

Work Session of the Village Board of the Village of Brockport was held in the Village Hall Conference Room 49 State Street Brockport, New York, January 25, 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, Treasurer Daniel P. Hendricks, DPW Spt. Harry G. Donahue, Police Chief Daniel P. Varrenti, BI/CEO David J. Miller, Jr.

ALSO PRESENT: Joan Hamlin, Fred Webster

This was a work session, not a regular meeting. No public comment.
Intended for Board discussion, not action. Therefore, meeting minutes are not required.
If any action is taken, Mayor takes notes & provides to Clerk.

GUESTS: none

ACTION ITEMS (time sensitive):

- o Approval of bills –

→ Trustee Kristansen moved, Trustee LaPierre seconded, carried 5/0 that the bills be allowed and paid upon audit.

A/P Clearing Account

	<u>Abstract Date</u>	<u>Amount</u>
FUND (A): <u>General</u>	01/08/16	\$25,274.33
	01/13/16	\$6,066.15
	01/22/16	\$70,887.41
FUND (F): <u>Water</u>	01/08/16	\$5,020.00
	01/13/16	\$44,301.39
	01/22/16	\$3,977.60
FUND (G): <u>Sewer</u>	01/13/16	\$90.22
	01/22/16	\$825.83
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust & Agency</u>	-	-
		\$30,294.33 01/08/16 total
		\$50,457.76 01/13/16 total
		\$75,690.84 01/22/16 total

- o RFP results – auditing services – Treasurer’s recommendation – Treasurer Hendricks shared that he received responses from 5 firms and referred to his memo in the packet which read:

All of the firms are very experienced with municipal audits, and will provide the services as required for the Village of Brockport. Of the firms that I contacted for a proposal, only Insero & Company took the time to meet with me. I found them to be very knowledgeable and experienced with municipal audits.

Based on the responses received I would recommend that Insero & Company be appointed as auditors for the Village of Brockport. In my discussions with Insero & Company, and most of the other firms, they suggested that as we have only a few months left in the 2015-16 fiscal year, we should consider starting the audit at the end of this fiscal year, May 31, 2016, this will make scheduling of the audit better for them and me, as we are starting our budget review process.

Insero & Company also proposed auditing the court for \$1,800 if we are so inclined, we can decide this at a later date.

Attached is a listing of current clients working with Insero & Company.

Please let me know if you have any questions or concerns.

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 to accept the proposal and appoint Insero & Company as external auditor for fiscal year ending 5/31/16 for Village audit cost of \$9,500 and Village Court audit cost of \$1,800.

It was noted that this is a savings of \$2,500 of prior auditor, Raymond Wager, and the least expensive of the 5 proposals received.

- o Authorize hiring of 2 Police Officers to fill vacancies –

→ Trustee LaPierre moved, Trustee Kristansen seconded, carried 5/0 to hire John Vadas effective the 1st day of the next police academy tentatively scheduled to begin March 16, 2016 pending the

successful completion of a background check, all required civil service testing and being reachable on the current Monroe County Civil Service list for Police Officer.

→ Trustee LaPierre moved, Trustee Kristansen seconded, carried 5/0 to hire Evan Blodgett upon the publishing of the November 2015 civil service exam tentatively scheduled for April 2016 pending the successful completion of a background check, all required civil service testing and being reachable on the release of the November 2015 exam.

- Grants: Authorize application for Municipal Facilities Capital Funding via Senator Robert Ort – due 1/29/16 –

→ Mayor Blackman moved, Trustee Andrews seconded, carried 5/0 to adopt the following resolution:

RESOLVED, to authorize the Village's grantwriters, J. O'Connell & Associates, to prepare an application as follows: The Village of Brockport is applying for monies through Senator Robert Ort's office via the Municipal Facilities Capital Funding Program. The request is due to Senator Ort's office by Friday, January 29, 2016. The request will be made for \$50,000 to build a boathouse along the canal. The boathouse will enhance the Canalway Grants Program project, in which the Village received an award of \$75,000 through the NYS Consolidated Funding Application for the construction of a boatshed and related development on the canal. The boathouse will be constructed in lieu of the boatshed. It will be a fully enclosed structure and will be more versatile for the community, College of Brockport students, rowing clubs and visitors to the area. The boathouse is a fixed asset project of interest for the Senator to fund as it will complement the Canal Corp. project and bring additional revenue to the Village.

Note for the record:

J. O'Connell & Associates contact is Crystal Selk
 Village Board contact is Mayor Margaret Blackman
 Village Office contact is Deputy Clerk-Treasurer Erica Linden

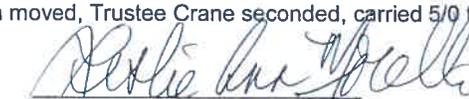
ITEMS FOR DISCUSSION / REVIEW:

- 6/1/16-5/31/17 Budget preparation – with Treasurer & Department Heads
 - Financial reports for period ending 12/31/15
 - Shafer Trust – status for period ending 12/31/15
 - Farmers Market – statement of revenues & expenditures 12/30/15
 - Welcome Center – statement of revenues & expenditures 12/30/15
 - Wages & Benefits
 - Departmental budget requests

EXECUTIVE SESSION: none

ADJOURNMENT:

→ At 8:55pm, Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 that the meeting be adjourned.


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