

VILLAGE OF BROCKPORT

"To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."

VILLAGE BOARD – WORK SESSION AGENDA

Monday, June 27, 2016 7:00pm

Location: Village Hall conference room

This is a work session, not a regular meeting. No public comment.

Intended for Board discussion, not action. Therefore, meeting minutes are not required.

If any action is taken, Mayor takes notes & provides to Clerk.

Excused: Mayor Blackman

- **GUESTS:** none

- **ACTION ITEMS** (time sensitive):
 - Approval of bills
 - 6/21/16 Village election results for inclusion in minutes
 - Review estimates & award contract re painting of Village Hall
 - Authorize grant application - Climate Smart Communities
 - Consider waiving \$1,614.25 in Village taxes on property recently purchased by BVAC (BVAC is applying through Assessor for exemptions as a non-profit)
 - Authorize Mayor to sign 211 waiver renewal application
 - Hire to fill 1 DPW Seasonal (Summer) Laborer vacancy
 - Welcome Center – accept 1 add to greeter roster

- **ITEMS FOR DISCUSSION / REVIEW:**
 - Establishment of Tax Relief Task Force

- **EXECUTIVE SESSION:** (if needed)

- **ADJOURNMENT**

Upcoming:

- ❖ Village Hall closed for holiday: Monday, 7/4 & Tuesday, 7/5
- ❖ Village Board meeting (w/ ceremonial swearing in / organizational component): 7pm Monday, 7/18
(w/ Attorney & Treasurer & Department Heads)
- ❖ Village Board work session: 7pm Monday, 7/25



2016 Brockport Village Including Absentee Results **Unofficial Results**

# of Districts	Districts Reported	Districts not in
1	1	0

Type

Area

Contest

of Districts: 1 Districts Reported: 1 Districts not in: 0

Village Trustee 4 Year Term

Vote For 2

Lyle Stirk	Total: 307	22.6%
Res for A Better Community Votes: 307 / 22.6%		
Sarah Hart	Total: 313	23.04%
Res for A Better Community Votes: 313 / 23.04%		
John D LaPierre	Total: 374	27.54%
Revitalize Brockport	Votes: 374 / 27.54%	
William G Andrews	Total: 362	26.65%
Revitalize Brockport	Votes: 362 / 26.65%	
Write-In	Total: 2	0.14%



2016 Brockport Village Including Absentee Results **Unofficial Results**

# of Districts	Districts Reported	Districts not in
1	1	0

Type
 Village

Area
 Brockport

Contest
 Village Trustee 4 Year Term
 Village Trustee 1 Year Term

of Districts: 1 Districts Reported: 1 Districts not in: 0

Village Trustee 1 Year Term

Vote For 1

Tim Barry	Total: 290	42.7%
Res for A Better Community Votes: 290 / 42.7%		
Annie Crane	Total: 389	57.29%
Revitalize Brockport Votes: 389 / 57.29%		
Write-In	Total: 0	

Mark C. Wolck Painting

PO Box 341

Hamlin, NY 14464

Home - (585) 964-5172

Cell - (585) 737-5172

Brockport Village Offices
49 State St.
Brockport, NY 14420

Scope of Work:

- Scrape/wire brush all surfaces of building
- Clean by hand all surface dirt, mold & mildew with a bio-degradable cleaner
- Clean, vacuum/sweep all chips daily and remove from site
- Caulk all voids
- Paint prime coats where needed with gripper
- Paint all trim (2) coats satin finish
- Accent stripe (2) coats satin finish
- Paint body (2) coats satin finish
- Paint exit doors/handrails/columns/ceilings/chimney box
- Paint (34) windows
- Paint dormers to a finish coat
- Clean up

Materials:

- Glidden primer/gripper (2-3 gal)
- Benjamin Moore Satin Finish for body & trim (approx. 45 gal)
- Caulk – latex/acrylic with silicone (3cs)
- Red accent paint (2 gal)
- Lift rental (\$2,500)

Completed in approximately 2 – 3 weeks

*All Certificates of Insurance will be provided.

Total: \$ 26,465.00
½ Down: 13,233.00
Final: 13,232.00

Stafford Painters

6319 East Main Road
P.O. Box 27
Stafford, New York 14143
(585) 343-2390
Fax - (585) 343-1597
www.staffordpainters.com

Estimate & Agreement

May 9, 2016

Submitted to:
VILLAGE OF BROCKPORT
HARRY DONAHUE
49 STATE STREET
BROCKPORT, NY

Specifications and Bids for:	Estimate # CELL
PRESSURE WASH AND SCRAPE WHERE NEEDED	
CLEAN GUTTERS AND DOWNSPOUTS	
NAIL LOOSE SIDING AND TRIM	
CAULK WHERE NEEDED	
PRIME BARE WOOD WITH OIL BASE UNDERCOATER	
BRICK & MASONRY PRIMED WITH MASONRY CONDITIONER (WATERY LIKE MATERIAL PENETRATES & HARDENS) BEST FOR SOFT BRICKS	
TRIM AND GLAZE WINDOWS EXCLUDING UNDER STORMS	
FINISH COAT WITH 100% ACRYLIC SATIN OR FLAT. (FLAT ON MASONRY, SATIN ON TRIM, & GLOSS ON HILIT. DOORS CLEAR SATIN) SHERWIN WILLIAMS SUPER PAINT	
FINISH COAT WITH THREE COLOR COMBINATION	
WORK TO BE DONE IN COORDINATION WITH VILLAGE WORKERS.	
\$17500.00	
SAME AS ABOVE BUT USING SHERWIN WILLIAMS DURATION PAINT WHICH INCLUDES OUR THREE YEAR WARRANTY	
\$1850.00	
ASK ABOUT OUR YEARLY MAINTANCE PROGRAM AVAILABLE AFTER OUR 3 YEAR WARRANTY TO KEEP YOUR HOME IN GREAT SHAPE FOR 8 TO 10 YEARS	
HI HARRY, IF YOU HAVE ANY QUESTIONS PLEASE CALL ME. THANK YOU FOR CALLING STAFFORD PAINTERS, MURRAY CALL	
$\begin{array}{r} \$ 17500.00 \\ \$ 1850.00 \\ \hline \$ 19,350.00 \end{array}$	

Thank You for the Opportunity to do an Estimate for You!

CONTRACTOR'S GUARANTEE: We guarantee all materials used in this contract to be as specified above and the entire job to be done in a neat, workmanlike manner. Any variations from the plan or alterations requiring extra labor or materials will be preformed only upon written order and billed in addition to the sum covered by this contract. Agreements made with other workers are not recognized.

Date: _____ Signed: _____

ACCEPTANCE OF BID: The above specifications, terms and contract are satisfactory and (I) (We) hereby authorize performance of work.

Date: _____ Signed: _____

DRAFT

RESOLUTION - VILLAGE OF BROCKPORT

At a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York state held at Village Hall at 49 State Street Brockport, NY 14420 on June 27, 2016 the following resolution was regularly made, seconded and carried:

PRESENT: Trustee/Deputy Mayor William G. Andrews, Trustee Annette M. Crane,
Trustee Katherine J. Kristansen, Trustee John D. LaPierre

EXCUSED: Mayor Margaret B. Blackman

MOVED BY: Trustee _____ SECONDED BY: Trustee _____ CARRIED /

RESOLVED, to authorize the Village’s grantwriters, J. O’Connell & Associates, to prepare an application to NYS CFA for a Climate Smart Communities grant in the amount of at least the \$25,000 minimum to become a certified Climate Smart Community to provide funding to complete 3 actions needed for certification: 1) conduct a climate related vulnerability assessment, 2) review existing plans and projects to identify climate adaptation strategies and policies or projects that may decrease vulnerability, and 3) develop climate adaptation strategies. The project will likely include hiring a consultant to conduct the assessment and work with a volunteer-led committee, to be established, to move on these items. The committee’s volunteer time and staff time (Erica, Harry, possibly Leslie, and Dan H) will be match funds as the match can be in-kind and has to be 50%.

The end result will be helping us work towards comprehensive plan development.

Note for the record:

J. O’Connell & Associates contact is Sarah Meredith
Village Board contacts are Trustee Kristansen & Trustee Crane
Village Office contact is Deputy Clerk-Treasurer Erica Linden

BY ORDER OF THE Village Board of the Village of Brockport

STATE OF NEW YORK)
County of Monroe) SS:

I Leslie Ann Morelli, Village Clerk of the Village of Brockport, do hereby certify that the foregoing is a full and true transcript of a resolution duly adopted at a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York on June 27, 2016 as it appears in the minutes of said meeting was regularly called and duly constituted, and that a quorum was present.

Witness my hand and the seal of the Village of Brockport this 22nd day of March 2016.

Leslie Ann Morelli, Village Clerk

Seal

DRAFT

RESOLUTION - VILLAGE OF BROCKPORT

At a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York state held in the Village Hall at 49 State Street on June 27, 2016 the following resolution was regularly made and carried:

PRESENT: Trustee/Deputy Mayor William G. Andrews, Trustee Annette M. Crane, Trustee Katherine J. Kristansen, Trustee John D. LaPierre

EXCUSED: Mayor Margaret B. Blackman

MOVED BY: Trustee _____ SECONDED BY: Trustee _____ CARRIED /

RESOLVED:

a) That the Village Clerk requested and received from Monroe County Civil Service the certification of eligibles list for Chief of Police and did not canvass it as it had only 2 names on it and the requirement is to canvass if more than 3 names are on the list.

b) Authorizing and directing the Mayor to sign the waiver renewal application.

c) Authorizing and directing the Village Clerk to return the certification of eligibles list to Monroe County Civil Service and waiver renewal application, copy of the certification of eligibles list and copy of this resolution to New York State Civil Service.

d) Authorizing and directing the Village Clerk to copy waiver applicant, Daniel P. Varrenti and Mayor Margaret B. Blackman on the entirety.

STATE OF NEW YORK)
County of Monroe) SS:

I Leslie Ann Morelli, Village Clerk of the Village of Brockport, do hereby certify that the foregoing is a full and true transcript of a resolution duly adopted at a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York as held at the Village Hall on June 27, 2016, as it appears in the minutes of said meeting was regularly called and duly constituted, and that a quorum was present.

Witness my hand and the seal of the Village of Brockport this 28th day of June 2016.
Seal

Leslie Ann Morelli, Village Clerk

LETTER RE DISSOLUTION VOTE AND TASK FORCE

For a second time, on May 24th Village voters made it clear—56 to 44%—that they want to keep their Village and their Village services. We believe that the majority of Brockport voters made the right decision, but we acknowledge that 600+ villagers did not agree with the majority. To those who voted YES, we hear your discontent about Village taxes.

Three factors primarily affect Brockport's tax rate: low assessments compared to other communities, stagnant AIM funding, and tax exempt property. Brockport receives only \$110,000 in state funding to municipalities (AIM), which has not changed in 8 years. 65% of Village property is tax exempt (primarily the college at Brockport); were the college taxed, our village tax rate would drop from \$11.87/1000 to \$4.29/1000.

The most potentially promising tax relief will come with passage of the SUNY Impact Aid Assistance Act in the 2017-18 state budget. This legislation would provide direct ongoing tax relief to municipalities with a 4-year SUNY college to offset the services they offer to their SUNY institutions. The Village Board is working with the New York Conference of Mayors, State Legislators, and SUNY municipalities to secure passage of this act. Another route to tax relief, as we've previously noted, is non-taxpayer revenue, which we have aggressively pursued (grants, solar municipal power, street light buyback).

But there is more we can do, and there are more voices that we can, and need to, bring to the table. To this end, we are establishing a Tax Relief Task Force that will look at creative options for Village tax relief, such as partnerships and shared services along with cost cutting measures. The Task Force will be comprised of representatives from the Village Board and invited business and community members. More information on the establishment of this Task Force will be forthcoming.

We look forward to working with the Brockport community for the tax relief we all want and need.

BROCKPORT VILLAGE BOARD

Mayor Margay Blackman
Deputy Mayor Bill Andrews
Trustee Annie Crane
Trustee Kathy Kristansen
Trustee John LaPierre

Village of Brockport
Selection Process of Members to Boards and Committees
Amended 8/18/14
Confirmed by Village Board 7/20/15

The Village of Brockport has a strong tradition of volunteerism. Residents are encouraged to serve on citizen boards and committees dealing with day-to-day issues. Their participation in Village government-- in the decision-making process—fulfills a public service role that enhances the quality of life in the Village and the surrounding communities.

BOARDS AND COMMITTEES

The members of our boards by statute, standing boards/committees, task force committee(s), and open roster committees act in an advisory capacity to the Village Board when creating ordinances, policies and procedures, and some act independently to relieve the Village Board of various administrative functions. When applicable, the Village Law takes precedence over this Village Board resolution. The purpose of this resolution is to clarify the selection process and identify those boards/committees that are bound by its usage.

The Brockport Village Board of Trustees (BOT) shall conform to the rules governing protocol and procedures pursuant to Village Law of the State of New York, Article 3, Officers and Elections, and Article 4, Powers, Duties, and Compensation of officers in appointments of citizens to boards/committees.

DEFINITIONS

“Advisor” means a non-paid member of a board/committee who has no voting power and may or may not be a resident of the Village of Brockport.

“Appointment” means the Mayor submits an individual’s name to fill a vacancy on a board/committee to the Village Board for their action of approval or denial. Only in the case of the Board of Ethics membership, one or more of the Board of Trustees shall submit a candidate’s name for the BOT’s consideration.

“Board/Committee” means Boards/Committees by Statute, Standing, Task Force, Open Roster, and any other boards/committees, subcommittee(s) or similar entity established or adopted by the Village Board, that may or may not have stipulated terms.

“Board of Trustees” (BOT) means the Village of Brockport’s Mayor and Village Board members who are elected.

“Boards by State Statute/Village Law mean that the boards and committees such as the Planning Board and the Zoning Board of Appeals (ZBA) have been granted the power to act independently of the Village Board in most instances, but on occasion serve in an advisory capacity to it. Members receive some compensation for their attendance/services.

"Committee Chair" means the chair/leader of a By-Statute, Standing, Task Force, Open Roster, Board or Committee.

“Mayor” means the Chief Executive Officer of the Village of Brockport who shall put forward the name(s) of citizen volunteers to fill vacancies and unexpired terms on boards/committees. The

Board of Trustees shall approve or disapprove these potential candidates at a regular scheduled open meeting.

"Member" means a duly appointed person of a board or committee, including the Chair.

"Open Roster Committee" means that membership, residence, and terms may vary.

"Standing Board/Committee" means that members to said standing boards/ committees have a term of office, a stipulated number of years, and are residents of the Village of Brockport.

"Task Force Committee" means a committee formed—appointees brought forth by the Mayor and approved by the Village Board—with a stipulated number of Village members, who are charged with specific duties. When the committee has completed its work and submitted its final report, it dissolves automatically, unless otherwise directed by the Village Board.

"Term" means a stipulated duration of an appointment to a particular office, board, or committee.

APPLICATION PROCESS

1. The Village Clerk shall advertise the vacancies on the By Statute, Standing, Task Force, and Open Roster (if applicable) Boards or Committees in the newspaper designated by the Village as the official newspaper and on the Village of Brockport website.
2. An applicant position interest form and a board/committee description sheet shall be available in the Village Hall office and on the Village of Brockport website, <http://www.brockportny.org>.
3. Information shall be available regarding the specific committee/board that has a vacancy (Chair's name/contact number), web information, etc.
4. A citizen who expresses an interest in serving on a board/committee shall be made aware of the meeting schedule and essentials before applying.
5. Applicants shall be encouraged to attend a board/committee meeting as a way to familiarize themselves with member responsibilities and if their interests and skills are well suited to serve.
6. Applications shall be completed and submitted to the Village Clerk no later than the advertised filing date.
7. Upon receipt of an application, the Village Clerk shall retain the original and distribute a copy of each application to the Board of Trustees.
8. All applications shall remain on file for a period of six months from the date received. Applicants who are still available may be considered should vacancies for a particular board/committee occur during that time.

SELECTION PROCESS

1. The Mayor shall put forth the name of citizen volunteer(s) to fill vacancies and unexpired terms on boards/committees prior the vote on the candidate(s) membership

to said board/ committee at a Village Board meeting. Exception: membership selection for the Ethics Committee is made by the Board of Trustees.

2. The Mayor can ask for input from Village Board members and/or committee/board chairs prior his decision to put a name forth, especially if the candidate is unknown. If still unknown or if there is more than one candidate, the Village Clerk shall set up an appointment for the applicant(s) with the chair of said board/committee for an informational meeting to discuss membership responsibilities and requirements. Their comments/recommendations shall be forwarded to the Mayor.
3. If a candidate's name is submitted by the Mayor to the Village Board for approval, the number of years of the unexpired term or vacancy shall be served by the new member. If there is more than one vacancy, the Mayor submits the candidates' names to be approved by the Village Board. Once approved, the chair of said board/committee shall determine the entry year for each new board/committee member based on his/her merits (the more expertise, the longer the term, etc.). Those boards/committees that do not have set terms need not comply.
4. Following the approval for membership to a board or committee by the Board of Trustees, the Mayor shall notify the candidate(s) in writing of the decision. The correspondence shall include dates of term, oath of office information, a current membership list of said board/committee, and a copy of the Village's code of ethics.
5. If a candidate is not approved for membership to a board/committee by the Board of Trustees, the Mayor shall send a letter of regret. That candidate's position interest form shall be kept on file for 6 months. The application/selection process would begin anew.
6. When setting up a Task Force (see Definitions), The Board of Trustees shall establish the general parameters of said Task Force. The mission, responsibilities, format, description of project, and the number participants/stakeholders, etc. shall be discussed and determined by the BOT prior to advertising for volunteers to serve on said Task Force. There is no specific term for members. The Mayor shall submit names for the BOT's approval.

REQUIREMENTS FOR MEMBERSHIP

1. In the case the appointee has not filled out an interest form, he/she should do so to be on file with the Village Clerk.
2. Appointees on all boards/committees shall reside within the Village of Brockport unless otherwise noted (see Definitions, Page 1). Non-residents shall serve as advisors without voting rights.
3. Board/committee members shall agree to comply with all Village laws, regulations, voting rights, including ethics requirements and any conflicts of interest statutes.
4. Each member is expected to contribute to the board or committee he/she serves on the basis of individual expertise and good judgment.
5. The appointee shall be familiar with the responsibilities, meeting schedule, essentials of said position on specific Board/Committee, and meet with chair prior attending formal meeting for pertinent information, including this resolution and the Village's ethics code.

6. A member's request for a leave of absence must be discussed with the chair for approval or denial of said board/committee prior to departure (length of leave, reason, etc.).
7. If a member is absent without cause for three consecutive regular or special meetings without communication and/or prior authorization, the chairperson of a board/committee shall inquire as to the member's intent to serve. If a member chooses no longer to serve, he/she shall send a letter to inform the Village Clerk, who will forward it to the Village Board for action. If unexcused absences continue without communication to said board/committee chair, the board/committee chair may notify the Mayor as to the member's lack of attendance. If further action is warranted, the Mayor may recommend to the Board of Trustees to terminate membership. A written notice from the Mayor will constitute authorization for this purpose. The Mayor shall appoint another member to the vacancy. Note: Individual boards or committees may determine the procedure of keeping an attendance record.
8. The Village Clerk shall send a communication annually (April) to board and committee members whose terms are to expire at the end of the fiscal year and inquires if the member wishes to be considered for re-appointment by the Board of Trustees. If not, the Board of Trustees shall accept a letter of resignation.
9. Resignations of board/committee members shall be distributed by Village Clerk to the Mayor and the Village Board for acceptance.

TERMS OF OFFICE

1. Under Village Law 3-308, Separate boards of commissioners, any board established shall be composed of not less than three (3) members...and no term shall exceed five (5) years.
2. The length of terms of office shall be determined by NYS statute and the Village Board of Trustees, and be applicable to the Boards by Statute, and Standing Boards/Committees. The terms (e.g. 5-year term has been established) shall be staggered, and the initial terms of said members shall be as follows:
 - One member for a one-year term
 - One member for a two-year term
 - One member for a three-year term
 - One member for a four-year term
 - One member for a five-year term
3. Vacancies shall be filled by the Mayor for the remainder of the unexpired term of the vacant board/committee position.

OATH OF OFFICE

The members of the Planning Board, Zoning Board of Appeals, and Standing Boards/Committees (those that have terms assigned) shall be sworn in by the Village Clerk within 30 days of the appointment/re-appointment prior to serving. The Village Clerk shall communicate with new member(s) to set up a mutually agreeable time for them to take the oath of office.

EFFECT

The Village of Brockport Boards by Statute and Standing Boards/Committees shall abide by this resolution in whole. All committee applicants need Village Board approval and shall receive orientation from the specific board/committee chairs regarding the committee's purpose, member responsibilities, and a copy of this resolution, and the Village's ethics code.

VILLAGE OF BROCKPORT BOARDS AND COMMITTEES

Types

- Boards by Statute
- Standing Board/Committee
- Task Force Committee
- Open Roster Committee

<u>Name</u>	<u>Terms</u>	<u>Members</u>
<u>Boards by Statute (State & Village law)</u>		
Planning Board	5-year	5
Zoning Board of Appeals	5-year	5
<u>Standing Boards/Committees</u>		
Code Review Committee	5-year	7 + BZ officer
Emily Knapp Museum & Library of Local History Board	3-year	4-8 +1 Faculty member
Board of Ethics	4-year	4 + Village Attorney
Historic Preservation Board	3-year	9
Parks Committee	4-year	9
Seymour Library Board	5-year (limit 2 terms)	3
Tree Board	4-year	9 & advisor (s)
<u>Task Force Committee (s)</u>		
Housing Task Force		6 + BI/CEO, 1 Planning Board member, 1 Trustee
<u>Open Roster Boards/Committees</u>		
Walk! Bike! Brockport Action Group	None	Unlimited
Welcome Center/Canalfront Management Cmte	None	6
Welcome Center Canalfront Greeters	None	Unlimited
