

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, January 5, 2015 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:** none

- **CONSENSUS ITEMS:**
 - Approval of minutes – 12/15
 - Approval of bills to be paid

- **CLERK REPORT:**
 - Clerk – Leslie Ann Morelli
 - Local Law #4-2014 filing notice

- **PERSONNEL ITEMS:**
 - Part Time Court Attendants – hiring per Justices recommendation
 - A few vacancies remain on various Boards/Committees

- **OLD or NEW BUSINESS:**
 - Award sale via Auctions International – 2001 Dodge Ram 2500 pickup, tool box for truck bed, electric chain saw sharpener
 - Approve establishment of petty cash for Village Justices of \$100 each to provide change from fines

- **VILLAGE BOARD REPORTS:**
 - Mayor Margaret B. Blackman
 -
 - Trustee/Deputy Mayor William G. Andrews
 -
 - Trustee Valerie A. Ciciotti
 -
 - Trustee John D. LaPierre
 -
 - Trustee Katherine J. Kristansen
 -

- **EXECUTIVE SESSION** (if needed)

- **ADJOURNMENT**

Village Hall closed for holiday: Monday, 1/19

Next Village Board work session: 7pm Monday, 1/26 (with Treasurer & Department Heads re budget)

Next Village Board meeting: 7pm Monday, 2/2

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.

Budget Preparation Calendar
Village of Brockport
Fiscal Year June 1, 2015 – May 31, 2016

*ADOPTED BY VLB
10/20/14*

Monday, November 3, 2014	Treasurer to notify Department Heads, and Village Justices (via memo with templates) of the necessity for expense estimates
Monday, December 15, 2014	Department Heads to submit expense estimates to Treasurer
Monday, January 26, 2015- 7 PM	Village Board work session with Treasurer and department Heads – discuss department budget requests
Monday, February 23, 2015 – 7 PM	Village Board work session with Treasurer – discuss and make revisions to budget requests (if necessary)
Monday, March 2, 2015 – 7 PM	Village Board meeting, Treasurer will provide updated information regarding budget development
Monday, March 16, 2015 – 7 PM	Village Board meeting, Treasurer will provide updated information regarding budget development
Wednesday, March 18, 2015	Treasurer to file tentative budget with Clerk (must be filed by March 20th)
Monday, March 23, 2015 – 7 PM	Village Board work session with Treasurer– discuss and make revisions to tentative budget (if necessary)
Wednesday, March 25, 2015 for March 29, 2015 edition	Clerk to publish notice of public hearing on tentative budget
Monday, April 6, 2015 – 7 PM	Treasurer to present budget to public - public hearing on preliminary budget (Middle School L.G.I.)
Monday, April 20, 2015 – 7 PM	Village Board meeting – adopt budget (must be done by May 1 st)



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*

VILLAGE OF BROCKPORT NOTICE OF ENACTMENT OF LOCAL LAW LOCAL LAW FILING

PLEASE TAKE NOTICE THAT the following Local Law was adopted by the Village Board, filed with the Secretary of State, State of New York and proof of filing has been received. Said local law is in full force and effect in the Village of Brockport.

- Local Law # 4 of 2014 – to amend the Village Code as follows:

§5-7 The term "Town Justice of the Town of Sweden" shall be replaced by the term "Village Justice of the Village of Brockport".

§5-10 The term "Town Justice" shall be replaced by the term "Village Justice".

§5-22 The term "Town Justice of the Town of Sweden" shall be replaced by the term "Village Justice of the Village of Brockport".

§20-16E The term "Town Justice of the Town of Sweden Justice Court" shall be replaced by the term "Village Justice of the Village of Brockport or other Court of competent jurisdiction".

§36-10(A)(2) The term "Town Justice of the Town of Sweden Justice Court" shall be replaced by the term "Village Justice of the Village of Brockport" and the term "Town of Sweden Justice Court" shall be replaced by the term "Village of Brockport Justice Court".

§58-35.11(C) The term "Town of Sweden Court" shall be replaced by the term "Village of Brockport Justice Court".

§34-9C. This section shall be replaced as follows: Any person who violates any section of this chapter, unless otherwise stated, shall pay to the Village of Brockport a penalty in an amount as established by the Board of Trustees for each and every offense. In the event that said penalty is not paid within 10 days, the amount shall increase as established by the Board of Trustees, as listed on the Simplified Parking Information (Parking Ticket). Sundays and holidays are not exempted from the respective time periods involved".

Leslie Ann Morelli
Village Clerk
Village of Brockport

Dated: 12/31/14

For publication in the Suburban News.
For posting on Village website and Village Hall bulletin board.

Mayor Margaret B. Blackman
Trustee/Deputy Mayor William G. Andrews
Trustees Valerie A. Ciciotti, John D. La Pierre, Katherine J. Kristansen



STATE OF NEW YORK
DEPARTMENT OF STATE
ONE COMMERCE PLAZA
99 WASHINGTON AVENUE
ALBANY, NY 12231-0001

ANDREW M. CUOMO
GOVERNOR

CESAR A. PERALES
SECRETARY OF STATE

December 26, 2014

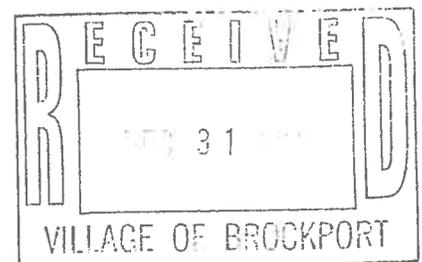
Leslie Ann Morelli
Village of Brockport
49 State St
Brockport NY 14420

RE: Village of Brockport, Local Law #4. 2014, filed on 12/23/2014

Dear Sir/Madam:

The above referenced material was received and filed by this office as indicated. Additional local law filing forms can be obtained from our website, www.dos.state.ny.us.

Sincerely,
Linda Lasch
Principal Clerk
State Records and Law Bureau
(518) 474-2755





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December 16, 2014

State Records and Law Bureau
Department of State
41 State Street
Albany, NY 12231

Greetings:

Enclosed for filing please find the following local law for the year 2014 for the Village of Brockport:

- Local Law #4 – to amend the Village Code (related to now having a Village Court).

Please note that our Village Court opens January 2nd. Therefore, a speedy receipt of filing would be greatly appreciated.

I look forward to receiving your receipt of filing. Thank you & Happy Holidays.

Sincerely,

Leslie Ann Morelli
Village Clerk
Village of Brockport

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County City Town Village
(Select one:)

of Brockport

Local Law No. 4 of the year 2014

A local law to amend the Village Code (related to now having a Village Court)
(Insert Title)

Be it enacted by the Board of Trustees of the
(Name of Legislative Body)

County City Town Village
(Select one:)

of Brockport as follows:

- §5-7 The term "Town Justice of the Town of Sweden" shall be replaced by the term "Village Justice of the Village of Brockport".
- §5-10 The term "Town Justice" shall be replaced by the term "Village Justice".
- §5-22 The term "Town Justice of the Town of Sweden" shall be replaced by the term "Village Justice of the Village of Brockport".
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- §58-35.11(C) The term "Town of Sweden Court" shall be replaced by the term "Village of Brockport Justice Court".
- §34-9C. This section shall be replaced as follows: Any person who violates any section of this chapter, unless otherwise stated, shall pay to the Village of Brockport a penalty in an amount as established by the Board of Trustees for each and every offense. In the event that said penalty is not paid within 10 days, the amount shall increase as established by the Board of Trustees, as listed on the Simplified Parking Information (Parking Ticket). Sundays and holidays are not exempted from the respective time periods involved."

(If additional space is needed, attach pages the same size as this sheet, and number each.)

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. 4 of 2014 of the ~~(County)(City)(Town)(Village)~~ of Brockport was duly passed by the Board of Trustees on December 15 2014, in accordance with the applicable *(Name of Legislative Body)* provisions of law.

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) *(Name of Legislative Body)* (repassed after disapproval) by the _____ and was deemed duly adopted *(Elective Chief Executive Officer*)* on _____ 20 , in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) *(Name of Legislative Body)* (repassed after disapproval) by the _____ on _____ 20____. *(Elective Chief Executive Officer*)*

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20____, in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) *(Name of Legislative Body)* (repassed after disapproval) by the _____ on _____ 20____. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 20____, in accordance with the applicable provisions of law.

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20____, became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 20____, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

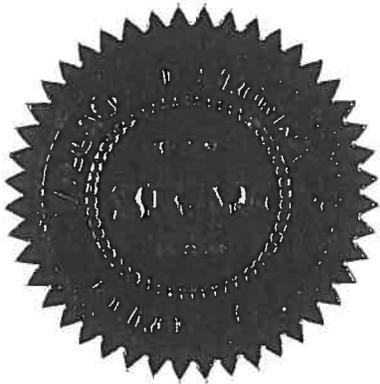
(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1 _____ above.

[Handwritten Signature]

Clerk of the county legislative body, City, Town or Village Clerk or
officer designated by local legislative body
Date: 12/16/14

(Seal)



**PART-TIME COURT ATTENDANTS
FOR
BROCKPORT VILLAGE COURT**

Brockport Village Court seeks 2 individuals to serve as Court Attendants part time – working with the 2 Village Justices (part time) and 2 Clerks to the Village Justices (part time). The work involves maintaining order in the courtroom; convening, recessing and making announcements; directing attendees as to courtroom procedures and regulations; seeing that courtroom is ready for proceedings; taking charge of jury; and answering inquiries about courtroom procedures.

Successful candidate should have: working knowledge of courtroom procedures; skill in addressing a group and giving clear, concise directions; ability to follow directions; ability to maintain order and control over a group; ability to observe and analyze problem situations and exercise good judgment when dealing with situations; ability to maintain confidentiality about court cases; ability to deal effectively with the general public; emotional maturity; tact; proper dress; physical condition commensurate with the demands of the position.

Part time, # of hours will vary each week, typically Fridays from 1pm until court adjourns.
\$12.50 per hour. No benefits. New York State Retirement System.
MUST be a Monroe County resident.

Note: This position has been classified by Civil Service as competitive. Initial hire will be classified as provisional until an exam is offered. For permanency, provisional hire must take and pass exam being reachable on the certification of eligibles.

Download employment application from www.brockportny.org. Send cover letter and résumé with completed employment application by e-mail to: lmorelli@brockportny.org or by mail to:
Attention: Brockport Village Clerk 49 State Street Brockport, NY 14420.

Application deadline: Noon, Friday, December 19, 2014

Leslie Ann Morelli
Brockport Village Clerk

Dated: 12/8/14

*to hire at
1/5/15 per VB meeting
Village Justices
recommendations*

Leslie Morelli

From: Carol McNees
Sent: Wednesday, December 24, 2014 10:18 AM
To: Leslie Morelli
Cc: Harry Donahue
Subject: FW: BID APPROVAL - VILLAGE OF BROCKPORT DPW #4996

Leslie,
These results need to be approved at the next board meeting.

Thanks,
Carol

From: Auctions International [<mailto:lynn@auctionsinternational.com>]
Sent: Wednesday, December 24, 2014 10:15 AM
To: Carol McNees
Subject: BID APPROVAL - VILLAGE OF BROCKPORT DPW #4996

*** Our office will be closing at noon today for the holiday. Thank you****

Here are the results from the auction. Please click "REPLY" at your earliest convenience with the OK for us to invoice the bidder(s) for you. As always, if you need to decline a bid, please provide us with the minimum you would have accepted...

Thank you, once again - for choosing Auctions International for your surplus needs.
We appreciate it.

Item #1: 2001 Dodge Ram 2500 Pick Up	\$2,900.00	ishme154
Item #2: Tool Box- For truck bed	\$67.50	mbates19
Item #3: Electric Chain Saw Sharpener	\$105.00	flyingeagle

Lynn Czaja

Auctions International, Inc.

11167 Big Tree Rd.

East Aurora, NY 14052

800-536-1401 X 135

Lynn@auctionsinternational.com

To: Mayor Blackman

From: Daniel P. Hendricks 

Date: December 30, 2014

Re: Petty Cash for Village Court

Approval of establishing petty cash accounts for the Village Justices is requested for \$100.00 each. The cash will be used as petty cash by the Court, and in addition will be available to provide change from fines and court fees.

Please let me know if you have any questions or need any additional information.