

VILLAGE OF PITTSFORD

SETTLED 1789 • INCORPORATED 1827



Village of Pittsford Board of Trustees Regular Meeting March 9, 2023, 6:30 PM

Tentative Agenda

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

Meeting Items

1. Non-Municipal Permits
 - Historic Pittsford - QR Codes, May 1 - November 15, 2023
 - Northfield Commons Creator Fest – June 24, 2023
2. Refuse District Discussion
3. PZBA – Referral

Department Reports

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

Member Items

Public Comment

Next Scheduled Regular Meeting is March 23, 2023, and is Subject to Change Without Notice

Village Board Meeting

Meeting Items Agenda Item 1

Non-Municipal Permits

- Historic Pittsford - QR Codes, May 1 - November 15, 2023
- Northfield Commons Creator Fest – June 24, 2023



Village of Pittsford Non-Municipal Use Permit Application

Organization: Historic Pittsford

Event and Description: Self-guided walking tour along Schoen Place and the canal path to learn more about the history of our village. We had this installation up the last few summers and would like to put it back up in May through November to coincide with PGA and historic preservation month. There are currently 10 laminated 5 x 8 inch signs, 2 will be affixed to the pavilions on either end of Schoen place with zip ties that will leave no damage to posts. The others are on wooden garden stakes next to trees and along the bushes by the canal path. We hope to produce 10 metal QR signs similar or smaller on metal garden stakes as a seasonal but better-looking version of this installation. Please approve our use of either laminated signs or metal signs similar to the design attached (larger than actual size).
Please waive standard conditions 2 and 3 given that this will not be a gathering as waived in the past.

Event Date(s): May 1, 2023 - November 15, 2023

Event Location: Along the canal at Schoen Place

Parking Location: Schoen Place, Library parking or foot traffic

Estimated Guest Count: Self-guided so no gatherings expected.

Organization Contact: Lori Leitgeb

Telephone: [REDACTED]

E-mail: [REDACTED]

Date Request Received: _____

Date Reviewed: _____ Approved Denied

Standard Conditions

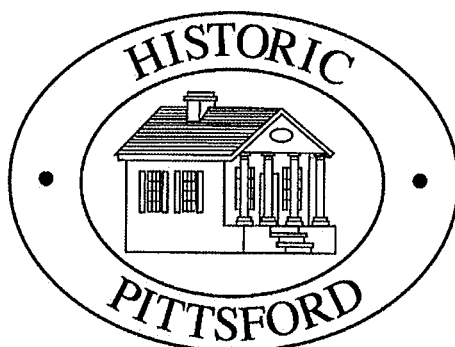
- 1) If the request for the Non-municipal Permit was received without the required 45-day notice, the Board of Trustees will need to vote to waive the requirement for the permit.
- 2) The applicant will provide the Village of Pittsford with a certificate of liability insurance, naming the Village of 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.



The Apple Dry House and Bean Mill

Village Audio Tour

Point your phone's camera at the QR code to open
or visit www.historicpittsford.com/village-audio-tour-home





Village of Pittsford Non-Municipal Use Permit Application

Organization: Northfield Common Holdings, LLC

Event and Description: Northfield Common Creators Fest

A one day festival that would be a combination of crafters,
a few food trucks and a small (1-2 man) band that would take place in the
Northfield Common Parking lot

Event Date(s): June 24, 2023

Event Location: Northfield Common Parking Lot, Pittsford, NY

Parking Location: Behind Bead/Music store and behind other shops

Estimated Guest Count: 700 throughout the day

Organization Contact: Bonnie Miguel

Telephone: [REDACTED]

E-mail: [REDACTED]

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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/07/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brady Risk Management PO Box 2540 Halesite NY 11743		CONTACT NAME: Patrick Brady PHONE (A/C, No, Ext): (631) 549-8561 FAX (A/C, No): (631) 549-8557 E-MAIL ADDRESS: patrick@bradyrisk.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: The Phoenix Insurance Company	NAIC # 25623
		INSURER B: The Travelers Indemnity Company	25658
		INSURER C: Security National Ins. Co.	33120
		INSURER D: Nat Union Fire Ins Pa	02351
		INSURER E:	
		INSURER F:	
INSURED Northfield Common Holdings, LLC 50 State Street Pittsford NY 14534			

COVERAGES

CERTIFICATE NUMBER: 22-23 All Lines 23-24 WC

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			Y-630-3T368790-PHX-22	05/01/2022	05/01/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA-3T380115-22-43-G	05/01/2022	05/01/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-3T49404A	05/01/2022	05/01/2023	EACH OCCURRENCE	\$ 10,000,000
							AGGREGATE	\$ 10,000,000
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	SWC1415729	01/01/2023	01/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
D	Excess Liability			68429252	05/01/2022	05/01/2023	Each Occurrence Limit:	10,000,000
							Aggregate Limit:	10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE Event: Northfield Common Creators Fest
 Village of Pittsford is included as an additional insured when required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

Village of Pittsford 21 North Main Street Pittsford NY 14534	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Village Board Meeting

Meeting Items Agenda Item 2

- Refuse District Discussion

Refuse Districts

January 1 - April 30 is the enrollment period for setting up a refuse district that will begin service Jan

A **Refuse District** is a designated area in which a single refuse collector services all households in the district. They then negotiate a contract. The cost of the service would be added to the property tax bill of each resident in the district in the manner of the existing sewer districts and lighting districts.

Eligibility to form a Refuse District

Typically, a refuse district consists of a group of adjoining streets; a formal neighborhood association or group is not required.

Setting up a Refuse District and setting the boundaries of the district are entirely up to the residents of a district. Residents must first decide to form a district, then inform the Town of their decision. The Town will guide interested residents through the process. To form a refuse district, residents must sign a petition and have it notarized. The Town can assist with notarizing petitions. Petitions from a district with an aggregate assessed value of homes in the proposed district are required to form a Refuse District. *See below "How to Form a Refuse District"*

Cost to Be in a Refuse District:

The charge for refuse collection can vary year to year. Since the refuse collection service is competitively bid and meeting the bid specifications, cost per household is expected to be lower than the price individual homeowners pay for their own service. ***any refuse district, the Town will notify all residents of the proposed district of what they would pay.*** Residents are encouraged to reconsider and withdraw their petitions, if they wish to do so, by a specified date. The Refuse District then would be formed if the aggregate assessed value of homes in the proposed district is at least 50% of the aggregate assessed value of homes in the proposed district.

Option for Special Services: for residents who now pay extra for services such as collection of trash from close to their homes. Residents will seek arrangements with the selected hauler to continue such services at the same or substantially similar price and specifications.

Advantages of a Refuse District:

- Potentially lower cost to residents for trash collection because:
 - Competitive bidding
 - Lower administration costs for the trash hauler: only sends one bill – to the Town, instead of hundreds or thousands of payments.
 - No sales tax
 - Rates are set for the year
 - Town can negotiate favorable contract renewal options
- Reduce garbage truck traffic on residential streets to one visit, once a week
- The Town will advocate for residents in the case of complaints that the refuse collector doesn't resolve

Disadvantages of a Refuse District:

- Experience in places with Refuse Districts has been that costs for homeowners are lower. But there is no guarantee.
- To cover the cost of administering refuse districts, the Town must include a fee in the District charge of up to 10% of the District charge.
- The homeowner cannot choose a collector – the Town awards the contract to the lowest responsible bidder.
- Some additional services not covered in the Town's contract with the refuse collector must be negotiated with the collector, most likely for an additional fee.
- All homeowners would have to pay for refuse collection for the entire year – service cannot be stopped and started.

How to form a Refuse District for your neighborhood

If your neighborhood is interested in creating a Refuse District:

1. Talk to your neighbors to define the district. Decide what streets you wish to include.
2. Contact Melanie Davison of the Town Department of Public Works at (585) 248-6253. The Town will provide with a map showing the district boundaries proposed by the neighborhood.
3. Obtain petition signatures from homeowners in the proposed district representing at least fifty percent of 1 in the district. The Town will assist with notarizing signatures and helping you complete the process.
4. Petitions should be submitted to the Town Department of Public Works by April 30. The Town then will issue all proposed districts. Once the lowest responsible bidder is chosen, the Town will advise each household c
5. For all proposed districts whose residents wish to proceed, the proposed districts will be presented to the adopting the districts.
6. Services would begin January 1 following adoption of a district.
7. The Town will bill district residents annually on their Town tax bill. District residents no longer would receive
8. For residents who now pay extra for special services, such as collection of trash and recycling from close to will seek arrangements with the selected hauler to continue such services at the same or substantially simi
9. The Town would consider new districts each year, with petitions to be filed between January 1 and April 30.

Those interested in forming a refuse district in their neighborhood may contact Melanie Davison in the Departm
Questions or comments about refuse districts or the process of getting one can be directed to Supervisor Smith y

Village Board Meeting

Meeting Items
Agenda Item 3

7PM- Public Hearing, Harladay Hots

APPLICATION TO THE BOARD OF TRUSTEES
SHORT TERM RETAIL BUSINESS


VILLAGE OF PITTSFORD
21 NORTH MAIN STREET, PITTSFORD, NEW YORK 14534

Date: 1/20/2023

Fee: \$50.00

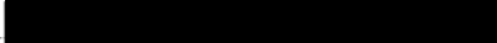
Property Address: 10 N. MAIN STREET PITTSFORD.

Tax Account Number: _____ Zoning District: _____

Owners Address: 11 S. MAIN STREET Telephone: 

Owner's Email: TOWN OF PITTSFORD.

Applicant: CHARLES CLOTTIN - HAMELADAY HOTS Telephone: 

Applicant's Email: 

Applicant's Address: PO BOX 413 PITTSFORD 14534

Applicant is: Owner Lessee/Tenant Agent Other
If "Other" Please Explain:

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

SELL FOOD (GRILLED READY TO EAT) TO RESIDENTS, VISITORS AND BUSINESS PEOPLE IN THE VILLAGES

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

IT WILL ADD VEHICLES ON A TEMPORARY BASIS AS PEOPLE GET THEIR FOOD.

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

IT WILL BE COLLECTED AND REMOVED DAILY BY THE APPLICANT.

4. Proposed Hours of Operation:


10-3 SUN^{THRU} MON.

January 24, 2023
Village of Pittsford
Zoning Board of Appeals
Letter of Intent

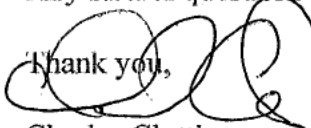
Property owner: Town of Pittsford
Property Address: 10 North Main Street
Applicant: Charles Clottin, President, Harladay Inc.

I am currently seeking a short term business permit to set up my hot dog stand at the old Tillis lot located in the Village of Pittsford. The lot is currently owned by the Town of Pittsford and I am currently awaiting approval from the Pittsford Town Board for usage for the 2023 season.

As in the years past, I intend to serve good quality fast food to people working, living, or visiting the Village of Pittsford. I intend to operate the cart from the beginning of May until the end of October 2023, Monday through Sunday between the hours of 10 am to 3 pm. I would also like the option of occasionally opening for special events in the village. My business is fully insured and licensed with the Monroe County Health Department.

Any further questions please feel free to call me at 

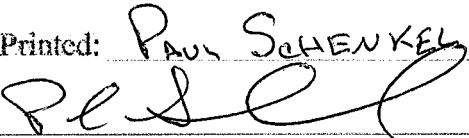
Thank you,


Charles Clottin

APPLICATION TO THE BOARD OF TRUSTEES
SHORT TERM RETAIL BUSINESS

VILLAGE OF PITTSFORD
21 NORTH MAIN STREET, PITTSFORD, NEW YORK 14534

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.

Owner's Name-Printed: PAUL SCHENKEL - Town of Pittsford
Signature:  Date: 2/6/2023

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

Signature:  Date: 1/20/2023

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 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. Any use for which a short-term retail business permit is required shall be considered at a Public Hearing.
3. The applicant is encouraged to attach any additional information (drawings, layouts, seating plans, etc.) that will supplement this application.
4. The Village Board of Trustees may approve with or without modifications or conditions or deny an application for a short-term retail business permit.

Expiration of a Short-Term Retail Business Permit shall be for a period of a maximum of nine months.

Village Code Section 189 Short Term Retail Business in all zoning districts

§189.7. Application for permit.

A short-term business permit application shall include at a minimum the following:

- A. An application form provided by the Village Clerk's office including the name, address and signature of the applicant and property owner.
- B. A letter of intent that explains the general nature of the proposal. This letter shall include the following as applicable.
 1. A detailed description of the short-term business operation.
 2. The proposed hours of operation.
 3. The number of employees at maximum shift.
 4. The maximum seating capacity, if any.

**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, at a meeting on Thursday, March 9, 2023, at 7:00 PM at the Village Hall, 21 North Main Street, Pittsford, NY, to consider an application for a short-term business permit to be located 10 N. Main Street.

The Public Hearing will be made available for the public to view and hear thru a 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.

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

Village Board Meeting

Meeting Items
Agenda Item 4

PZBA - Referral

**VILLAGE OF PITTSFORD
PLANNING BOARD**

RESOLUTION 2023-3- TRUSTEE REFERRAL

Project **5, 8, 10 State St**

Date: 03- 01 - 2023

Applicant 1 Name: Daniel Clifford
Address: 80 N Country Club Dr
Rochester, NY 14618

Action 1: Alteration of a commercial patio / outdoor seating area and
Installation of a pergola at 8 and 10 State St.

Applicant 2 Name: Matt Tomlinson
Address: 39 Cascade Dr
Rochester, NY 14614

Action 2: Concept plan review for 5 state street

WHEREAS, The Planning Board of the Village of Pittsford is authorized to consult with any other Village, Town or County officials in its review pursuant to §210-30.5; and

NOW THEREFORE IT IS RESOLVED, the Planning Board of the Village of Pittsford refers these applications to the Board of Trustees of the Village of Pittsford with the following comments and requests:

The Planning Board received applications for site plan approval for properties located at 5 State, 8 State, and 10 State Street, all of which are in the Village Center Business (“VCB”) Zoning District. All three of these properties have approximately 100% lot coverage and because they are within the VCB Zoning District are not permitted to create outdoor seating areas or construct parking.

Each of these properties is adjacent to the Traditional Downtown Design (“TDD”) Zoning District, which allows for 100% lot coverage, and therefore flexibility to create outdoor seating areas. The Planning Board proposes that these properties be rezoned to the TDD zoning district to allow more flexibility in use and development of these properties.

The Trustees set the vision for the district through the zoning code and comprehensive plan. The Planning Board submits that the vision for the district is to allow for properties such as these to allow for outdoor seating. Accordingly, the Planning Board believes this is a matter best resolved by the Trustees and the Planning Board respectfully requests the following:

1. Rezone the properties to the TDD district.
2. Any concerns/comments related to outside seating areas on these properties.
3. Any concerns/comments regarding parking for these three properties.

The question of the foregoing resolution was duly put to vote as follows:

Justin Vlietstra YES
JoAnne Shannon ABSENT
Susan Lhota YES
Dave Marshall YES
Kathleen Hoppin YES

Dated: March 1, 2023

By order of the Planning Board of the Village of Pittsford

A handwritten signature in blue ink, appearing to read "Justin Vlietstra", is written over a horizontal line.

Chairperson,
Planning Board

Village Board Meeting

Meeting Items
Agenda Item 5

Consideration of Hiring Mindi Barnes for the Village Gardener
Position

Village Board Meeting

Meeting Items
Agenda Item 6

DPW & Village Hall Summer Hours

Village Board Meeting

Department Reports

- DPW Report

Village Board Meeting

Department Reports

Building Inspector Report

Village Board Meeting

Department Report

Treasurers / Village Clerk Report

- Bill Pay

Village Board Meeting

Department Reports

Minutes

Village Budget Workshop Minutes, February 13, 2023

Village Budget Workshop Minutes, February 28, 2023

Village Board Meeting

Meeting Items
Agenda Item

Member Items