicant is other than the owner, I authorize the applicant to proceed as agent.

Applicant's Name-Printed: YITZCHOK HEIN - PRESIDENT OF CHABAD

Signature: [signature] Date: 10/21/20

Applicant's Statement: I hereby certify that the information submitted is, to the best of my knowledge, true and correct.

Signature: [signature] Date: 10/21/20

NOTE: If any additional information is required by the Board, during the meeting, it is the responsibility of the applicant to provide such information, prior to the deadline of the subsequent meeting, or it will not be heard.

SEQUENCE:

1. This application will place you on the next available Board of Trustee meeting agenda.
2. The application will be forwarded to the Planning Board and that Board will provide formal recommendations back to the Board of Trustees.
3. The applicant will be notified by the Village Clerk as to the date that the application will be placed on the Board of Trustee's meeting agenda for final disposition. The date is dependent upon providing the required notification for a Public Hearing.
4. The $250.00 fee will be required with the filing of this application.
5. The applicant is encouraged to attach any additional information (drawings, layouts, seating plans, etc.) that will supplement this application.

Village of Pittsford
PLANNING AND ZONING BOARD OF APPEALS
Regular Meeting – January 23, 2012 at 7:00 PM

PRESENT:

Chairperson:	Remegia Mitchell
Members:	Sally Chamberlin
	Meg Rubiano
	George Wallace
	Lili Lanphear
Attorney:	Jeff Turner
Building Inspector:	Edward Bailey
Recording Secretary:	Linda Habeeb

Chairperson Mitchell called the meeting to order at 6:30 P.M.

Green Infrastructure for Stormwater Management – Kelly Emerick

The Village of Pittsford is a member of the Stormwater Coalition of Monroe County, a group that assists municipalities in complying with their NYSDEC MS4 Stormwater Permit. A task group of the Coalition has prepared a presentation to assist in meeting a requirement of the Permit, which states, "... educate municipal boards and Planning and Zoning Boards on low-impact development principles, better site design approach, and green infrastructure applications."

ZONING BOARD

Rabbi Yitzi Hein, 21 Lincoln Avenue ~ Special Exception Use Permit
Present: Rabbi Hein

The Secretary read the legal notice that was published in the January 12, 2012 edition of the Brighton Pittsford Post: *"Please take notice that a public hearing will be held before the Village of Pittsford Zoning Board of Appeals at the Village Hall, 21 North Main Street, Pittsford, New York, on Monday, January 23, 2012 at 7:00 pm, to consider an application made by Rabbi Yitzi Hein, for a special exception use permit to operate a religious/educational facility at 21 Lincoln Avenue, pursuant to Village Code § 210-26A."*

SEQR: Chairperson Mitchell stated that this is a Type I SEQR Action under SEQR § 617.4(b)(9), an unlisted action within a historic district.

Discussion: Rabbi Hein stated that Chabad of Pittsford is requesting a special exception use permit in order to use this property as a residence for the Rabbi and his family in the second level, and to conduct religious/educational programs and classes in the lower level. Chabad of Pittsford is a contract vendee for 21 Lincoln Avenue and therefore, has standing to make this application. He stated that he is proposing conducting adult classes for 10-15 people once a week, and Youth Club classes, with 10-15 students monthly. He stated that the classes will be approximately 1 hour long. He is also proposing holding a monthly prayer service for 20-25 participants on Saturday mornings, a maximum of 8 public

meetings once a month, and special holiday services, with 25-50 attendees, approximately every 6 weeks.

Board members questioned the applicant as to whether he intended to utilize the barn that is located on the property. He stated that it is possible that the organization will use the barn in the future. Chairperson Mitchell informed the applicant that if he decides to utilize the barn in the future, he will be required to return to the PZBA with his proposal, and to seek APRB approval for any changes to the exterior of the building.

Public Hearing Opened: Chairperson Mitchell opened the public hearing at this time. The Secretary reported that the Village received one letter from a resident opposed to this proposal.

- **David Weir, 19 Lincoln Avenue**, stated that he is opposed to this proposal because (1) it will result in an increase in activity in the area, especially from youth, and (2) it will result in the property becoming tax-exempt or being removed from the taxable base of properties in the Village.

- **Matthew Lennarz, 27 Lincoln Avenue,** stated that if the proposed activities are limited in numbers of participants and frequency of events, he would support the proposal.

- **Dr. Gerald Rosen** stated that this use of the property would be beneficial for the neighborhood.

- **Robert Michaels, 71 State Street,** stated that the proposed use is compatible with the neighborhood.

Public Hearing Closed: Chairperson Mitchell closed the public hearing at this time.

Mr. Turner stated that since the Zoning Board is the only involved agency for the purpose of SEQR review, it was not necessary to mail the proposal to other agencies.

Motion: Chairperson Mitchell made a motion, seconded by Member Lanphear, declaring the Zoning Board as lead agency for SEQR review.

Vote: Chamberlin – yes; Mitchell - yes; Lanphear – yes; Rubiano – yes; Wallace - yes. ***Motion carried.*** The decision was filed in the Office of the Village Clerk on January 23, 2012.

Board Members completed Part 2 of the SEQR Environmental Assessment Form.

Motion: Chairperson Mitchell made a motion, seconded by Member Lanphear, declaring that the project will not result in any large and important impacts and will not have a significant impact on the environment; therefore, a negative declaration is made.

Vote: Chamberlin – yes; Mitchell - yes; Lanphear – yes; Rubiano – yes; Wallace - yes. ***Motion carried.*** The decision was filed in the Office of the Village Clerk on January 23, 2012.

Motion: Chairperson Mitchell made a motion, seconded by Member Lanphear, to approve the application for a special exception use permit for the property located at 21 Lincoln Avenue, with the following conditions:

1. The number of gatherings will be limited to 10 per month, with a maximum number of participants limited to 25 per event;
2. The activities will not be scheduled simultaneously;
3. There will be no more than 10 additional holiday events per year, with a maximum of 50 attendees;
4. The second floor of the house will be used as a residence for the operator of the program;
5. All activities will take place in the main residence;
6. The property will be required to meet all building and fire code regulations.

Vote: Chamberlin – yes; Mitchell - yes; Lanphear – yes; Rubiano – yes; Wallace - yes. ***Motion carried.*** The decision was filed in the Office of the Village Clerk on January 23, 2012.

*****

Hicks & McCarthy Restaurant, 23 South Main Street ~ Expansion of Special Permit
Present: David Watkins

The Board reviewed the special use permit expansion request made by David Watkins for Hicks and McCarthy Restaurant, located at 23 South Main Street. The request is to extend business hours until 10 pm on Monday-Saturday, and until 9pm on Sundays. Mr. Watkins intends to add a television screen to one seating area of the restaurant, and has indicated that this will not be visible from the street. There will be no changes in the number of seats or any other condition of this business operation.

Chairperson Mitchell stated that she will draft a memorandum to the Board of Trustees stating that the PZBA has no concerns about extending the hours of operation for this business. Board members recommend that the special use permit state clearly the hours that the business closes to patrons in the evening.

******

Linda Brisbane/Marty Martinez, 30 Locust Street ~ Addition
Present: Linda Brisbane/Marty Martinez

Discussion: The applicants stated that they are seeking information associated with expanding the west/rear side of their house, located at 30 Locust Street. The proposed addition would be a one- or two-story addition that extends from the existing extension on the west side of the house to the back corner of the west side. The expansion will result in the addition being located approximately 36" off the side lot line. This proposal may require a variance from the State Building Code because of the close proximity to the lot line.

Member Chamberlin stated that she would be opposed to this proposal. Members Lanphear, Rubiano, and Wallace were not opposed, and Chairperson Mitchell stated that she would

not be opposed, since the addition would not extend farther to the west than the existing projection.

Member Items

Liaison Update:

Trustee Galli reported that:

1. The Village will be receiving funds for:
   - ✓ A pavilion on Schoen Place
   - ✓ A Village traffic study
2. The Department of Transportation has stated that it will not be able to provide funds for any major improvements.
3. The Village budget process has begun.

Building Inspector report:

Mr. Bailey reported that the new Bakery at 5 State Street will be adding a handicap parking spot, and that he will check on the seating and parking of the delivery van on this site.

Minutes:

Motion: Member Chamberlin made a motion, seconded by Member Rubiano, to approve the 11/15/11 DRC meeting minutes, as drafted.

Vote: Chamberlin – yes; Lanphear – yes; Rubiano – yes; Wallace - yes. ***Motion carried.***

Motion: Chairperson Mitchell made a motion, seconded by Member Chamberlin, to approve the 11/28/11 meeting minutes, as drafted.

Vote: Chamberlin – yes; Mitchell - yes; Lanphear – yes; Rubiano – yes; Wallace - yes. ***Motion carried.***

Adjournment: There being no further business, Chairperson Mitchell adjourned the meeting at 9:00 pm.

_____

Linda Habeeb, Recording Secretary

Village Board Meeting

Meeting Items
Agenda Item 5

Special Permit Application – Aladdin’s

APPLICATION TO THE BOARD OF TRUSTEES

SPECIAL PERMIT

VILLAGE OF PITTSFORD

21 NORTH MAIN STREET

PITTSFORD, N.Y. 14534

This application addresses Restaurants and Carry-Out uses in B-1, B- 1A, B-2, B-4 and M-1 Zoning Districts.

Date: 10.15.2020 Fee: $250.00

Property Address: 9 Schoen Place Pittsford, Ny 14534

Tax Account Number: _____ Zoning District: _____

Owner's Address: 236a Turk Hill Road Telephone: 585-732-8078
Victor N.Y 14564

Applicant: John D Crawford Jr Telephone: 585-264-9000

Applicant's Address: 217 Shirewood drive Rochester, Ny 14625

Applicant is: ☐ Owner ☑ Lessee/Tenant ☐ Agent ☐ Other

If Other, Explain: _____

1. Provide a description of the activity that is planned for this location:

Turn 9 Schoen place into a Commissary Kitchen for the ALADDIN'S Natural EATERY located @ 8 Schoen place.

2. Describe how the proposed activity will affect existing parking:

It will help with the parking problem. The kitchen staff will be four employees which will only be working 7 am to about noon Monday, Wednesday and Friday.

3. Describe how trash/refuse will be handled for the proposed activity:

We use the dumpsters that all of the restaurants share currently.

4. Proposed Hours of Operation: 7 am to noon

Owner's Statement: I am the owner of the above property and I have read and approve this application. If the applicant is other than the owner, I authorize the applicant to proceed as agent.

Applicant's Name-Printed: Andrew Dobrowski

Signature: _____ Date: 10-15-2020

Applicant's Statement: I hereby certify that the information submitted is, to the best of my knowledge, true and correct.

Signature: _____ Date: 10.15.2020

NOTE: If any additional information is required by the Board, during the meeting, it is the responsibility of the applicant to provide such information, prior to the deadline of the subsequent meeting, or it will not be heard.

SEQUENCE:

1. This application will place you on the next available Board of Trustee meeting agenda.
2. The application will be forwarded to the Planning Board and that Board will provide formal recommendations back to the Board of Trustees.
3. The applicant will be notified by the Village Clerk as to the date that the application will be placed on the Board of Trustee's meeting agenda for final disposition. The date is dependent upon providing the required notification for a Public Hearing.
4. The $250.00 fee will be required with the filing of this application.
5. The applicant is encouraged to attach any additional information (drawings, layouts, seating plans, etc.) that will supplement this application.

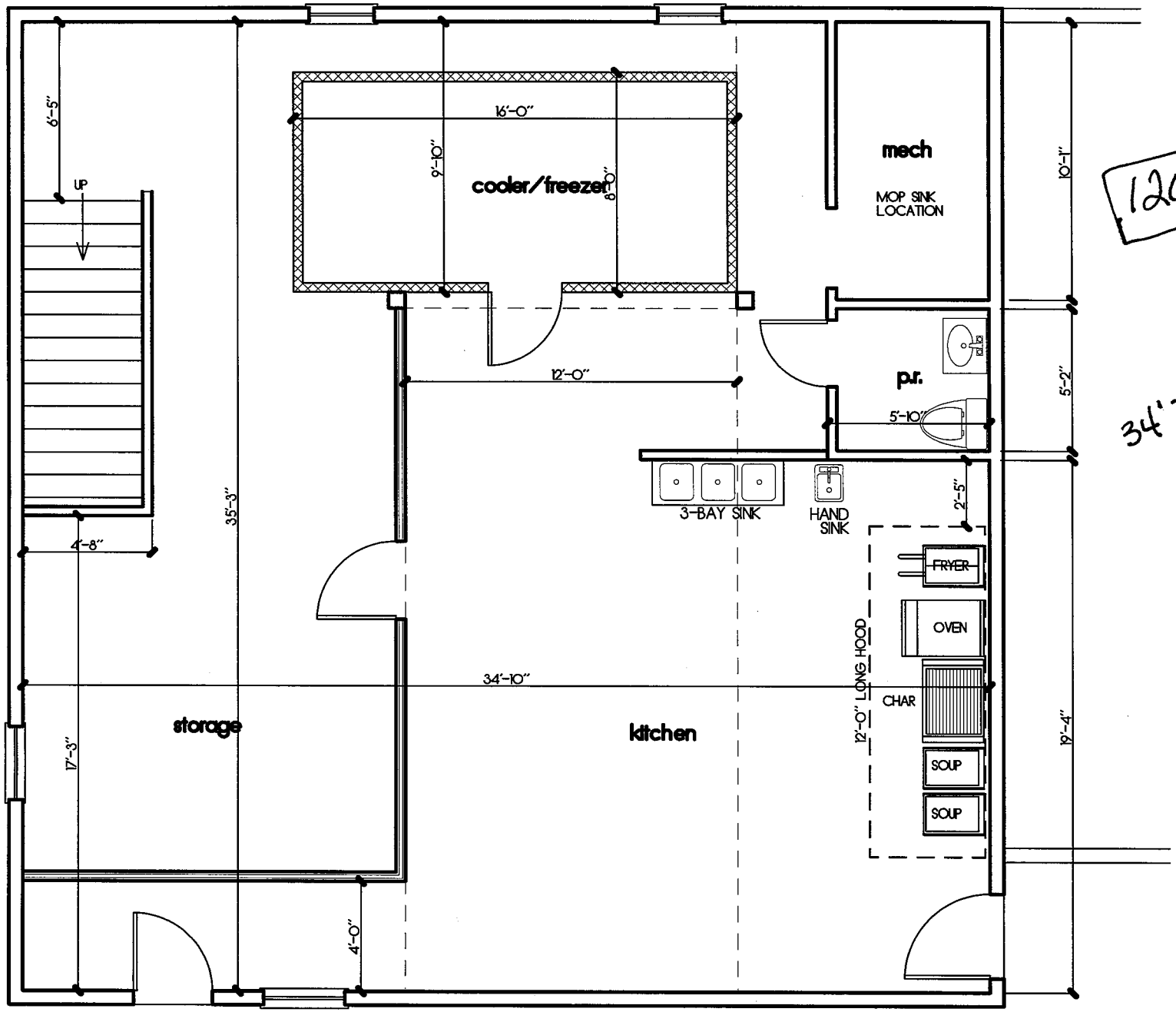
John Crawford, President
Aladdin's Natural Eatery
8 Schoen Place
Pittsford, NY 14534
(585) 478-8773
October 13, 2020

Hi Steve:

I have enclosed a drawing of the floor plan for the Commissary. My contractor is Doug Schimpf and he can be reached at (585) 721-4663. If you have any questions for me please call me on my cell phone (585) 478-8773.

Sincerely,

John Crawford



floor plan

SCALE 1/4" = 1'-0"

1,228 s.f.

Village Board Meeting

Meeting Items
Agenda Item 6

Resident Comments from Village Board Speed Forum Meeting

Village Board Meeting

Meeting Items
Agenda Item 7

Active Transportation Plan

Village Board Meeting

Meeting Items
Agenda Item 8

State Street Bridge Closing