

## 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 – MEETING AGENDA

**Monday, June 2, 2014 7:00pm**

**Location: Village Hall conference room**

- **CALL TO ORDER / PLEDGE:** please silence cell phones & electronic devices
- **MOMENT OF SILENCE:** to honor those who serve our Country, enforce our laws, & respond to emergencies
- **BROCKPORT HISTORICAL MOMENT:**
- **OATH OF OFFICE:** none
- **CERTIFICATES & PROCLAMATIONS:** none
- **PUBLIC HEARINGS:** none
- **PUBLIC COMMENT:** 5 minute limit per person / state name & address for record & speak directly to entire Board / share if this is a prepared statement & submit hard copy to Clerk after reading (& electronically next day)
- **GUESTS:**
  - Jackie Morris, Village Historian/Museum Director - Emily L. Knapp Museum & Library of Local History – 1/6/14 proposal adopted by Village Board as to composition of committee
- **CONSENSUS ITEMS:**
  - Approval of minutes – 5/19
  - Approval of bills to be paid
- **CLERK REPORT:**
  - Clerk – Leslie Ann Morelli
    - Village tax bills went out 5/30 - collection 6/2-10/31
- **PERSONNEL ITEMS:**
  - Police Chief Varrenti 211 waiver application renewal process
  - Drops/Adds – Welcome Center Greeters
  - DPW Seasonal (Summer) Laborers – Search Committee hiring recommendation - remaining spot
  - RFP responses – Village Attorney
  - Vacancy notice responses – Part Time Building Inspector/Code Enforcement Officer
- **OLD or NEW BUSINESS:**
  - Authorize Mayor to execute 6/1/14-5/31/15 Pro Squared Facility Services Agreement(Museum via Shafer Trust)
  - Authorize grant application – NYS Canalway Grants Program – Brockport Rowing Project w/ College
  - Authorize grant application – NYSDOT TAP – Safe Routes to School project
  - Proposed Local Law #2-14 to amend Village Code Chapter 36 Minimum Housing & Buildings Code
  - Establishment of Housing Task Force
- **VILLAGE BOARD REPORTS:**
  - Mayor Margaret B. Blackman
    -
  - Trustee/Deputy Mayor William G. Andrews
    -
  - Trustee Valerie A. Ciciotti
    -
  - Trustee Carol L. Hannan
    -
  - Trustee John D. La Pierre
    -
- **EXECUTIVE SESSION** (if needed)
- **ADJOURNMENT**

#### Upcoming:

Village Board meetings: none 6/16 due to room prep for Village Elections, 7pm Monday, 7/7, 7/21 (organizational)  
Village Board work sessions: 7pm Monday, 6/23 (with Department Heads, Emergency Coordinator, PIO re EOP)

## GUIDELINES FOR PUBLIC COMMENT:

The public shall be allowed to speak only during the public comment period of the meeting or at such time as recognized by the presiding officer.

- Speakers must be visible.
- Speakers must give their name, address and organization, if any.
- Speakers must be recognized by the presiding officer.
- Speakers must limit their remarks to (5) five minutes on a given topic or extended if recognized by the presiding officer.
- Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks shall be addressed to the Board as a body and not to any member thereof.
- Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
- Interested parties or their representatives may address the Board by written communications in the event of creating a hardship to attend the meeting personally.



# VILLAGE OF BROCKPORT

49 State Street · Brockport, New York 14420  
Telephone (585) 637-5300 · Fax (585) 637-1045  
Website: www.brockportny.org

*The Victorian Village on the Erie Canal  
Preserve America Community  
Listed on the State and National Registers of Historic Places  
Certified Local Government  
Tree City USA Community  
Erie Canalway Heritage Award of Excellence*

March 20, 2014

In alphabetical order:

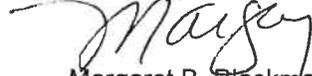
- ✓ - Andrews, Bill - [redacted] (Village) - *yes*
- ✓ - Berry, Allen - [redacted] (Village) - *yes*
- ✓ - Bucklin, Rayleen - [redacted] Rochester - *yes*
- ✓ - Burns, Dan - [redacted] (Clarkson) - *yes*
- ✓ - Cedenno, Sarah - [redacted] (Village) - *yes*
- ✓ - Foss-Talley, Deborah - [redacted] (Clarkson) - *yes*
- ✓ - Frisch, Norm - [redacted] (Sweden) - *yes*
- ✓ - Hunt, Christine - [redacted] (Sweden) - *yes*
- ✓ - Knapp, Norm - [redacted] (Village) - *yes*
- ✓ - Morris, Jackie - [redacted] (Village) - *yes*
- ✓ - Savard, Sue - [redacted] (Sweden) - *yes*
- ✓ - Turner, Mary Lynne - [redacted] (Village) - *yes*
- ✓ - Wolcott, Doug - [redacted] (Village) - *yes*

The Village Board appointed you some time ago as a member of the Emily L. Knapp Museum and Library of Local History Committee. There was no term expiration at the time of your appointment.

As you may know, the Village's museum is undergoing a reorganization and spruce up. Shafer Trust monies are being utilized where possible and grants are being applied for. The College at Brockport is providing student interns through their Museology classes. The mission and composition of the Committee is changing. The attached was approved at the January 6, 2014 Village Board meeting.

This letter serves as an inquiry of each appointee as to their desire to continue to serve on the Museum Committee. We are looking for appointees who are committed to playing an active role.

Sincerely,

  
Margaret B. Blackman  
Mayor

  
Carol L. Hannan  
Trustee  
Village Board liaison to Museum

Please check applicable statement and return this letter in the enclosed envelope by April 4<sup>th</sup>:

I wish to remain a member of the Emily L. Knapp Museum & Library of Local History Committee. Please have the Village Board continue my appointment & assign me a term.

I no longer wish to be a member of the Emily L. Knapp Museum & Library of Local History Committee. Please have the Village Board accept my resignation effective immediately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mayor Margaret B. Blackman  
Trustee/Deputy Mayor William G. Andrews  
Trustees Valerie A. Ciciotti, Carol L. Hannan, John D. La Pierre

**From 1/6/14 Village Board meeting:**

→ Trustee Hannan moved, Mayor Blackman seconded, carried 5/0 to accept the proposal as amended:

**MISSION STATEMENT:** The Emily L. Knapp Museum is an educational institution dedicated to collecting, preserving, and providing access to the heritage and history of Brockport.

**PURPOSE:** The purpose of this motion is to formally establish, by Village of Brockport, Board of Trustees (Village Board) action, a committee to oversee the operation of the Emily L. Knapp Museum.

**COMPOSITION OF THE EXECUTIVE COMMITTEE:**

The committee shall be comprised of 9 voting members, including the Museum Director, Village Historian and 7 members approved by a vote of the Board, who must be legal residents of the Village of Brockport. In Addition, the Executive Committee will have one faculty member from the College at Brockport's Program in Museum Studies/Public History, to be selected by that program's faculty. Committee members will serve for a term of three years, with initial appointments of one, two and three years. Thereafter, committee members will be appointed or reappointed for terms of three years. The Board of Trustee liaison will be an ex-officio member of the museum's executive board, without voting rights.

**COMPOSITION OF COMMITTEE VOLUNTEERS:**

Additional committee member volunteers may be appointed by the Village Board who are not required to be village residents. They will not have voting rights of executive committee members. Emily L. Knapp Museum volunteers may serve indefinite terms, or until they notify the executive committee of their decision to resign.

**THE MUSEUM DIRECTOR:**

The Emily L. Knapp Museum Director will be nominated by a member of, and approved by a majority of the Village Board. The Director will serve for a term of three years and thereafter, until reappointment/approval or resignation, for additional three year terms. The Director will be a legal resident of the Village of Brockport and may serve as Village Historian/ Director at the discretion of the Village Board. Duties of the Director include:

- serving as registrar, curator, conservator, and public educator of the museum's collections
- calling official meetings as necessary.
- chairing all meetings.
- reporting to the board of trustees at least yearly on the state of the museum: accomplishment(s) and/or goal(s) of the committee.

**The Museum Executive Committee will:**

- give public notice of official meetings or a schedule of for the village clerk to post.
- work with and inform the Board liaison of requested actions.
- direct meeting records to be kept and a copy given to the village clerk.
- submit requests for expenditures.
- review volunteer applications and submit them for board approval.
- set museum hours and staffing schedules.
- write yearly or short term goals and objectives for the museum.
- review goals and objectives, as appropriate.

**COMMITTEE VOLUNTEERS will:**

- assist in the staffing of the museum.
- provide input to the Director and Executive Committee.
- assist in the completion of goals and objectives.
- serve for an indefinite term, until their resignation to the board is provided or requested.

Clerk Morelli reminded the Board that they will want to take a look at the current Committee roster to differentiate voting from volunteer and assign staggered terms to the voting members.

*Museum Conf  
will distribute  
recommended  
changes to this  
at the 6/2/14  
VB meeting.*

**Village of Brockport**  
**Selection Process of Members to Boards and Committees**  
**Amended 7/15/13**

*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 &amp; 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 Committee	None set	unlimited
Board of Ethics Attorney	4-year	4 + Village
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>		
 <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

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**DRAFT**

**RESOLUTION  
VILLAGE OF BROCKPORT**

At a regular 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 2, 2014 the following resolution was regularly made and carried:

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Valerie A. Ciciotti, Trustee Carol L. Hannan, Trustee John D. La Pierre

MOVED BY: Trustee \_\_\_\_\_

SECONDED BY: Trustee \_\_\_\_\_

RESOLVED:

a) That the Village Clerk has requested and is awaiting Monroe County Civil Service promotional and open competitive certification of eligibles lists for Chief of Police to canvass.

b) If responses to the canvass are that there are not 3 non retired qualified candidates interested in the position of Chief of Police, authorizing and directing the Mayor to sign the waiver renewal application immediately.

c) Authorizing and directing the Village Clerk to then immediately submit canvass materials to Monroe County Civil Service and waiver renewal application and copy of canvass materials and this resolution to New York State Civil Service and Daniel P. Varrenti.

Upon roll call vote:

Mayor Blackman \_\_\_\_\_

Trustee/Deputy Mayor Andrews \_\_\_\_\_

Trustee Ciciotti \_\_\_\_\_

Trustee Hannan \_\_\_\_\_

Trustee La Pierre \_\_\_\_\_

Result: \_\_/\_\_

BY ORDER OF THE Village Board of the Village of Brockport



Prepared For: Leslie Ann Morelli

Prepared By: Steven Bassini



exponentially  
better

## STATEMENT OF WORK: GENERAL CLEANING

### DESCRIPTION OF WORK ELEMENT:

### FREQUENCY:



Dust Horizontal surfaces. Desks, credenzas, counter tops, file cabinet tops.

Every Service



Spot clean horizontal surfaces, remove spillage, cup rings and other removable marks.

Every Service



Remove fingerprints and smudges from entrance doors and internal glass.

Every Service



Empty waste paper baskets & recycling bins, replace liners.

Every Service



Sanitize and polish drinking fountains.

Every Service



Disinfect light switches, plates, door handles and other touch points.

Every Service



Disinfect telephone receivers and dust phone bases. Scan keyboards with UV light wands.

Every Service



Clean walls of fingerprints and smudges.

Every Service



High Dust: vents, door frames, ceiling corners  
Low Dust: desk frames, tables & chairs.

Every Service



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## STATEMENT OF WORK: RESTROOMS

### DESCRIPTION OF WORK ELEMENT:

### FREQUENCY:



Clean & disinfect counter tops, sinks, toilets, toilet seats and urinals.

Every Service



Clean & disinfect all dispensers, fixtures, door handles, light switches and mirrors.

Every Service



Empty, clean and sanitize trash receptacles.

Every Service



Empty sanitary napkin receptacle and disinfect (where applicable).

Every Service



Spot clean partitions and wall tiles.

Every Service



Sweep and thoroughly mop floor with germicidal solution.

Every Service



Polish all dispensers, mirrors and shiny surfaces.

Every Service



High dust: partition and door tops, vents, and mirror frames.

Every Service



Clean & disinfect partitions and walls around toilets and urinals.

Every Service



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## STATEMENT OF WORK: BREAK AREAS/KITCHEN

### DESCRIPTION OF WORK ELEMENT:

### FREQUENCY:



Counters and table tops cleaned with disinfectant.

Every Service



Fronts of counters and chairs cleaned.

Every Service



Sinks cleaned with disinfectant.

Every Service



Wipe down outside of refrigerator and microwave.

Every Service



Trash removed.

Every Service



Coffee machine turned off.

Every Service



Inside of microwave cleaned.

Every Service



Sink thoroughly scoured and polished.

Every Service



Table and chair legs cleaned.

Every Service



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## Our Agreement

This agreement is made between Pro Squared Facility Services (Pro Squared) and Village of Brockport (Client) and becomes effective on the service start date indicated below. Client agrees to abide by the Terms and Conditions as attached.

Client will provide all paper products, hand soap, and replacement liners for trash receptacles.

Service provided: Janitorial Services - Emily L. Knapp Museum & Library (1 day per month)

Monthly Billing: \$325.00 per month - year-round

\$325.00 per month - April thru October

Client Legal Name: Village of Brockport

DBA if applicable:

Service Address:

Client

By:

Title:

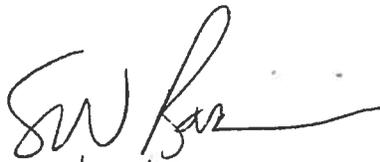
Date:

Pro Squared:

By:

Title:

Date:

  
5/29/14

This proposal assumes that if it is granted, all parties will work together to maintain a mutually agreeable service solutions. We reserve the right to withdraw this proposal if it is not accepted within 30 days.

Please FAX signed agreement to: 585-568-8309

Attn: Steve Bassini

**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 2, 2014 the following resolution was regularly made, seconded and carried:

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Valerie A. Ciciotti, Trustee Carol L. Hannan, Trustee John D. La Pierre

MOVED BY: Trustee \_\_\_\_\_

SECONDED BY: Trustee \_\_\_\_\_

CARRIED \_\_/\_\_

RESOLVED, to authorize application to the NYS Canalway Grants Program, offered through the 2014 funding round of the Consolidated Funding Application, to implement the Brockport Rowing Project in partnership with the College at Brockport. Funding between \$25,000 and \$150,000 with a 50% match which doesn't have to be cash.

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 2, 2014 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 3<sup>rd</sup> day of June 2014.

\_\_\_\_\_  
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 at Village Hall at 49 State Street Brockport, NY 14420 on June 2, 2014 the following resolution was regularly made, seconded and carried:

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Valerie A. Ciciotti, Trustee Carol L. Hannan, Trustee John D. La Pierre

MOVED BY: Trustee \_\_\_\_\_

SECONDED BY: Trustee \_\_\_\_\_

CARRIED \_\_/\_\_/\_\_

RESOLVED, to authorize application to the NYS Department of Transportation's 2014 Transportation Alternatives Program (TAP) for a Safe Routes to School project.

The Village of Brockport will make infrastructure improvements along several major routes that Village children use to walk and bike to Oliver Middle School. These routes comprise of major streets in the Village which traverse both sides of the Canal and connect residential areas to Oliver Middle School.

The Village is both the Sponsor and the Applicant for this project. If this project is funded the Village agrees to enter into a formal agreement with the NYS Department of Transportation; pay project costs up front and then request reimbursement of eligible costs; and accept responsibility for the project development in accordance with federal requirements. If funded, the Village will provide matching funds of at least 20% of the total project cost.

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 2, 2014 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 3<sup>rd</sup> day of June 2014.

\_\_\_\_\_  
Leslie Ann Morelli, Village Clerk

Seal

**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Village of Brockport			
Name of Action or Project: Amendment of Village Code Chapter 36			
Project Location (describe, and attach a location map): Village of Brockport			
Brief Description of Proposed Action: Amendment and Restatement of Village Code Chapter 36: Minimum Housing and Buildings Code			
Name of Applicant or Sponsor: Village of Brockport		Telephone: 585-637-5300	
		E-Mail:	
Address: 49 State Street			
City/PO: Brockport		State: NY	Zip Code: 14420
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: Monroe County planning			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____ n/a acres	
b. Total acreage to be physically disturbed?		_____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input checked="" type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other (specify): <u>entire village</u>			
<input checked="" type="checkbox"/> Parkland			



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ n/a _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: <u>Village of Brockport</u> Date: _____		
Signature: _____		

**Part 2 - Impact Assessment.** The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input checked="" type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
Brockport Board of Trustees	
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

**PRINT**

VILLAGE BOARD OF  
VILLAGE OF BROCKPORT NEW YORK

Town Hall  
49 State Street, Brockport, New York 14420

RESOLUTION OF THE BROCKPORT VILLAGE BOARD  
\_\_\_\_\_, 2014

STATE ENVIRONMENTAL QUALITY REVIEW ACT (“SEQRA”)  
DETERMINATION OF ENVIRONMENTAL SIGNIFICANCE  
NEGATIVE DECLARATION

**WHEREAS**, the Village Board of the Village of Brockport, New York is considering whether to adopt a local law entitled **LOCAL LAW NO. \_\_\_ of 2014 ENTITLED “A LOCAL LAW AMENDING THE MINIMUM HOUSING AND BUILDINGS CODE OF THE BROCKPORT VILLAGE CODE”** and

**WHEREAS**, the Village Board has taken a hard look at all possible environmental impacts of said local law; and

**WHEREAS**, at a meeting of the Board of Trustees of the Village of Brockport held at the A.G. Oliver Middle School, 40 Allen Street in the Village of Brockport, New York on the 7<sup>th</sup> day of April, 2014, a Public Hearing was held at \_\_\_\_\_ p.m. in the evening of that day to consider adoption of the proposed Local Law; and

**WHEREAS**, a second Public Hearing to consider adoption of the proposed Local Law was held at the A.G. Oliver Middle School, 40 Allen Street in the Village of Brockport, New York on the 19<sup>th</sup> day of May, 2014 at \_\_\_\_\_ p.m. in the evening of that day to further consider adoption of the proposed Local Law; and

**WHEREAS**, the Village Board has conducted a thorough and careful review of the Local Law including a Short Environmental Assessment Form:

**NOW THEREFORE**, be it resolved by the Village Board that:

Based upon this Board’s through and careful review of the proposed local Law, this Board hereby determines that the proposed Local Law, if enacted, will not have any significant adverse environmental impacts and hereby issues a negative declaration pursuant to SEQRA.

**REASONS SUPPORTING THE NEGATIVE DECLARATION:**

The proposed local law affects the means of enforcing state and local building codes, and will therefore have no effect on any construction or use of land. It does not permit or prohibit

any use of land; materials, air, water, minerals, or other natural resources; and will have no effect on air quality, water quality, aesthetics, or other environmental concerns.

Further, the Board finds that none of the criteria for determining significance set forth in § 617.7(c)(1)(i)-(xii) would be implicated as a result of this proposed Local Law.

Notice of this determination of non-significance shall be filed to the extent required by the applicable regulation under SEQRA or as may be deemed advisable by the Board.

**IN WITNESS WHEREOF**, this Resolution was properly adopted by the Village Board at its regularly scheduled meeting, the date of which is listed above.

**VILLAGE BOARD OF THE VILLAGE OF BROCKPORT, NEW YORK**

**DATE:** \_\_\_\_\_, 2014

Resolution - \_\_\_\_\_

**RESOLUTION ADOPTING LOCAL LAW NO. \_\_\_\_\_ of 2014 BY THE BOARD OF TRUSTEES OF THE VILLAGE OF BROCKPORT.**

**PURSUANT TO A CALL OF A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF BROCKPORT, COUNTY OF MONROE AND STATE OF NEW YORK, WHICH WAS DULY HELD AT THE VILLAGE HALL, 49 STATE STREET, BROCKPORT, NEW YORK ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014 AT \_\_\_\_\_ P.M.**

**Motion by:**

**Seconded by:**

**WHEREAS**, a resolution was duly adopted by the Board of Trustees of the Village of Brockport for a public hearing to be held by said Board of Trustees on April 7, 2014 at the A.G. Oliver Middle School, 40 Allen Street, Brockport, New York to hear all interested parties on a proposed Local Law entitled "A LOCAL LAW AMENDING THE MIMIMUM HOUSING AND BUILDINGS CODE OF THE BROCKPORT VILLAGE CODE", and

**WHEREAS**, notice of said public hearing was duly advertised in the official newspaper of the Village of Brockport on \_\_\_\_\_, 2014 and

**WHEREAS**, said public hearing was duly held on April 7, 2014 at the time and place specified in the advertisement, and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said Proposed Local Law, or any part thereof, and

**WHEREAS**, as a result of the comments received at the public hearing, a resolution was duly adopted by the Board of Trustees of the Village of Brockport for a second public hearing to be held by said Board of Trustees on May 19, 2014 at the A.G. Oliver Middle School, 40 Allen Street, Brockport, New York to hear all interested parties on an amended proposed Local Law likewise entitled "A LOCAL LAW AMENDING THE MIMIMUM HOUSING AND BUILDINGS CODE OF THE BROCKPORT VILLAGE CODE", and

**WHEREAS**, notice of said public hearing was duly advertised in the official newspaper of the Village of Brockport on \_\_\_\_\_, 2014 and

**WHEREAS**, that public hearing was duly held on May 19, 2014 at the time and place set forth in the advertisement and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said Proposed Local Law, or any part thereof, and

**WHEREAS**, pursuant to part 617 of the implementing regulations pertaining to Article 8 of the State Environmental Quality Review Act (SEQRA) it has been determined by the Board of Trustees of said Village of Brockport that adoption of said proposed Local Law would not have a significant effect upon the environment and could be processed by other applicable governmental agencies without further regard to SEQRA, and

**WHEREAS**, the Monroe County Department of Planning was notified of the proposed Local Law on \_\_\_\_\_, 2014, pursuant to 239-m of the General Municipal Law and the requisite statutory period passed with no comment from said Department of Planning, and

**WHEREAS**, the Town Board has determined after said public hearing that the adoption of the proposed Local Law No. \_\_\_\_\_ of the year 2014, is in the public interest.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Village of Brockport adopt Local Law No. \_\_\_\_\_ of the year 2014, entitled entitled "A LOCAL LAW AMENDING THE MINIMUM HOUSING AND BUILDINGS CODE OF THE BROCKPORT VILLAGE CODE", and be it further

**RESOLVED**, that the Clerk of the Village of Brockport be and hereby is directed to enter said Local Law in the minutes of this meeting and in the Local Law Book of the Village of Brockport, and to give due notice of the adoption of said Local Law to the Secretary of State of New York.

**Duly put to vote as follows:**

<b>Present:</b>	<b>Mayor</b> _____	<b>voting</b>	_____
	<b>Trustee</b> _____	<b>voting</b>	_____
	<b>Trustee</b> _____	<b>voting</b>	_____
	<b>Trustee</b> _____	<b>voting</b>	_____
	<b>Trustee</b> _____	<b>voting</b>	_____
<b>Absent</b>			

## Housing Task Force Set Up

When setting up a Task Force, 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.

### Mission:

- Address quality of life issues in the village as well as community safety and health issues and make recommendations.

### Responsibilities:

- Review issues in our community effecting quality of life for area residents and produce fact-based reports and make recommendations to village board

### Format:

- Meet twice a month
- Break up into 2 person teams that reach out to and involve community members and professionals for research into specific topics of concern
- Research & report on topics related to mission
- Report findings back to committee for review
- Create fact based reports
- Make recommendations to village board

### Description of Project:

- Effectively deal with vacant, abandoned properties
- Achieve a healthy balance of owner-occupied and rental housing
- Insure consistent and fair code enforcement
- Provide incentives for home ownership, property management and improvement
- Review assessment practices
- Revise Fee & fine schedules
- Re-establish coordination of efforts between code enforcement dept. and police dept.
- Review Annual Rental Registration policy and fees
- Review of 3 strike policy – method of dealing with properties that have habitual life safety issues
- Consider tax incentives for property owners that invest in improvements to their properties
- Determine how to house CE dept and it's record in one location
- Further review Chapter 36 of housing code

- Research Complementary Programs such as:
  - Proactive Rental Inspection Program – Program can be found on [ChangeLabSolutions](#) website
  - Deconversion Incentive - rebates to owners of multi-family dwellings for converting those structures to single-family dwellings
  - Partner with Housing Visions - a non profit org, which renovates and manages residential rental properties

In addition a Housing Task Force would foster community involvement in the creation of community-based programs such as:

- Main Street LLC – private sector fueled, community led development group focused on redevelopment of commercial main street properties.
- Neighborhood Associations - a group of community members who organize to enhance the quality of life for their neighborhood.

Partner with existing local organizations such as:

- GBDC - a 501(c)(3) non-profit local development corporation with a mission *"to stimulate economic activity and enhance the quality of life in the Village of Brockport and the Towns of Sweden and Clarkson."*