

Special meeting of the Village Board of the Village of Brockport was held in the Village Hall Conference Room 49 State Street Brockport, New York, January 12, 2016 at 7:00pm.

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

ALSO PRESENT:

EXECUTIVE SESSION:

There is no action anticipated for after Executive Session.

→ At 7:02pm, Trustee Crane moved, Trustee Kristansen seconded, carried 5/0 that the Board of Trustees of the Village of Brockport enter into executive session to discuss personnel matters related to the hiring actions to take place later in the meeting.

→ At 7:28pm, Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 that the Board of Trustees of the Village of Brockport re-enter the regular meeting.

PERSONNEL ACTION ITEMS (time-sensitive):

- o Secretary to Planning and Zoning Boards (Civil Service exempt title) / BI/CE/PB/ZBA Clerk (in-house title) -

→ Trustee Andrews moved, Trustee LaPierre seconded, carried 5/0 to accept the recommendation of the search committee (Mayor Blackman, BI/CEO Miller, outgoing BI/CE/PB/ZBA Clerk Krahe) as to the hiring of Katie E. Brown as BI/CE/PB/ZBA Clerk – a full time position at 35 hours per week Monday through Friday (8:30am to 3:30pm, 9am to 4pm or 9:30am to 4:30pm to be determined by the new hire and Department Head) plus evening meetings of the Planning Board and Zoning Board of Appeals as needed, with the same amount of time taken off during the week as spent at the evening meeting at a time when the office would not be left unstaffed. Pay rate will be \$15 per hour plus benefits, eligible for the same percentage increase June 1st each year of all other non-union employees. Start date to be determined after giving current employer appropriate notice.

Note: Outgoing Clerk Krahe has graciously agreed to work 2 to 3 afternoons per week until mid-February to cover until Incoming Clerk Brown starts and then to train her on some of the duties.

Trustee Andrews excused himself to attend a previously scheduled meeting.

- o Clerk to Village Justice (Civil Service exempt title) / Court Clerk (in-house title) -

→ Trustee Kristansen moved, Trustee Crane seconded, carried 4/0 to accept the recommendation of Village Justices Blair & Andrews as to the following:

- Promotion of current Court Clerk Corey Stepanek from part time to full time, 35 hours per week Monday through Friday 8:30am to 3:30pm, later on Court day as needed, with the same amount of time taken off during the week as spent at the court session past 3:30pm at a time when the office would not be left unstaffed. Time to be split evenly between the two Village Justices. Pay rate will be \$15 per hour plus benefits, eligible for the same percentage increase June 1st each year of all other non-union employees. Start date as full time 35 hours per week – effective immediately.

- Authorization to temporarily contract with Clarkson Court Clerk Dawn Rejewski part time, 10-15 hours per week, to be set by Village Justices and Court office needs. Pay rate will be \$14 per hour to be paid via accounts payable (as opposed to an employee on payroll) upon receipt of bi-weekly invoices approved by the Village Justices at the same time as timesheets.

- Authorization to advertise the Part Time Court Clerk vacancy as follows, noting that the Village Justices reserve the right to cancel the search if it results in no viable candidates:

**PART-TIME CLERK TO VILLAGE JUSTICE COURT
VILLAGE OF BROCKPORT**

The Village of Brockport seeks an individual to serve part time as Clerk to the two part time Village Justices and full time Court Clerk in a variety of clerical, customer service and record keeping functions. This is an appointed secretarial and bookkeeping position serving the Village Justices. The work involves assisting with the following: preparing for court sessions, recording and processing court decisions and outcomes, keeping paper and electronic records, processing and distributing correspondence, receiving, depositing, and reconciling monies, and providing excellent customer service.

Education and Experience: paralegal, secretarial, bookkeeping or related field. Associates Degree and public sector/municipal experience preferred. Must be personable, have a positive attitude, be a quick learner, detail/accuracy oriented and able to multi-task/prioritize. Familiarity with Microsoft Office is necessary. Additional task-specific computer programs will be utilized. Knowledge of SEI software is a plus.

Part time weekdays, 10 - 15 hours per week. Needs to be able to cover for the full time Court Clerk on occasion. \$11 - \$14 per hour depending on experience. No benefits. NY State Retirement System. MUST be a Monroe County resident.

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.

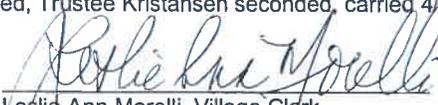
Application deadline: NOON, Thursday, February 18, 2016

Dated: 1/13/16

Leslie Ann Morelli, Brockport Village Clerk

ADJOURNMENT:

→ At 7:44pm, Trustee LaPierre moved, Trustee Kristansen seconded, carried 4/0 that the meeting be adjourned.


 Leslie Ann Morelli, Village Clerk
 from notes of Margaret B. Blackman, Mayor