

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, October 24, 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.

- **ACTION ITEMS** (time sensitive):
 - Fill 2 temporary part time clerical vacancies

- **ITEMS FOR DISCUSSION / REVIEW:**
 - With Assemblyman Steve Hawley
 - SUNY Impact Aid Bill
 - National Grid Issues – connector for Solar Municipal Project & Streetlight buyback project

 - With Ben Frevert & Brad Kelly of Larsen Engineers
 - Update on solar energy project & MOA

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

- **ADJOURNMENT**

Upcoming:

- ❖ Village Board meeting: 7pm, Monday, 11/7
- ❖ Village Hall closed for holiday: Friday, 11/11
- ❖ Village Board meeting: 7pm Monday, 11/21 (w/ Attorney & Treasurer & Department Heads)
- ❖ Village Hall closed for holiday: at Noon, Wednesday, 11/23, Thursday, 11/24, Friday, 11/25
- ❖ Village Board work session: 7pm Monday, 11/28



**VILLAGE OF BROCKPORT
TEMPORARY EMPLOYMENT OPPORTUNITIES
PART TIME CLERICAL**

The Village of Brockport seeks 2 individuals to provide part time clerical assistance on a TEMPORARY basis – from late October to late December 2016.

- * Monday - Friday 15-20 hours per week in the Department of Public Works
- * Monday – Friday 15-20 hours per week in the Building/Code Enforcement Department

Education / Experience: secretarial, business, or related field. Associates Degree and public sector/municipal experience preferred. Must be personable, have a positive attitude, be a quick learner, detail oriented, able to multi-task/prioritize, & be comfortable using Microsoft Office. No Civil Service test involved. Monroe County residency not required.

\$11 per hour. No benefits. These are temporary positions, but could lead to being called back in the future in a substitute capacity for a Village Department should the need arise.

Download employment application from www.brockportny.org. Respond by mail or e-mail only with 1) cover letter to include names, titles and contact information for 3 references, 2) résumé 3) completed employment application. E-mail to: lmorelli@brockportny.org or mail to: Village of Brockport Attention: Village Clerk 49 State Street Brockport, NY 14420. State in the cover letter the department you wish to be considered for or that either would be acceptable.

The Department Heads & their Village Board liaisons will review applications & reach out the afternoon/evening of 10/20 to those they wish to interview the morning of 10/21 so they can bring forth hiring recommendations for 10/24 Village Board action for the hires to start on or before 10/31. Light training on the necessary tasks to be handled in the absence of the permanent department clerks will be provided the first week of employment.

Application deadline: Noon, Thursday, 10/20/16

By order of the Village Board 10/6/16
Leslie Ann Morelli, Brockport Village Clerk