

6:15pm – prior to meeting – reception to meet the new part time police officers

VILLAGE OF BROCKPORT
VILLAGE BOARD - MEETING AGENDA
Tuesday, March 26, 2013 7:00pm
Location: Village Hall conference room

(If over occupancy by public hearing, will relocate to arranged backup location: Middle School L.G.I.)

- **CALL TO ORDER / PLEDGE:** please silence cell phones & electronic devices & refrain from texting
- **MOMENT OF SILENCE:** to honor those that serve our Country, enforce our laws, & respond to emergencies
- **MISSION STATEMENT:** “To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport’s unique heritage and historic character.”

- **OATH OF OFFICE:**
 - Ceremonial swearing in of new Part Time Police Officers

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- **PUBLIC HEARING:**
 - Proposed Local Law of 2013 to override the tax levy limit established in General Municipal Law § 3-c

 - **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)

 - **CONSENSUS ITEMS:**
 - Approval of minutes – 3/12
 - Approval of bills to be paid

 - **CLERK REPORT:**
 - Clerk – Leslie Ann Morelli
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 - **DEPARTMENT REPORTS:** (Treasurer & Department Heads are in attendance the 4th Tuesday of each month)
 - Treasurer – Daniel P. Hendricks
 - Financial reports for period ending 2/28/13
 - Budget Transfers & Budget Amendments
 - Budget – update on progress – present tentative budget to Board & Department Heads

 - Building / Zoning / Code Enforcement – Codes Officer Scott C. Zarnstorff (excused)
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 - Police – Police Chief Daniel P. Varrenti
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 - Public Works – Superintendent Harry G. Donahue
 - Update - water meter replacements

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- **PERSONNEL ITEMS:**
 - Boards/Committees – various vacancies – Mayor to bring forth names for appointment consideration

 - **OLD BUSINESS:**
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 - **NEW BUSINESS:**
 - Authorization - upgrade sewer lateral camera
 - Authorization - accept lowest bidder meeting criteria -Barry St water main replacement materials
 - Authorization - purchase a new gas fired furnace for water building
 - Authorization – semi-annual fire hydrant flushing
 - Authorization – spring brush pick up
 - Village Engineer – formal request to be re-appointed for upcoming fiscal year

 - **VILLAGE BOARD REPORTS:**
 - Mayor Maria Connie Castañeda
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 - Trustee William G. Andrews
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 - Trustee Margaret B. Blackman
 -
 - Trustee Kent R. Blair
 -
 - Trustee Carol L. Hannan
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- **EXECUTIVE SESSION** (if needed)

- **ADJOURNMENT**

Upcoming:

- Friday, 3/29 – Village Hall closed for holiday
- 7pm Tuesday, 4/2 – Village Board work session (w/ Treasurer re budget)
- 7pm Tuesday, 4/9 – Village Board meeting (public hearing on budget) – Middle School L.G.I.
- 7pm Tuesday, 4/23 – Village Board meeting (w/ Attorney, Treasurer, Department Heads) (adopt budget)

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
Fiscal Year 6/1/13 – 5/31/14
Budget Preparation Calendar
Adopted by Village Board 11/27/12

Thursday, 1/10/13	Treasurer to notify Department Heads (via memo w/ templates & discussion at Department Heads meeting) of the necessity for expense estimates
Tuesday, 1/22/13	Treasurer to provide “knowns” per contracts & rates: employees payroll & benefits / retirees benefits
Thursday, 1/24/13	Department Heads to submit expense estimates to Treasurer
Tuesday, 2/5/13	Village Board workshop w/ Treasurer & Department Heads - discuss department budget estimates
Tuesday, 2/26/13	Village Board meeting – update public on progress
Tuesday, 3/5/13	Village Board workshop w/ Treasurer – discuss & make revisions to budget estimates
Wednesday, 3/20/13	Treasurer to file tentative budget with Clerk
Tuesday, 3/26/13	Village Board meeting – update public on progress – Treasurer to present tentative budget to Village Board & Department Heads
Wednesday, 3/27/13 for 4/1/13 edition	Clerk to publish notice of public hearing on tentative budget
Tuesday, 4/2/13	Village Board workshop w/ Treasurer– discuss & make revisions to tentative budget
Tuesday, 4/9/13	Treasurer to present budget to public - public hearing on preliminary budget (Middle School L.G.I.)
Tuesday, 4/23/13	Village Board meeting – adopt budget (must be done by May 1 st)

VILLAGE OF BROCKPORT
Notice of Public Hearing

Please take notice that the Board of Trustees of the Village of Brockport will hold a **public hearing beginning at 7:00 pm on Tuesday, March 26, 2013**, in the Brockport Village Hall Conference Room, 49 State Street, Brockport, NY 14420, with the A.D. Oliver Middle School Large Group Instruction Room, at 40 Allen Street, Brockport, NY 14420 serving as a backup location in the event the maximum capacity of the Village Hall Conference Room is exceeded, to consider proposed Local Law #1 of 2013, a Local Law to override the tax levy limit established in General Municipal Law § 3-c, as follows:

Section 1. Legislative Intent

It is the intent of this local law to allow the Village of Brockport to adopt a budget for the fiscal year commencing June 1, 2013 that requires a real property tax levy in excess of the "tax levy limit" as defined by General Municipal Law § 3-c.

Section 2. Authority

This local law is adopted pursuant to subdivision 5 of General Municipal Law § 3-c, which expressly authorizes a local government's governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing body.

Section 3. Tax Levy Limit Override

The Board of Trustees of the Village of Brockport, County of Monroe, is hereby authorized to adopt a budget for the fiscal year commencing June 1, 2013 that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law § 3-c.

Section 4. Severability

If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court's order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 5. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

All interested parties will be given an opportunity to speak for or against this proposed legislation.

By Order of the Brockport Village Board

Leslie Ann Morelli
Village Clerk
Village of Brockport

Dated: March 12, 2013

For publication in Suburban News and posting on Village website and at Village Hall.

Update on water meter replacements:

*We are working on the last 2 books of residential meters. We have already completed most of the first 8 out of 10 books. Within those 8 books we have 30 miscellaneous meters left to change out. Of those 30 there appears to be 14 vacant homes. After the start of the new budget year we will target our monthly customers. We have 74 meters to change ranging in size from 5/8" up to 10". After this our entire system will have been changed to all radio read meters.

*Authorization to upgrade our sewer lateral camera. We currently are using a 15 plus year old black and white machine with a VCR recorder running on 110 volts. We have to take an extension cord and sometimes a generator with us. We have had demos on new systems and found that Rigid makes the toughest and best system. The cheapest one is from a local vendor in Gates (Haynes Supply). It is \$10,300. It would be a battery operated system with an extra battery making the monitor much less cumbersome. It also has self leveling head, color picture with a thumb drive system. Rigid is currently running a special until April 1st. When you buy this system you get a locator free with the purchase. A \$1,500.00 savings if we buy before April 1st. I would ask the board to do a transfer from the G fund or sewer fund 4000 contractual line into the 2000 equipment line to cover the cost of this. I have spoken to Treasurer Hendricks regarding this transfer and he concurs.

*Authorization to accept the lowest bidder that meets criteria for the Barry St. water main replacement materials. We have been awarded \$37,250 in grant monies from the county to apply towards this project. The remaining money needed will have to come from the water fund encumbrances.

*Authorization to purchase a new gas fired furnace for the water building that we just replaced the roof on. During construction of the roof replacement we discovered that the chimney for the oil fired furnace would have to be raised up and cut a hole through the new roof. We did not want any holes cut into a new roof. We decided to look into buying a power vent system and venting exhaust out the rear sidewall. The cost of the power vent was almost \$900.00. To put that kind of money into a furnace that is almost 40 years old was not practical. We decided to have the gas co. install a service and do away with the oil unit. There is no cost for the new service up to 100 feet. We were not anywhere close to that footage. The new gas unit will only cost around \$1,000.00 to purchase. The savings in dollars switching from oil to gas is as follows. Last year we spent \$3,500 for oil during a mild winter. The estimated cost to heat with a new efficient gas unit will be around \$1,000.00. An annual savings of \$2,500.00. We will transfer the monies from Water engineering Contractual line to the Water Buildings 4000 line.

*Request authorization to set dates and advertise in the local paper for our spring semi-annual fire hydrant flushing. We usually flush hydrants during the middle of April. Those dates would be April 15th, 16th, and 17th. By flushing our hydrants it insures our water quality stays up and also makes sure that our hydrants are all in working order in the event they are needed during an emergency.

*Request authorization to set dates and advertise for our spring brush pick up as well. The start date is usually the last Monday of April. I would ask the board to set that date. That would be Monday April 29th and continue days following until we have made one complete trip around the entire village. We will also continue to offer the service of leaving a truck at homes overnight during the week or over the weekends.

**DOCUMENT 00020
ADVERTISEMENT FOR BIDS**

NOTICE IS HEREBY GIVEN THAT separate sealed bids for the

**Contract for the
Village of Brockport
Barry Street
Water Main Materials**

will be received by the Village Board of Brockport, NY at Brockport Village Hall, 49 State Street, Brockport, NY 14420 until **2:00 p.m.** (Local Time) on **Monday, March 25, 2013**, and at that date and time then publicly opened and read aloud at Brockport Village Hall.

Bids will only be accepted via sealed envelope.

The Contract Documents may be examined at the following locations:

Brockport Village Hall, 49 State Street, Brockport, NY 14420

Chatfield Engineers, P.C., 2800 Dewey Avenue, Rochester, NY 14616

Electronic copies of the Contract Documents may be obtained by email by contacting:

smattison@chatfieldengineers.com

Copies of the Contract Documents may be obtained at:

Brockport Village Hall, 49 State Street, Brockport, NY 14420

upon payment of **\$10.00** for each set. Checks for Contract Documents shall be made out to Village of Brockport. Copies of Contract Documents will be mailed for an additional **\$5.00** per set. Checks for postage and handling fees shall be made out to Village of Brockport.

Each bid must be accompanied by cash, a certified check, or a bid bond in an amount not less than 5% of the bid and Certificate of Non-Collusion, and subject to the conditions and the furnishing of all materials as set forth in the Contract Documents and Instructions to Bidders.

Upon acceptance of the bid, if the successful bidder fails to enter into a contract pursuant to the requirements of said agency, then the sum deposited as aforesaid shall be forfeited to the Village of Brockport as liquidated damages, or the payment of the bond enforced for the benefit of the Village of Brockport.

BIDDERS ON THIS WORK WILL BE REQUIRED TO COMPLY WITH THE PRESIDENT'S EXECUTIVE ORDER NO.S, 11,246 AND 11,375 WHICH PROHIBIT DISCRIMINATION IN EMPLOYMENT REGARDING RACE, CREED, COLOR, SEX, OR NATIONAL ORIGIN.

The successful bidder must be an equal opportunity employer, must meet all appropriate State and Federal standards, and comply with all relevant governmental regulations.

Contract award is subject to budget appropriation.

By order of the Village Clerk, of the Village of Brockport.

Leslie Morelli, Village Clerk
Village of Brockport
49 State Street
Brockport, NY 14420

Date: February 26, 2013



PUBLIC NOTICE
VILLAGE OF BROCKPORT
Department of Public Works

RE: Water
System Maintenance
HYDRANT FLUSHING
Spring 2013 schedule

The following Public Notice should be published in the April 7th, 2013 & April 14th, 2013 issue of the Suburban News and on the Village website:

NOTICE TO BROCKPORT RESIDENTS

PLEASE TAKE NOTICE that WATER MAIN FLUSHING in the Village of Brockport will take place April 15–17, 2013.

As part of our routine maintenance of the water distribution system in the Village, Department of Public Works crews will be flushing water mains on **April 15 thru 17, 2013**. We do this periodically to clean the mains and flush out sediment accumulations that may settle out in the mains. The flushing will ensure that you have a safe and healthy supply of drinking water.

Flushing operations will be conducted between 9:00 A.M. and 1:00 P.M. in the following locations on the date indicated:

Monday, April 15, 2013:

North of the canal.
All hydrants, EAST and WEST
of North Main Street (NYS Route 19)

Tuesday, April 16, 2013:

SOUTH of the canal.
All hydrants EAST of Main Street.

Wednesday, April 17, 2013:

SOUTH of the canal
All hydrants WEST of Main Street

During flushing you may see some cloudiness or color in the water. Please do not use any unnecessary water during this period. The flushing may cause the water to become "cloudy" or "discolored". While the water will be safe to drink, we suggest that you do not wash clothes if you notice the water is discolored. **ANYONE ON A KIDNEY DIALYSIS MACHINE, PLEASE CALL THE SUPERINTENDENTS OFFICE AT THE NUMBER BELOW!**

If you have any questions, please call the Department of Public Works at (585) 637-1060 between 7:00 AM and 3:30 PM.

VILLAGE OF BROCKPORT
Brush Pickup Notice

ONLY BRUSH WILL BE PICKED UP.

THE SCHEDULE WILL BE AS FOLLOWS:

April & October 2013

(Last full week of each month listed above only!)

RULES:

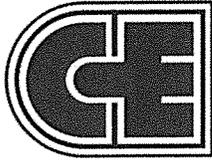
The Department of Public Works will be conducting **BRUSH ONLY** pickups. Beginning Monday April 29, 2013 and Monday, October 28, 2013, the DPW will be picking up **BRUSH ONLY**. This is being provided as a service to Village residents to alleviate the continual placement of brush at curbside. There will be only 1 pass down each street and a maximum of 1 truck load of brush per residence. **DO NOT PLACE BRUSH AT CURBSIDE UNTIL THE SATURDAY OR SUNDAY BEFORE THE ABOVE NOTED DATES.**

As in past years, we will continue our policy of leaving a small dump truck overnight for those who wish to load their own. Anyone wishing to use this service must call the DPW office to schedule to have a truck dropped off.

THERE WILL NOT BE A SPRING JUNK PICKUP, ONLY BRUSH WILL BE PICKED UP. For items other than brush you should contact your refuse hauler.

Any questions may be directed to the DPW Office at 637-1060 between the hours of 7:00 a.m. and 3:30 pm, Monday - Friday or the Village Office at 637-5300 between the hours of 8:30am and 4:30pm, Monday- Friday.

Harry Donahue
Superintendent of Public Works
Village of Brockport



CHATFIELD ENGINEERS, P.C. • 2800 Dewey Avenue • Rochester, New York 14616
(585) 227-6040 • Fax (585) 227-4233

March 14, 2013

Mayor Connie Castaneda and
Village Board Members
Village of Brockport
49 State Street
Brockport, New York 14420

RE: Village of Brockport Engineering Services

Dear Connie and Village Board Members:

We respectfully request to be reappointed as "**Village Engineer**" for your upcoming 2013 Fiscal Year.

We have faithfully served the needs of the community since **1992**, and have successfully completed numerous projects on your behalf, including providing valuable assistance to the Village Planning Board and Village support staff.

We have attached a copy of our 2013 Standard Hourly Rates for General Engineering Services. Existing Capital Projects will remain at the previously agreed upon rates and fees.

We have also provided you with a copy of our Employee Contact List.

At your convenience, we encourage you to take a look at our website, www.chatfieldengineers.com which highlights the wide variety of our experience and several of our projects completed.

Upon your review, should you have any questions, please do not hesitate to call.

Sincerely,

Paul R. Chatfield, P.E.

Enc.

Copies with Enclosures by Email Only to:
Leslie Morelli, Village Clerk
Harry Donahue, Superintendent of Public Works

CHATFIELD ENGINEERS, P.C. EMPLOYEE CONTACT LIST

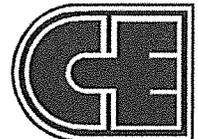
TO: Our Valued Clients

In an effort to make ourselves more accessible to our clients and to better serve your needs, please note the various methods to contact us, as follows:

<u>EMPLOYEE WITH E-MAIL ADDRESS</u>	<u>CELLULAR</u>	<u>HOME</u>
CHATFIELD, PAUL paulchatfield@chatfieldengineers.com	585-506-6059	585-467-5532
HETZER, JAMES sewer1953@aol.com	585-509-2845	
HINMAN, JONATHAN jhinman@chatfieldengineers.com	585-703-1455	
KENT, MICHAEL michaelkent@chatfieldengineers.com	585-590-9045	
MATTISON, SCOTT smattison@chatfieldengineers.com	585-313-7569	
NESBITT, JAMES jnesbitt@chatfieldengineers.com	585-729-8254	585-964-2497
OBI, SANDRA sandraobi@chatfieldengineers.com		
REICHERT, JAMES jreichert@chatfieldengineers.com	716-984-5551	716-941-5292
ROUSE, TIMOTHY timrouse@chatfieldengineers.com	315-416-9243	
SCHEPP, JOHN PAUL jpschepp@chatfieldengineers.com	585-732-8811	585-544-1447
SCHLIETER, CHRIS cschlieter@chatfieldengineers.com	585-507-5353	
SMITH, CATHERINE csmith@chatfieldengineers.com		
WEET, DERON dweet@chatfieldengineers.com		

CHATFIELD ENGINEERS, P.C. E-MAIL ADDRESS
admin@chatfieldengineers.com

CHATFIELD ENGINEERS, P.C. WEB SITE ADDRESS
WWW.CHATFIELDENGINEERS.COM



**CHATFIELD ENGINEERS, P.C.
2013 HOURLY BILLING RATES**

ENGINEERING DEPARTMENT

Principals	\$105.00
Project Managers	\$ 93.00
Project Engineers	
Level 1	\$ 70.00
Level 2	\$ 65.00
Level 3	\$ 60.00
Project Technicians	\$ 52.00
CAD Draftsperson	\$ 52.00

CONSTRUCTION DEPARTMENT

Resident Project Representatives	
Level 1	\$ 60.00
Level 2	\$ 55.00

ENGINEERING SPECIALISTS

Mechanical Engineer	\$105.00
Electrical Engineer	\$105.00
Structural Engineer	\$105.00
Environmental Engineer	\$105.00

Surveying and Architectural Fees quoted on an as needed basis.

