

Regular meeting of the Board of Trustees of the Village of Brockport was held in the Village Hall Conference Room 49 State Street Brockport, New York, August 15, 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, Clerk Leslie Ann Morelli, Police Chief Daniel P. Varenti, DPW Superintendent Harry G. Donahue, Building Inspector/Code Enforcement Officer David J. Miller, Jr., Attorney Daniel J. Mastrella

EXCUSED: Treasurer Daniel P. Hendricks

ALSO PRESENT: Hanny Heyen, Linda Ketchum, David Newman, Joan Hamlin, Helaine Donn, Kris Bonczyk, Karen Maynard, Betsy Fitzpatrick, Courtney Webster, Ray & Ute Duncan, Fred Webster

CALL TO ORDER / PLEDGE: Mayor Blackman called the meeting to order and led the Pledge of Allegiance.

MOMENT OF SILENCE: to honor those who 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."

BROCKPORT HISTORICAL MOMENT: Trustee/Deputy Mayor Andrews shared the following:

The process of getting storm sewers for Brockport is the topic of tonight's historic moment. Early Brockport lacked storm sewers. Some streets had parallel ditches to channel water runoff, but no storm sewers. In 1864, the Village Charter was amended so that "The trustees...may cause sewers and culverts to be constructed... upon application in writing of two-thirds of the property owners on said street...and the cost...shall be assessed upon the real estates...benefited by the improvements." Beginning in the 1870s storm sewers were built on many Brockport streets. First, property owners petitioned the Village Board for authorization to build a sewer. The Village Board then laid down the specifications for the sewer and set a deadline for its completion. The property owners then built the sewer, but if they failed to conform to the requirements laid down by the Board, they were assessed a fine.

Thus, storm sewers were gradually added with authorization by the Village Board but at the request and expense of the property owners. The construction of Brockport's sanitary sewer system required a much more difficult effort, a topic for a later historic moment.

OATH OF OFFICE (ceremonial): none

CERTIFICATES & PROCLAMATIONS: none

GUESTS: none

PUBLIC HEARINGS: Proposed Local Law of 2016 to amend the Village Code:

- Amendments to Chapter 58-23B Historic Preservation (as to the makeup of Historic Preservation Board)
- Inclusion of a chapter on EV Charging Stations
- Inclusion of a chapter on Parks

→ At 7:10pm Trustee Crane moved, Trustee Andrews seconded, carried 5/0 to close the regular meeting and open the public hearing.

Clerk Morelli read the following legal notice that was published in Suburban News, posted on the Village website and posted at Village Hall.

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 Monday, August 15, 2016**, in the Village Hall conference room 49 State Street, Brockport, NY 14420 regarding proposed Local Law of 2016 to amend the Village Code as follows:

- Proposed amendments to Chapter 58-23B Historic Preservation (as to the makeup of the Historic Preservation Board)
- Inclusion of a chapter on EV Charging Stations
- Inclusion of a chapter on Parks

Text of the proposed amendments to the Village Code is available for public inspection during normal business hours at the Village Clerk's office and is on the Village website at www.brockportny.org. All

interested parties will be given the opportunity to be heard.

By Order of the Brockport Village Board

Leslie Ann Morelli
Village Clerk
Village of Brockport

Dated: 8/1/16

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

Trustee Andrews reviewed the minor change recommended for the Historic Preservation chapter as to the makeup of the Historic Preservation Board. It still specifies the various fields of the members, but now leaves for flexibility by adding "to the extent available in the community". This is in line with the State Historic Preservation Office model ordinance.

Public: as to the Historic Preservation amendment - none

Mayor Blackman reviewed the proposed EV Charging Station chapter. It has to do with the Village's recent designation as a Climate Smart Community. It outlines specifications and permitting requirements.

Public: as to the EV Charging Station chapter inclusion –

- David Newman of Adams Street – shared that an EV charging station is simply a box on a wall or on a stand with a 220 service to it and an extension cord plugs into the back of an electric or hybrid vehicle. He said he sees no reason for bollards or a permit and suggested the portion retaining to residential be removed as it seems to go overboard. He said he can understand it for commercial, but not residential.

BI/CEO Miller said per building code it does apply to residential and requires a permit as a renovation to a home. A 220 line requires an electrical inspection. If it is mounted on a wall, bollards would not be needed. He said there is no need for further Code Review Committee work on this as the research and work have been done and resulted in what's in front of the Board and public.

Hanny Heyen and Linda Ketchum from the Parks Committee were in attendance and said the Parks Committee and Code Review Committee have worked on this proposed chapter for some time. Trustee Heyen noted Member Sandi Henschel's work in particular. The Village Attorney reviewed it and it had an original public hearing last December. Feedback from that hearing was included in the latest version.

Public: as to the Parks Chapter inclusion - none

→ Trustee Andrews moved, Trustee Kristansen seconded, carried 5/0 to close the public hearing and reopen the regular meeting.

Mayor Blackman said the Village Board will take action on the proposed Local Laws at their 9/19/16 meeting.

PUBLIC COMMENT:

- Helaine Donn of Carolin Drive – said she remains concerned about the proposed boathouse and in particular the possible location in or near Corbett Park. She asked if there was any new information. Mayor Blackman said no. H. Donn said the record should reflect that there were over 40 people in attendance at the neighborhood meeting held about this topic, not 20 as the Mayor previously reported. She said resident Katie Robertson had emailed the Mayor a list of questions she wanted answers to and has not heard back from the Mayor. Mayor Blackman said she replied to the email having answered each and every question posed to her. She would be happy to forward it if she missed it.

- Karen Maynard of Main Street – said she has a couple of questions. She asked Chief Varrenti if the Police Officers check merchant doors each night as has been previously mentioned. She said twice recently her door has been left open and she received no calls about it. Chief Varrenti said yes, Police Officers check merchant doors each night when practical and they are not tied up with arrests. She asked BI/CEO Miller what she gets for the \$125 residential rental registration (RRR) fee. She said the fee seems to be a way to nickel and dime landlords to death. BI/CEO Miller said this is all laid out in Village Code Chapter 36 and the RRR forms help to keep the BI/CE Department records up to date. She commented that she thinks the proposed boathouse is ridiculous as there are so many more important issues to deal with and projects to complete such as the condition of many streets and sidewalks and parking lots. She said the idea of paying a community member to water the flowers in

the commercial district is ridiculous as well. She said she believes DPW does a fantastic job with the resources they have to work with. She said she takes care of her building and spent her own money on the sidewalk in front of it. She commented that the back of the Police Department, a Village building, looks hideous and questioned when that will be improved as it is an eyesore to many including anyone going in the rear entrance of Chase Bank. She said she has felt harassed by some ProBrockport people and has a security camera to catch activity in her area.

- Lauren Lieberman of Carolin Drive – was unable to attend – Clerk Morelli read her comment into the record:

I moved into my house on Carolin Drive because I love boating and regularly canoe, kayak and stand-up-paddleboard (SUP) out my back yard. My neighbors and I built a dock and we all use it. Many of my friends from Brockport and beyond come to boat on the canal with me. In the summers I run a sports camp for children who are visually impaired or blind called Camp Abilities. The kids LOVE SUP and kayaking and it builds self-esteem and confidence along with motor skills, balance and increased socialization. Many of these children are poor and would never have this opportunity if we did not offer it to them. ALL children deserve the opportunity to boat and enjoy the canal whether they are poor or rich. Unfortunate circumstances should not preclude a child from doing healthy and active recreation. We should not punish our youth because they come from poor families.

I live on the canal. I also walk and bike as well. I often see middle school children throwing rocks into the canal, or worse. When I asked some of the children why they were doing that they said they didn't have anything else to do. Rowing in our community would give these children a healthy, active and safe activity they could do that would fill their time with something they can be proud of. Rowing can be enjoyed by people of all ages and has the potential to bring our community together.

I also know for a fact that many people are interested in our rowing program and it would bring more business to our village. Mayor Blackman has worked hard to get grants so the cost to the village would be minimal. The benefits would far outweigh the costs especially if we can give the children something constructive to do in their free time.

If there are people who do not want to row then I also suggest providing ideas for other opportunities such as the arts, music, or walking paths to the mayor. She is very open and is clearly good at obtaining grants to improve Brockport. We can all make this village our own with some effort and communication.

I love my neighborhood and my neighbors. I also love boating on the canal and want to share it with more people in the near future. I hope that we can come to an agreement on the location so everyone is happy.

Brockport is a special place. It is the efforts of all the residents that make it that way.

Thank you,
Lauren

Lauren J. Lieberman Ph.D.- Distinguished Service Professor
Director of Camp Abilities (www.campabilities.org)

CONSENSUS ITEMS:

- APPROVAL OF MINUTES:

→ Trustee Andrews moved, Trustee Crane seconded, carried 5/0 that the minutes of the 8/1/16 meeting be approved as written.

- APPROVAL OF BILLS TO BE PAID

→ 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>	8/12/16	\$43,326.73
FUND (F): <u>Water</u>	8/12/16	\$107,629.20
FUND (G): <u>Sewer</u>	8/12/16	\$245.80
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust & Agency</u>	-	-
		\$151,201.73 total

CLERK REPORT: Clerk – Leslie Ann Morelli

o Village tax collection update – Clerk Morelli referred to the following which was included in the packet. She said it has been helpful to track the by mail versus in person and full payment versus by installment as tax collection was brought entirely back “in-house” this year.

2016 VILLAGE TAX COLLECTION (6/01/16 – 10/31/16) - Leslie's log
TOTAL WARRANT: \$2,656,815.92 (\$2,651,216 taxes & \$5,599.92 relevies)
of parcels: 1,767 (1,684 tax bills – 824 bank coded & 860 not)

AS OF 8/11/16:

POSTED TO TSL:

Taxes = \$2,516,389.48 = 95%
 Penalty = \$2,690.76
 = Total taxes & penalty collected = \$2,519,080.24

Parcels so far paid in full = 1,577

Paid by mail = 1,092 of 1,878 = 58%
 Paid in person = 786 of 1,878 = 42%
 Paid in full = 1,290 of 1,878 = 69%
 Paid in installment = 588 of 1,878 = 31%

Credited “approved petition” = \$1,060.99 (Bill #1662 - Time Warner – 6/8 since they are paid through franchise fees)

COMIDA OR PILOT – (General Fund deposit slip, not property taxes deposit slip)

Belmont Management (Park Place) \$16,800.00 – billed 6/8 – due 8/1 – paid 6/20/16
 Belmont Management (Village Centre) \$18,262.68 – billed 6/8 – due 8/1 – paid 6/20/16
 Bettina Properties (375 West Avenue) \$5,230.89 – billed 6/8 – due 8/1 – paid 6/16/16

o Employee/Retiree benefits – annual letters & information packets went out 8/11/16- Clerk Morelli shared that the big project of putting together the annual benefits information letters and packets was completed last week. These went to employees and retirees under age 65. She may look to lessen the amount of paper in the future and send only the letters with referral to the documents being available on the Village website. This would require a closed page being set up for employees and retirees to access. In early October, she has to put out the packets for the over age 65 retirees as their MVP Gold plan document and rates for January 2017 has not yet been released.

o **DEPARTMENT REPORTS:** (VB meeting the 3rd Monday of each month)

o Treasurer – Daniel P. Hendricks (excused)

- Financial reports for period ending 7/31/16 – included in the packet.
- Village reserve accounts & recommended transfers – included in the packet

→ Trustee Kristansen moved, Trustee LaPierre seconded, carried 5/0 to accept the recommendations of Treasurer Hendricks as outlined in his memo dated 8/11/16 which was included in the 8/15/16 Village Board meeting packet as follows:

Re: Village Reserve Accounts

Establishment of Reserve Account for Boat House Project:

As the funds generated by the Low Bridge High Water Festival (LBHWF) are currently comingled in our General Fund, fund balance account, A0911.0000, the need to segregate these funds into a reserve account will allow us to account for these funds properly.

I am recommending that we establish, a Reserve for Boat House Account, A0889.2300 for \$10,715.28. This is the net profit generated by the LBHWF, \$4,221.50 from the first festival, and \$6,493.78 from the most recent festival. (In the unlikely event that the project does not go forward, the funds could be transferred by the Trustees to a different reserve or back to the General Fund Balance Account A0911.0000).

Transfer to DPW Equipment Reserve:

In addition to the above transfer, I am recommending that we transfer \$82,481.00 to the DPW Equipment Reserve A0889.2400. This amount represents the equivalent of the refund we received from our Worker's Compensation Carrier. We have typically placed this refund in the Worker's Compensation Insurance Reserve, A0889.5100, but as this balance is sufficient, I am recommending that we transfer the funds to the DPW Equipment Reserve to enable the Village to address future equipment needs.

Current Reserve Accounts and balances at May 31, 2016:

Asset Forfeiture Account - A0889.0000, May 31, 2016 balance, \$30,910.84. This account includes funds received for asset forfeitures received by the Police Department.

DPW Equipment Reserve – A0889.2400, May 31, 2016 balance, \$31,945.39. This balance has come from several sources, sale of equipment, interest earnings, and prior transfers. The funds can be used to purchase equipment for the DPW.

Vehicle Reserve – A0889.2600, May 31, 2016 balance \$16,329.98. This balance has been generated from vehicles sales, interest earnings, and is available for future vehicle purchases.

Parks and Playgrounds - A0889.2800, May 31, 2016 balance \$37,119.93. This balance has been generated from prior transfers, interest earnings, and is available for purchases for Village park needs.

Buildings - A0889.2900, May 31, 2016 balance \$18,688.51. This balance has been generated from prior transfers, interest earnings, and is available for building repairs

Smith Street Bridge - A0889.4900, May 31, 2016 balance \$30,003.47. This balance has been generated from prior transfers, interest earnings, and is available for future repairs associated with the Smith Street Bridge.

Reserve for Worker's Compensation - A0889.5100, May 31, 2016 balance \$256,860.84. This balance has been generated from refunds from our carrier, interest earnings, and is available in the event that a claim exceeds our coverage.

Employee Benefits Reserve - A0867.0000, May 31, 2016 balance \$353,413.21. This account includes the balance payable to employees as of May 31, 2016 for unused vacation days, and for employees covered by the Stetson Club contract, for accumulated comp and sick time.

If you have any questions, or need any additional information please let me know.

- Building / Zoning / Code Enforcement – BI/CEO David J. Miller, Jr.
 - 2016 Exterior Property Maintenance Inspections – BI/CEO Miller shared that the recent exterior inspections of the north east quadrant resulted in 100 violation notices. The streets covered included Fayette, Barry, Lyman, Frazier, Liberty, Berry, Casey, East, Victory, Keable, Locust, Quarry, Evelyn, Glendale, Westwood, Brockview, Havenwood, Cloverwood, Meadow, Candlewick, McCormick, Cyrus, and Sunflower Landing Subdivision.
 - 20 Fair Street Fire – BI/CEO Miller mentioned the recent fire at 20 Fair Street and thanked Spt. Donahue and DPW for their help in boarding up the property. He met with a property preservation specialist of the property owner's bank. The specialist has not determined rehabilitation or demolition. BI/CEO Miller said it will likely be able to be rehabbed.
 - Blower Door Tests – BI/CEO Miller shared that the new service his department is offering are blower door tests. As of October 3rd, building code requires it. They are trying out the new piece of equipment tomorrow.
 - Residential Rental Registrations (RRR's) – BI/CEO Miller said currently the annual RRR's are due by September 15th of each year. He wondered how the Village Board would feel about doing it on a calendar year and having them due in January of each year. Clerk Morelli said she is not positive, but thinks the due date may be specified in Village Code Chapter 36. If it is, a change would require amending the code via the local law process which includes a public hearing. Mayor Blackman said it used to be calendar year but was changed to 9/15. Trustee Crane asked why 9/15. Trustee Kristansen said to encompass the college year. Village Board concurred it is best kept as 9/15.
- Police – Police Chief Daniel P. Varrenti
 - BI/CEO – Chief Varrenti commented that not a lot of people would answer work calls while on time off. He thanked BI/CEO Miller for taking a recent off day call.
 - Quarterly Report – Chief Varrenti mentioned the quarterly report being available for review from the Police Department page that can be accessed from the Village website. If the Village Board has any questions, he'd be happy to answer them.
 - Staffing – Chief Varrenti reported that the newest officers are doing well. Officer Blodgett and Officer Clawson are in FTO so there will be 2 officers in a car for that training time. Officer Vadas will be out of the Police Academy in early September and will then begin FTO.
 - BISCO's Brockport Arts Festival – Chief Varrenti said the department received many good words of appreciation for their presence. The only incident he is aware of is that an air conditioning unit fell out of a third floor window of an apartment in a building on the east side of Main Street and partially hit a woman walking below. Thankfully she sustained only minor injuries.
 - Appreciation of Police Department - Chief Varrenti turned over to the Village

Clerk a note card that read: "To The Brockport Police Department – As we say goodbye to Brockport, we wanted to make sure we thanked you for your service and especially for the countless times you have checked on our home. Todd and Mindy Zyra" which included a \$50 gift card to Grinds 122 Café on West Avenue in Brockport/Clarkson. He suggested it be used at a time when all the employees gather, whether it be a meeting or holiday celebration.

- o Public Works – Superintendent Harry G. Donahue
 - West Avenue water main replacement project – Spt. Donahue shared that the Village's project has concluded. The West Avenue milling and paving by the Town for the County is underway.
 - Street Milling and Paving – Spt. Donahue said the following streets will soon be milled in preparation for new pavement: South Avenue, Park Avenue between the canal and South Street, Oxford Street, the municipal parking lot at 1 Clinton Street, Merchant Street, Morgan Court, Beverly Drive. He will have Deputy Clerk-Treasurer Linden post this information to the website once exact dates are set for milling.
 - Recent Wind Storm – Spt. Donahue mentioned that last Friday's severe wind storm downed some tree limbs which were picked up today. Trustee Andrews said he was appreciative of the quick pick up of limbs on College Street today.
- o Village Attorney – Daniel J. Mastrella, Esq.
 - Status of / action re sanitary sewer easements through properties on East Avenue – Village Attorney Mastrella said DPW Spt. Donahue provided him with the descriptions and maps from the Village Engineer. The easements were drafted and once the signatories are identified, they will be presented to the Village Board for authorization.

- Status of MOA with Brockport Fire District & Seymour Library – solar participation agreement – Village Attorney Mastrella said he emailed to the Village Board today the latest version of the document. He said this version recalculates the "credits" based upon historical usage of the parties as the Village had requested. Further revisions include the possible recalculation of credits in the event of the sale or discontinuance of the use of a building by any of the parties. Additionally, it allows the Fire District and Seymour Library to terminate the agreement upon 90 days notice if they do not realize the expected savings. He said he does not believe these changes will ultimately impact the Village negatively but that is debatable and entirely within the Board's discretion. He said he believes the Library Board wants to act on this at their meeting tomorrow, if possible.

Discussion took place as to the 90 day opt out clause being bad faith and that maybe the other entities would prefer to bail out now and not enter into this agreement. Board would prefer a one year opt out clause. See a full year of bills and encompass all four seasons. There has been a fair amount of work on this by the Village and Larsen Engineers. Incorporating the other entities increased the numbers as to the grant and improved the rate to be locked in. Village taxpayers would benefit as they help fund the Fire District and the Library.

Village Attorney Mastrella will reach out to the attorneys for the Fire District and the Library tomorrow and relay the Village's feedback. He will also reach out to Brad Kelly of Larsen Engineers. He will advise them of the issue with the "opt out with 90 days notice" provision which seems to nullify the 5-year initial commitment with 180 day opt out thereafter which was originally agreed to in principle and that the Village Board does not look favorably upon such a modification and that there may be an effect on the grant for the project. He will also advise them that the potential recalculation of the credits upon sale of a building is concerning as the solar field capacity is based upon the percentages set forth. The sale of a building by any party will not affect the already determined capacity of the solar field and should have no effect upon the distribution of credits. It doesn't set forth how the calculations will be made. A potential third issue he will relay is the language related to payment to the Village for energy sold to National Grid can be solely in the form of credits. If the monetary value of the energy sold to National Grid exceeds the monetary value of the energy bought from National Grid (unlikely) there is no payment to the Village for the difference. National Grid does not have to write the Village a check. He is unsure how that would affect the Village's obligation to Solar Liberty. That means the bill as between the Village and National Grid can never be negative as may be contemplated by the proposed language. He will relay that the Village is hopeful that the issues can be promptly resolved so as to move forward with the project designed and contemplated to benefit all parties and ultimately the residents of the Village.

Trustee Kristansen said as Village Board Liaison to the Library she will be at the Library Board meeting tomorrow evening.

- Status of BVAC request to waive taxes on property recently purchased – process available – Village Attorney Mastrella shared that while the municipality does not have the legal authority to grant a request to waive the taxes, he and BVAC Attorney Johnson have researched and

discovered that BVAC may seek special legislation through the State that would then come back to the Town of Sweden Assessor's Office. There is no Village Board action needed at this time, if at all.

- **PERSONNEL ITEMS:**

- Appoint to fill 1 of the 4 vacancies on the Tree Board – Mayor Blackman mentioned the position interest form submitted by Tim Kewin. She said he has experience with National Grid and tree trimming.

→ Mayor Blackman moved, Trustee Kristansen seconded, carried 5/0 to appoint Timothy Kewin as a member of the Tree Board to complete a term to June 30, 2019.

- Appoint to fill vacancies on Tax Relief Task Force – Mayor Blackman shared that all those who submitted a position interest form were offered an interview with Trustees Crane and LaPierre. Trustee LaPierre said while they expected more than 12 applications, those who applied were high quality.

→ Mayor Blackman moved, Trustee Kristansen seconded, carried 5/0 to appoint the following as members of the Tax Relief Task Force to be Co-Chaired by Trustee Crane and Trustee LaPierre: Kristofer Bonczyk, Thomas Cholowsky, Christina Daniels, Karen LoBracco, Kevin McCarthy, Mary Rich, Corinne Strong.

Appointment letters will go out tomorrow and will list the monthly meeting dates – all at 7pm on Thursdays at Village Hall. The first meeting will be September 22, 2016. Meetings are open to the public and sometimes will feature a guest such as the Village Treasurer or a Department Head. A secretary will be selected amongst the members and minutes will be posted to the Village website.

- Authorize notice as to remaining Board/Committee vacancies –

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 to authorize the following updated Boards/Committees vacancy notice:

**VILLAGE OF BROCKPORT
BOARD / COMMITTEE
VOLUNTEER OPPORTUNITIES**

There are vacancies on the following:

- Tree Board – 3 vacancies
Meets 3rd Tuesday 7pm September-May
- Ethics Board – 1 vacancy
Meets only as needed (very rare)
- Code Review Committee – 2 vacancies
Meets 4th Monday 6pm

Dated: 8/15/16

Application deadline: Noon, Thursday, 9/8/16

Applicant must be a Village resident.

A position interest form can be submitted from the Village website: www.brockportny.org
or obtained at Village Hall, completed and turned in to:
Leslie Ann Morelli, Village Clerk
Village of Brockport 49 State Street Brockport, NY 14420
Monday thru Friday 8:30am to 4:30pm
or lmorelli@brockportny.org

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

- Authorize Court Clerk Jenny Kimmel from part time to full time (35 hours) as soon as she is able – Mayor Blackman referred to the memo in the packet from the Village Justices.

→ Mayor Blackman moved, Trustee Kristansen seconded, carried 5/0 to accept the recommendation of the Village Justices to change Court Clerk Jennifer Kimmel's status from part time to full (at 35 hours per week) effective immediately.

Below is the language from the drafted approval memo that details the change:

At a meeting of the Village of Brockport Board of Trustees held August 15th, the Village Board accepted the recommendation of the Village Justices to change your status from part time (you were previously

approved in March 2016 at a maximum of 15 hours per week) to full time (at 35 hours per week) effective immediately. The Civil Service title remains Clerk to the Village Justice (exempt classification). Since it is exempt, we were able to increase the hours without Civil Service involvement.

Either 8:30am to 3:30pm or 9am to 4pm is acceptable as long as the Court Clerks office is open 9am to 3pm as advertised. Please be advised that should an actual court session (not just daily work) go beyond 3:30pm or 4pm putting you over the 35 hour per week limit, you will be allowed to take that amount of time off on a day during the following week at a time when the office would not be left unstaffed. Your half hour paid lunch should take place at a regular, set time each day and be scheduled at a time when the office would not be left unstaffed. Any banking or court related errands should be done at a time when the office would not be left unstaffed. It is my hope that dependency on the Village Clerk's office (front desk at Village Hall) be needed less and less. This will benefit all and further enhance the separation of Village and Village Court.

Your pay rate remains at \$14 per hour. You will be eligible for the same percentage increase June 1st each year as all other non-union employees. You are now eligible for paid holidays and after 6 months paid vacation, personal, sick time per the Employee Handbook. You are now eligible for benefits or buyout. Please review the benefits materials and complete and return enrollment forms to Village Clerk Leslie Morelli at your earliest convenience.

Congratulations! We look forward to your continued service.

- o Authorize DPW Clerk Carol McNees to sub 10 hours/week in BI/CE Office - ~mid-September to ~end December while BI/CE/PB/ZBA Clerk Katie Brown is on leave –

Trustee Kristansen asked BI/CEO Miller if 10 hours per week will be enough. BI/CEO Miller said yes. C. McNees will be assigned certain tasks and he and the two part time BI/CEO's will be assigned others. As well as Clerk Morelli's offer to help with Planning Board and Zoning Board of Appeals related work.

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 to approve a temporary increase in hours of Part Time Clerk Carol McNees to assist in another department.

Below is the language from the drafted approval memo that details the change:

At a meeting of the Village of Brockport Board of Trustees held August 15th, the Village Board authorized a temporary increase in hours so that you may provide clerical assistance to the Building/Code Enforcement Office while BI/CE/PB/ZBA Clerk Katie Brown is on leave – from approximately mid-September to the end of December. Your willingness to put in 10 hours per week for this 3 month period is greatly appreciated. Your recommended Monday through Friday 12:30pm to 2:30pm after you finish your 8:30am to 12:30pm hours at DPW should work well.

BI/CEO Miller indicated that he and his part time BI/CEO's will pick up more of the administrative work and that he is narrowing down what you'll be expected to handle. He and Katie will provide you with an overview of the department and training on the tasks you'll be expected to accomplish. Village Clerk Leslie Morelli is willing to assist with prep and follow up work related to the Planning Board and Zoning Board of Appeals. If her schedule does not allow her to attend the evening meetings to take the minutes, she will prepare a fill in the blanks template for BI/CEO Miller to utilize and then type the minutes from his notes. She simply asks to be kept apprised of any PB or ZBA applications as soon as they come in.

Your pay rate remains at \$11.90 per hour. The increase in hours still keeps you as part time; therefore, you will not be eligible for benefits or paid time off.

Thank you for your willingness to assist in this temporary capacity. We are confident that your knowledge of the Village will prove beneficial.

- **OLD or NEW BUSINESS:**

- o Authorize Court Clerks to attend NYS Court Clerks Training School 9/25/16-9/28/16 in Binghamton –

→ Mayor Blackman moved, Trustee LaPierre seconded, carried 5/0 to authorize Court Clerks Corey Stepanek and Jenny Kimmel to attend the NYS Court Clerks Training School 9/25/16 to 9/28/16 in Binghamton.

The Court Clerk Office will be closed to the public those three days. This will be posted on the Village website and at Village Hall.

- o E.L.K. Museum – approve recommended accession / deaccession list per 7/28 Museum Board meeting –

→ Trustee Andrews moved, Trustee Kristansen seconded, carried 5/0 to approve the deaccession list included in this evening's meeting packet which was approved by the E.L.K. Museum Board at their 7/27/16 meeting.

- o Amend Village Board liaison listing to include Village Court & 2 new Task Forces –

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 to amend the Village Board liaison listing as follows:

**VILLAGE OF BROCKPORT
VILLAGE BOARD LIAISONS
TO DEPARTMENTS / AREAS / BOARDS / COMMITTEES / OUTSIDE ENTITIES
For Village Board to amend 8/15/16**

Mayor Blackman, Trustee/Deputy Mayor Andrews, Trustees Crane, Kristansen, LaPierre

Personnel / Human Resources	Blackman
Budget & Finance	Blackman
Town/Gown Relations (SUNY College at Brockport)	Blackman & Andrews
Intergovernmental Relations (Towns of Sweden & Clarkson)	Blackman & Andrews
Village Court	Blackman
Police Department	La Pierre & Kristansen
Building / Zoning / Code Enforcement Planning Board Zoning Board of Appeals Code Review Committee	Crane & Kristansen
Department of Public Works Parks Committee	La Pierre & Crane
History Historic Preservation Board Emily L. Knapp Museum & Library of Local History Board Brockport Community Museum	Kristansen Andrews Andrews
Economic Development Farmers Market Welcome Center Management Committee BMA (Brockport Merchants Association) GBCoC (Greater Brockport Chamber of Commerce) GBDC (Greater Brockport Development Corporation) BISCO (Brockport Integrated Service & Community Org)	Crane Andrews Kristansen Kristansen Andrews Kristansen
Tree Board	Blackman
Seymour Library Board	Kristansen
Walk Bike Brockport Action Group	Andrews
Housing Task Force	Crane
Climate Smart Community Task Force	Kristansen
Tax Relief Task Force	LaPierre & Crane

- o Call special meeting 7pm Monday, 8/29/16 to meet with Assemblyman Hawley re

SUNY Impact Aid bill –

→ Mayor Blackman moved, Trustee Andrews seconded, carried 5/0 to set a special meeting as follows:

VILLAGE OF BROCKPORT
NOTICE
SPECIAL VILLAGE BOARD MEETING

Please take notice that a special Village Board meeting will be held on Monday, August 29, 2016 at 7pm at Brockport Village Hall 49 State Street, Brockport, New York 14420 for the purpose of meeting with NYS Assemblyman Steve Hawley to discuss the SUNY Impact Aid bill.

Leslie Ann Morelli
Village Clerk
Village of Brockport

Dated: August 15, 2016

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

o Grants – did not get LGRMIF grant to digitize Building/Code Enforcement files – Mayor Blackman referred to notice in the packet that we did not get this grant. It was very competitive. The Village has requested the detailed review so the grant writers know how we can improve our chances for a grant for this project in the future.

VILLAGE BOARD REPORTS:

- o Mayor Margaret B. Blackman
 - Report – Mayor Blackman read the following into the record:

Returned from Aug 2-12 vacation in time to attend the electronics recycling event sponsored by Senator Ort with Sunnking on Saturday 12th at 9:30am, but missed the Clarkson 5K race in which my partner Ulpi won first place in his age group. He couldn't catch the Andrews grandsons.

Enjoyed the Arts Festival and the mayoral assignment of fishing ducks from the canal.

Monthly meeting with Town of Sweden Supervisor Rob Carges this afternoon. We discussed the search for the assessor (7 applications); interviews will be in September. Tomorrow night's town board may be of interest to anyone who drives into Rochester. NYSDOT is first on the agenda to discuss and show plans for the 531 interchange and traffic rerouting during the construction.

- o Trustee/Deputy Mayor William G. Andrews
 - Report – Trustee Andrews read the following into the record:

I hosted a reunion for some 33 of my family members from the 5th to the 13th so I accomplished little worth reporting to this Board. I did contact three property owners in the historic residential district about applying for local historic landmark designation for their houses and am following up on that. I attended the Clarkson 5K race and watched two of my grandsons finish first and second for the second straight year. Also, I represented this board at the Christ Community Church's Bless Brockport event and, in my capacity as Village Historian emeritus, signed copies of my Brockport local history books at the Lift Bridge Book Shop both on Sunday. Finally, I attended the August meeting of the Brockport Community Museum Board this afternoon, where I reported for the Interior Display Committee on our latest rotation of museum exhibits.

- Sri Ram Bakshi – Trustee Andrews proposed a resolution in honor of community member and Village volunteer Sri Ram Bakshi who is ill and has entered hospice.

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

This Board regrets the present inability of Sri Ram Bakshi to participate in Village affairs and wishes to express its deep appreciation for the many services he has rendered to this community including but not limited to his work with the Historic Preservation Board, Seymour Library Board, Western Monroe Historical Society and ProBrockport.

Trustee Andrews said he will take a formalized and framed copy of the resolution to Sri Ram tomorrow.

Chief Varrenti commented that Sri Ram Bakshi is one of the nicest, kindest, most civil people in Brockport.

- o Trustee Annette M. Crane
 - Zombie Homes Task Force – Trustee Crane reported having gone to a meeting at Monroe County on their new Zombie Homes Task Force with Brockport Housing Task Force Chair

Martie Lemcke. It was informative and included information from the County Clerk, Legal Aid, Social Services, Code Enforcement, and Banking.

- Parks Committee – Trustee Crane reported having attended the 8/10 Parks Committee meeting in which they discussed a grant application for Corbett Park improvements, South Avenue playground equipment, the Parks chapter proposed for inclusion in the Village Code, and tennis nets donated by the College.
- Tax Relief Task Force – Trustee Crane reported having worked with Trustee LaPierre on the interviews for members of the Tax Relief Task Force (TRTF). She looks forward to getting started.
- Arts Festival – Trustee Crane mentioned having enjoyed BISCO's recent Brockport Arts Festival.
- Trustee Katherine J. Kristansen
 - Report – Trustee Kristansen read the following report into the record:

August 2nd and 9th...I attended BISCO meetings. Purpose of meetings was to continue preparations for the Arts Festival.

August 5th...Mark and I attended the ribbon cutting ceremony and celebration of the opening of the Red Jug Pub. Class act...the inside looks great!

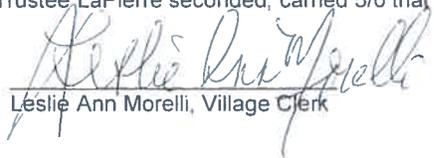
August 9th...I attended a meeting with Erica Linden and our grant writers (Sarah and Tom) regarding the comprehensive plan. Unfortunately right now there are no grant opportunities available to fund the writing of a comprehensive plan so Erica and I are looking into alternative resources (other than taxpayer dollars) to get this project going. The comprehensive plan is not "dead in the water"...we just have to work around this little "bump in the road". The grant writers were very informative and will continue to keep their eyes open for grant opportunities that might assist us in our comprehensive plan creation.

August 12th -13th (Friday-Saturday)... On Friday evening I assisted with set up of the festival and on Saturday I assisted in the Hospitality tent for BISCO. All in all, a great weekend welcoming patrons and vendors to our village!

- Trustee John D. LaPierre
 - Parks Committee – Trustee LaPierre reported same as others on this.
 - Tax Relief Task Force – Trustee LaPierre also looks forward to getting started.
 - Arts Festival – Trustee LaPierre also enjoyed the Arts Festival.

ADJOURNMENT:

→ At 8:20pm, Trustee Kristansen moved, Trustee LaPierre seconded, carried 5/0 that the meeting be adjourned.


Leslie Ann Morelli, Village Clerk