

Regular meeting of the Board of Trustees of the Village of Brockport was held in the Conference Room, Municipal Building, 49 State Street, Brockport, New York, October 11, 2011 at 7:00pm.

PRESENT: Mayor M. Connie Castañeda, Trustee Margaret B. Blackman, Trustee Kent R. Blair Trustee Carol L. Hannan, Trustee Scott W. Hunsinger, Manager/Treasurer Michael A. Giardino, Clerk Leslie A. Morelli

EXCUSED: Superintendent Harry G. Donahue, Police Chief Daniel P. Varrenti, Building/Zoning Officer Scott C. Zarnstorff, Fire Chief Michael J. Henry, Attorney Robert S. Leni, Esq.

ALSO PRESENT: Rev. Lori Staubitz, Karen Maynard, Anna Rose, Kenyata Davis, Joan Hamlin, Jackie Morris, Jo Matela, Dan Burns, Jennifer Ramsay, Neal Keating, Val Ciciotti, Linda Ketchum, Kevin McCarthy, Brian Winant, Pam Ketchum, Norm Giancursio, Fred Webster, Harry Snyder, Kristina Gabalski

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

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."

GUESTS:

- o Emily L. Knapp Museum & Library of Local History Interns – SUNY Anthropology Department –

Dr. Neal Keating and Dr. Jennifer Ramsay, both Assistant Professors, Department of Anthropology at SUNY College at Brockport were in attendance as were Village Historian / Museum Director Jackie Morris and Museum Committee Member Dan Burns. The Professors made a Power Point presentation (attached). Dr. Keating shared that they were made aware of the existence of the museum by a student in the fall of 2010. He was introduced to Museum Committee Members Jackie Morris, Doug Wolcott, Dan Burns, Rayleen Bucklin. A preliminary assessment of the museum's collections was done. It is estimated to have 50,000 objects with issues needing to be rectified such as documentation and conservation of the collection. He said this is typical of local history museums. They applied for and received an internal grant through the college for cataloguing software. In the spring of 2011, a pilot project commenced with 4 intern students cataloguing the Mary J. Holmes Room of the museum. In the fall of 2011 a new departmental course was proposed and offered in Museology. Currently 20 students are enrolled and working on research projects based on the needs of the museum in 4 categories: strategic planning, collections documentation, conservation needs, fund raising. A second course will be offered in the spring of 2012. They have worked to develop a new mission statement by having conversations with Museum committee members, college faculty and students. The aim was to develop a clear and concise statement of the purpose of the museum which can serve as the basis for developing a strategic plan for advancing the museum towards national accreditation. They came up with the following:

The Emily L. Knapp Museum is an educational institution dedicated to collecting, preserving, and providing access to the heritage and history of Brockport.

This will help provide a clear path forward to advancing the museum. They invited the Village and the College to join with the Anthropology Department and the Museum Committee in pursuit of the new museum mission.

Dr. Keating asked if the Board had any questions or comments. Trustee Hannan said that Genealogists would love to have access to the museum and suggested providing such through the internet via USgenweb. Dr. Ramsay said part of the plan is to have online access for research purposes, especially for those far away who wouldn't be able to visit the museum in person.

Trustee Blackman commended all on the partnership and said she was impressed with 20 students signing up for this new course. She encouraged Dr.'s Keating and Ramsay and students to report on their progress from time to time. Dr. Ramsay said eventually they hope to have all college freshmen come through the museum and learn about some history of the community they are spending their college years in.

Mayor Castañeda thanked them for the presentation and asked that they provide a list of the students and dates and times they will be working in the museum. Dr. Keating said he would be happy to do so. He said some will be working in the museum and some will be doing their work on campus or at throughout the community at the museum without walls locations.

In the meantime, the Board will give thought to the proposed mission statement.

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- Economic Development Intern – Anna Rose – Trustees Blackman and Hannan introduced Anna Rose who has begun as the Economic Development Intern. This was accomplished through SUNY Career Services Job Shop.

Anna said she is a Communications major and Environmental Studies minor. She is the Advertising Manager for The Stylus college newspaper. She will be working with the merchants and businesses in the downtown historic commercial district. She plans to make up a marketing kit which would include information on reaching the campus and how to advertise with The Stylus, the radio station, the residence halls, the Union, etc. Having the information all in one booklet should help make marketing easier. She also plans to review a student survey administered in 2005 over Angel in which 400 students responded. She would like to revise it and administer it again. She is a Peer Mentor and it can be made into a project with freshmen. This should help the merchants and businesses have a better idea of the needs and wants of some of their customers. She is also willing to help plan a municipal empowerment seminar featuring Greg O’Connell who had great success with economic revitalization efforts in Mt. Morris. She will return in December to share her results.

- Code Enforcement Intern – Kenyata Davis - Trustees Blackman and Hannan introduced Kenyata Davis who has begun as the Code Enforcement Intern. This was accomplished through SUNY Career Services Job Shop.

Kenyata said she is a Communications major and Political Science minor. She has an A.S. in Public Relations. She plans to work to inform students of off-campus housing rights and responsibilities and work with SUNY BSG and Student Affairs to set up a conference for sophomores who may be considering moving off campus next year. She plans to formulate a survey regarding the issues and/or fears of living off-campus and to educate on safety and the dos and don’ts of being on your own. She doesn’t expect to make major improvements in one semester, but to get a good direction going. She said a long term goal would be to implement an off-campus approved housing list with the appropriate stamp of approval. She said she would also like to talk to some landlords to get a feel for what they deal with in renting to students. It is important for all to get on the same page of understanding. She will return in December to share her results.

PUBLIC COMMENT:

- Jo Matela of the Brockport Merchants Association said she wanted to let the Board know that they will not be having the annual Halloween party this year and, therefore, will not need to use the Market Street fire hall. They will have the children’s Halloween parade on Friday, October 28th beginning at 6pm in front of Lift Bridge Book Shop. They will use sidewalks only. She has spoken with Sgt. Mesiti of the Brockport Police Department about crossing assistance. That is the same night as Midnight Madness in which many merchants stay open late and offer various specials. Some of the merchants plan to offer activities in or in front of their stores such as face painting and pumpkin decorating. There will be a scavenger hunt sponsored by Westside News and a haunted hall at a vacant property of the Kutz’s on Market Street by the SUNY P.E. Majors Club. They are doing what they can to re-introduce customers to downtown towards the end of the Main Street reconstruction. She asked that the Board allow participating merchants to put tents up on the sidewalk in front of their stores for that evening.

→ Trustee Hunsinger moved, Trustee Blair seconded, carried 5/0 to allow merchants to put tents up on the sidewalk in front of their stores the evening of Friday, October 28th for the Halloween / Midnight Madness event.

J. Matela also said she wanted to publicly thank Village residents Mark and Linda Ketchum and all who faithfully watered flowers this season in the downtown historic commercial district.

Mayor Castañeda thanked J. Matela and said she would be happy to send a letter of appreciation to Mark and Linda Ketchum.

- Karen Maynard of 60 Main Street reminded the Board that she came to a meeting about a year and a half ago and then ago a few months ago to request consideration of parking passes for municipal parking lots for those residents that live above the businesses in the downtown historic commercial district. She owns the Hairport and lives above it. To make the parking situation worse, she shared that she recently sprained her ankle and the walk from a farther lot was long and dirty. She further mentioned that the Board and staff should walk around the rear of the Main Street buildings and alleys and address how filthy they are. She questioned why the parking request is taking so long. Having to rotate parking in municipal lots every night is very inconvenient and unsafe. She questioned who would escort her from a far lot late at night and prevent her from being attacked. She said she understands

the reasoning of closing lots every other night during snow season for plowing purposes.

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Trustee Hannan said she is liaison to the Code Review Committee and shared that the parking chapter of the Village Code has been reviewed with proposed amendments to include parking passes. It lies with the Village Attorney for review. Once he reviews it and recommends any tweaks to it, the Village Board can call for a public hearing and consider its adoption.

Mayor Castañeda concurred and reminded K. Maynard that she previously shared this information with her. Of all the Village Code chapters that are awaiting Village Attorney review, the parking chapter is at the top of the list. She said the Village has simply been faced with other, more pressing, matters that have taken precedence.

o Brian Winant of the Stetson Club shared that the Legion’s Ladies Auxiliary will be hosting a Chicken and Biscuit meal at the Legion at 222 West Avenue on Veteran’s Day. It will be \$8 for adults, \$4 for children, free for Vets. He also shared that the planning for the Brockport Holiday Lights Spectacular on Sunday, December 4th are well underway. They have secured several sponsors and a couple of local news folks including Stacy Penjen of TV Channel 8 and Jeremy Newman of Radio WBEE to emcee. Having lights in all the trees along the sidewalk of the downtown historic commercial district like years past would be great. They were missed last year. He said he has been told it just can’t happen. The Stetson Club would be willing to purchase the lights if the Village DPW would be willing to put them up. He said he has been told it takes 3 or 4 days to do – a lot of labor time. Instead of excuses, he’d like to find a way to make it happen.

Mayor Castañeda said she would be happy to put this on the Department Heads agenda for discussion. She and the Village Manager meet with Department Heads this Thursday afternoon. She said she recalls that no funds were budgeted for the Celebrations line.

Trustee Blair thanked B. Winant for taking the initiative and for the Stetson Club’s offer of purchasing the lights.

CONSENSUS ITEMS:

• **APPROVAL OF MINUTES:**

→ Trustee Hannan moved, Trustee Hunsinger seconded, Trustees Blackman and Blair abstained due to absence, carried 3/0/2 that the minutes of the 9/27 meeting be approved as written.

→ Trustee Blackman moved, Mayor Castañeda seconded, Trustee Blair abstained due to absence, carried 4/0/1 that the minutes of the 9/30 special meeting be approved as written.

→ Trustee Blair moved, Trustee Hunsinger seconded, carried 5/0 that the simple record of the 10/4 work session be approved as written.

• **APPROVAL OF BILLS TO BE PAID**

→ Trustee Hunsinger moved, Trustee Blair 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>	10/11/11	\$26,242.08
FUND (F): <u>Water</u>	10/11/11	\$50,412.25
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>(Trust & Agency)</u>	-	-
		\$76,654.33 grand total

MANAGER/TREASURER & CLERK REPORTS:

o Manager/Treasurer – Michael A. Giardino
o Introduction – Mayor Castañeda welcomed M. Giardino to his first regular Village Board meeting as Manager/Treasurer. M. Giardino read the following into the record.

Good evening Mayor, Trustees and citizens of Brockport:

I would like to start by saying thank you to the Village Board and the selection committee for the professionalism displayed throughout my interview, selection and indoctrination processes. I especially want to thank everyone on the Village staff and those in the community who have stopped by to say “hi” for the warm welcome and well wishes.

As many of you know I recently retired from the United States Navy after over 26 years of service. My last tour of duty was in Key West Florida where I was the Executive Officer or "XO" of Naval Air

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Station Key West. For those not familiar with Navy terms, the XO is second in command and responsible for the day to day operations and routine of the "ship." The base covers over 6,300 acres spread out over 7 Annexes along several islands along the Southernmost Florida Keys. The primary mission of the base is to host and support tactical jet fighter pilot training in air to air combat maneuvers, similar to those depicted in the movie "Top Gun." The base has other department of defense and federal agency tenants too carrying out a wide variety of operational and training missions. It has a 55 million dollar operating budget NOT including employee salaries. It has over 800 employees (mostly civilian), 39 tenant activities, over 800 family housing units, a military air field, a port facility, a 9 building / 1000-bed temporary quarters (hotel if you will) facility, physical fitness and recreation facilities (including bowling lanes, two full service marinas and a 500-spot Recreational Vehicle park), a Child Development Center and other family services, as well as the typical Security, Fire and Emergency Services, Public Works, IT, Financial Management, Training, and Administrative departments, that you would find on any other military base or local municipality around the country. The base also resides within a National Marine Sanctuary providing me opportunity to become intimately familiar with environmental compliance laws.

My goal after military retirement was to work in a leadership position in municipal government. My recent work experience was excellent preparation in my transition from the military.

I grew up not too far away in the City of Rochester in the neighborhood of sha-lot. Forgive my pronunciation, many of you may say "Charlotte" but we who grew up there still say sha-lot. My link to Brockport began early on as my father was a partner in "Family Dairy" in the late sixties and early seventies. I literally grew up on the banks of the canal behind the dairy plant on Clinton Street. I still remember the store on Graves, and worked (summers and weekends of course) delivering milk to the Brockport Diner, Brockport Sub Shop, SUNY and many other businesses and schools in the area.

I graduated from Charlotte High School, attend the University of Rochester for two and a half years, before finally following my passion for weather back to Brockport graduating from the Collage at Brockport with a Bachelor of Science in Meteorology. After one semester of graduate study in atmospheric sciences at SUNY Albany, I entered the Navy as a Naval Aviation officer candidate in Pensacola, Florida and earned my commission. I then entered Naval Flight training in Milton, Florida, completed my training and was designated an unrestricted Naval Aviator in May 1987.

Although I was a Navy helicopter pilot until the day I retired (I flew in Search and Rescue missions in Key West), most of my career was out of the cockpit. I had one tour in the Pentagon on the Navy staff as a budget analyst where I gained experience evaluating pricing models for all types of services while earning a sub-specialty rating in Operations Research and Analysis. I was in the Pentagon on 911. I also did a tour in Germany on the NATO Air Staff working with our Allies from more than 26 Nations. I learned a lot about cooperation in those three years. While there I deployed to Afghanistan in 2005 and 2006. Between my 911 experience, those two deployments, four long Navy cruises and other military experiences, I have gained a great deal of perspective. I recently attended the NYCOM conference in Saratoga Springs and attained a great deal of knowledge about New York State municipal government law and procedures. However I was taken aback by a fellow conference attendee who told me that his current municipal administrator, a retired military officer, sometimes uses military analogy, including comparisons to combat, when making a point. I can assure you that although I take great pride in my military service and may slip with some Navy vernacular now and again, my military days are over AND that I especially know that we don't have anyone shooting at us (at least I hope not) here in Brockport. In fact, I used to stress that same message to the folks onboard Naval Air Station Key West. I hold myself to a high ethical standard and strive to treat everyone with dignity and respect. You can be sure that the safety, enjoyment and well being of our residents, employees, and visitors will always be first and foremost on my mind while I carry out my duties.

The Board has been made aware of my plan to make up for lost time during the hiring process. I am confident that I will remedy the issues at hand and be ready for the FYE 2013 budget process very soon.

I thank you again for the warm welcome as well as your time. My goal for future reports is for me to be well prepared, brief and certainly much more relevant. Thank you.

- o Budget Transfer Amendments – VM/T Giardino shared that just prior to his taking office he and outgoing Treasurer Lovejoy met with DPW Superintendent about the water meters purchase and funding as promised at the last Board meeting. This resulted in H. Donahue withdrawing his original purchase order and submitting a revised one. The Village Attorney previously reviewed the

matter and provided the Board with a resolution for consideration.

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→ Trustee Hannan moved, Mayor Castañeda seconded, carried 5/0 via roll call to adopt the following resolution:

WHEREAS, at a meeting of The Board of Trustees of the Village of Brockport (the Board), held on August 23, 2011, the Board voted to accept the bid in the amount of \$290,155.00 of Blair Supply Corp. for the automatic meter reading system with approximately 1,800 meters varying in sizes, for a two year period, as the lowest responsible bidder and subject to budget appropriation,

NOW THEREFORE BE IT RESOLVED THAT,

1. For the particular purpose of said equipment expenditure, the following appropriations are made to the Equipment Line Fund (F8340.2020), and the corresponding budget transfer amendments are hereby authorized:

- a). \$30,000.00 from the Special Reserve 35- General Water Fund (F0889.3500); and
- b). \$168,584.88 from the Unappropriated Fund Balance- Special Reserves Fund (F0889.0000);
- and c). \$36,570.12 from the Unappropriated Fund Balance Fund (F0911.0000).

On the resolution:

Maria Connie Castaneda	Voting yes
Margaret B. Blackman	Voting yes
Kent R. Blair	Voting yes
Scott W. Hunsinger	Voting yes
Carol L. Hannan	Voting yes

Carried 5/0

→ Trustee Blair moved, Trustee Hunsinger seconded, carried 5/0 via roll call to approve the following budget transfer amendment.

Account Number	From: Description	Account Number	To: Description	Amount:
F0889.3500	Special Reserve	F8340.2020	Equipment	\$30,000.00
F0889.0000	Special Reserve	F8340.2020	Equipment	\$168,584.88
F0911.0000	Unappropriated Fund Balance	F8340.2020	Equipment	\$36,570.12

Purpose: to fund the purchase of water meters from the reserve accounts and unappropriated fund balance.

○ Shafer Trust – use \$9,575 for new windows for Emily L. Knapp Museum & Library of Local History – VM/T Giardino said he spoke to Superintendent Donahue about the proposal he obtained from Rochester Colonial for second floor window replacement in the museum at a cost of \$9,575. This was discussed at the recent work session.

→ Trustee Hunsinger moved, Trustee Blair seconded, carried 5/0 to authorize utilizing \$9,575 from the Shafer Trust for second floor window replacement in the museum.

If a more formal resolution or approval is required, VM/T Giardino and/or Village Attorney Leni will need to provide it to the Board for any necessary action. It should not require a budget transfer amendment as it is not part of the Village budget.

- Clerk
 - Welcome Manager/Treasurer – Clerk Morelli welcomed VM/T Giardino and said she looks forward to a good working relationship. He has his work cut out for him. At one point Village Hall housed 8 positions, some full time and some part time. She said the VM/T is quickly learning and appreciating the workload carried and challenges faced by the 2 remaining Village Hall staffers, herself as Village Clerk and Debbie Herzog as Deputy Clerk.

Mayor Castañeda thanked Clerk Morelli, and her husband John, for spending off hours preparing

Village Hall for M. Giardino's arrival – moving furniture, files, supplies. M. Giardino is located in the office up front formerly occupied by Building/Codes. The former Treasurer's office is being used for the time being as long-needed storage space for office supplies. There are still some old Treasurer and Manager files to be weeded through and archived or purged as appropriate when time allows.

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• PERSONNEL

- Vacancies –
BY 10/14 – interested residents can submit position interest form to Clerk for the following:
 - Ethics Board – 4-year term to 6/30/15
 - Zoning Board of Appeals – 5-year term to 6/30/16
- Volunteer Drops/Addds
 - Fire/Ambulance –

→ Trustee Hannan moved, Trustee Blackman seconded, carried 5/0 to accept the following drops: Tyler Dawson, William Turk; and the following adds: Stephen Davis to fire and ambulance, Matthew Giaime to fire, Nicholas Toscano to fire, Andre Vega to fire.

NEW BUSINESS:

- Cancel 12/27 Village Board meeting –

→ Trustee Hunsinger moved, Trustee Blair seconded, carried 5/0 to cancel the Village Board meeting scheduled for December 27, 2011.

Clerk Morelli will publish notice regarding this meeting schedule change.

- Designate Village Board liaison to BISCO – Board discussed at the last work session that BISCO would like a Village Board liaison. Trustee Hannan agreed to serve as such. Trustee Blackman agreed to serve as backup in her absence. Board agreed and indicated no need for a formal resolution.

- Set policy re PB & ZBA member training – self-register & self-pay – reimburse upon proof of attendance – Board discussed at the last work session matters related to the minimum 4 hours per fiscal year training requirement for Planning Board and Zoning Board of Appeals members.

→ Trustee Blair moved, Trustee Hunsinger seconded, carried 5/0 to adopt a policy effective immediately requiring Planning Board and Zoning Board of Appeals members to register themselves for the minimum 4 hours of training per fiscal year and outlay any applicable registration fee. Then, upon proof of attendance submitted to the Village Clerk, she will process reimbursement for the registration fee.

This puts the onus on the members to sign up, attend, and submit proof of attendance. The Mayor will notify the members about this and encourage them to register early and to sessions by organizations to which the Village is a member so as to pay the lowest registration fee. This should prove to be more efficient and cost effective as the Village will not be paying for training that the member signs up late for or signs up for and does not attend. Further, they will be reminded of the training requirement. If a member cannot comply with this requirement, they would need to submit a letter of resignation to the Clerk for the Board to accept so that a replacement appointment can be made.

- Declare surplus & authorize listing for sale on Auctions International – old Fire Department rowboat –

→ Trustee Blair moved, Mayor Castañeda seconded, carried 5/0 to declare surplus and authorize it to go on Auctions International the Fire Department's 1965 14 foot aluminum Starcraft rowboat with trailer as is.

- Consider Parks Committee request to increase membership from 7 to 10 –

→ Trustee Blackman moved, Trustee Hannan seconded, carried 5/0 to increase the membership of the Parks Committee from 7 to 9 members.

Discussion:

Trustee Blair shared that the Parks Committee has requested the Board consider increasing its membership from 7 members to 10 members so they can accomplish even more. They have interested residents willing to serve.

Trustee Hunsinger suggested going from 7 to 9 members so that it stays an odd number like most other Boards and Committees. Mayor Castañeda agreed and said it is also best not to have too large a committee.

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Clerk Morelli said this should only require a simple motion since membership composition is not in the Village Code like the Historic Preservation Board or Tree Board. Changing those would require a Local Law process. Trustee Blackman said she wished the Tree Board membership fit into the simple motion category.

Call to Question: carried 5/0.

Interested Village residents should complete a position interest form and submit it to the Village Clerk for Board consideration.

○ Consider Trustee Hannan proposal for the creation of an Ad-Hoc Committee on Housing – Trustee Hannan read the following proposal into the record that she reviewed with the Board at their last work session:

Ad Hoc Housing Committee proposal

Housing represents an essential need and important economic asset of village residents. It's in the best interest of the Village of Brockport to protect, preserve, and enhance this asset with a reasoned and thoughtful plan(s).

This committee will investigate multiple aspects of current and future housing needs along with methods of protecting and enhancing the unique character of our historical neighborhoods. It will assess, for example, the variety and location of historical architecture, determine a healthy and stable ratio of owner-occupied to rental housing, and recommend options for future development / redevelopment based on projected housing needs. Other relevant goals and issues to be examined will be determined by committee members.

This committee will be comprised of six representative community members, including: the Board of Trustees Economic Development liaisons, Historic Preservation Board, the College at Brockport, Code Review Committee, and a resident landlord.

The projected timeline for this committee will be no longer than one year with members meeting twice monthly for one hour work sessions. The committee will provide the Board of Trustees and general public with regular feedback as to its progress and make recommendations to the board for actions that will protect, enhance, and plan for the future housing needs of all village residents, homeowners and non-homeowners alike.

Trustee Hannan read relevant excerpts from the Town of Sweden / Village of Brockport Joint Comprehensive Plan. She said her proposal meets with the overall goals of that plan.

→ Trustee Hannan moved, Trustee Blackman seconded to establish said Ad Hoc Committee on Housing.

Discussion:

Mayor Castañeda asked Trustee Hannan if she already had members in mind. Trustee Hannan said she has solicited interest from each of the categories. Mayor Castañeda reminded the Board that the last time various ad-hoc committees were established, the positions were filled by interested persons completing a position interest form and the Board making the appointments. Trustee Hunsinger concurred.

Mayor Castañeda said she is not opposed to forming committees with special purposes, she simply urges the Board to place more of a priority on the bigger challenges the Village faces such as fiscal.

Mayor Castañeda reminded all that committees research and recommend. The Village Board takes the information and recommendation into consideration and takes any necessary action. Trustee Hannan said that is understood.

Call to Question: carried 5/0.

- Consider Trustee Hannan proposed changes to fee schedule -

→ Trustee Hannan moved, Trustee Blair seconded to decrease the canal front amenities fees (Welcome Center) and amend the fee schedule as follows:

Boats 31' – 40' from \$12.00 to \$8.00 / Boats 40' from \$15.00 to \$10.00 / Commercial from \$20 to \$15

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Discussion:

Trustee Hannan said the fee decrease is upon suggestion of Welcome Center Management Committee Member Bill Andrews. Some similar operations in other communities charge nothing. The fees should keep us more competitive while keeping us financially productive.

Mayor Castañeda asked if the proposed fees would cover the costs to operate the Welcome Center.

Trustee Blair said he understands the thought process that if we lower the fees it may bring in more boats. However, he said he would first like to see an accounting of revenues versus expenses. Since the Welcome Center is about to close for the season, action is not necessary at this time.

→ Trustee Blair moved, Trustee Blackman seconded to table this to allow the VM/T to produce an accounting of the revenues versus expenses. To be revisited at budget time and prior to the May 1, 2012 re-opening of the Welcome Center.

→ Trustee Hannan moved, Trustee Blackman seconded to add a new fee and amend the fee schedule as follows:

Under Rental Property Certificate of Occupancy / Operational Permits

Add Residential Rental registration \$50.00

Discussion:

Trustee Hannan said even though taxpayers pay for the Sweden Senior Center or Recreation Center through their Town taxes, if they sign up to use the facility or its services, they pay fees. Village Farmers Market vendors pay \$200 for the season for a stall. Landlords should be required to pay a fee to help mitigate Code Enforcement costs. She referred to the City of Troy charging \$150 for such and requiring a copy of the insurance policy and imposing penalties for not paying. She referred to the City of Syracuse charging \$150 for such and having to swear a notarized oath that everything on their form is true. She said she believes \$50 is fair and reasonable. She said this may help towards complying with the 2% property tax cap. This is not her proposal of increasing Certificates of Occupancy's on rental properties from every 3 years to every year. She understands that would require a Village Code change through a Local Law process.

Trustee Blair questioned whether this \$50 is per property or per unit. Trustee Hannan was unsure. He said he would feel more comfortable to get clarification on that.

Mayor Castañeda concurred and said she spoke to the Village Attorney and will be forwarding him something on imposing fees. Trustee Blair asked that she copy the Village Board on it. Mayor Castañeda said she would like the same courtesy of being copied in and cited an example of a DPW matter that generated e-mails today in which she was left out.

→ Trustee Hannan moved, Trustee Blackman seconded to table this to the next meeting.

- Consider Trustee Hannan proposals regarding Code Enforcement –

→ Trustee Blackman moved, Trustee Hannan seconded to utilize the formal complaint form and sample follow up letter distributed by Trustee Hannan.

Discussion:

Clerk Morelli reminded the Board that the 311 Brockport Benchmarks program already exists via service requests on the Village website or Village Hall voice mail. Since former VM/T Coyle's departure more than 3 years ago, she took over the daily monitoring, referral to Departments and follow up.

Trustee Blair said it was agreed at the recent work session that VM/T Giardino would take over this responsibility. Discussion took place on gauging customer satisfaction and tracking problem areas, not necessarily evaluating individual performance.

Trustee Hunsinger suggested the feedback letter not be returned to the person who handled the problem, but the VM/T. He further suggested not posting the feedback letter on the website, but having VM/T develop a method of sending it out to the complainant and obtaining the feedback. Trustee Blair concurred.

Trustee Hunsinger said getting honest feedback with an eye towards improving service should be the goal. That means it should not be anonymous and should be matched up with the particular 311 entry.

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Trustee Hannan agreed and said she wants citizens to know they are valued and their feedback is encouraged.

Mayor Castañeda reminded all of working with very limited financial and staff resources. Sometimes government can create too much process which ends up not helping with efficiency.

VM/T Giardino said he has experience in research and operational analysis and is quite comfortable with taking this on. It is important to come up with a reporting system, tracking, follow up, and closure and present an unbiased and non-anonymous feedback. He said he may be able to turn this into a frequently asked questions page on the website. It is important to push information rather than have people pulling for it.

Mayor Castañeda referred to Trustee Hannan's proposed checklist for use by the Code Enforcement during inspections. She said she needs to meet with the Code Enforcement Officer and get a handle on his current process. She said she knows he distributes a checklist to rental property owners regarding inspections and follows up with a punch list of items needing to be addressed. There is no need to re-invent the wheel. She told the Board that she and VM/T Giardino would meet with CEO Zarnstorff as to his process and potential ways to improve it.

Trustee Hunsinger asked that they report back to the Board on this.

Mayor Castañeda reminded all that the Mayor directs and supervises the employees. She said she knows the recommendations are well intended, but that she and the VM/T need to be given the opportunity to address issues and work towards improvements.

→ Mayor Castañeda moved, Trustee Hunsinger seconded carried 5/0 to table.

VILLAGE BOARD REPORTS:

○ Mayor M. Connie Castañeda

▪ NYSDOT Main Street Reconstruction – Mayor Castañeda shared that the Village received advanced notification from NYSDOT that the intersection of Main Street and East/West Avenues will be closed October 15th – 23rd for the modern roundabout construction. Main Street traffic will be detoured to Sweden Walker Road. East and West Avenue traffic will be detoured to Liberty Street and Clark Street.

▪ A. D. Oliver Middle School – Mayor Castañeda shared that she received a letter informing the Village that the state review board has recommended to the commissioner of parks, recreation and historic preservation that the A. D. Oliver Middle School be listed on the New York State Register of Historic Places and nominated to the National Register of Historic Places.

▪ Brockport Ecumenical Food Shelf – Mayor Castañeda referred to the open house being held Saturday, October 22nd from Noon to 4pm at the new location 14 State Street. She encouraged people to stop by and see the changes that have taken place and thank them for their dedication.

▪ Economic Development Seminar – Mayor Castañeda said she is in the process of contacting Greg O'Connell as to his evening or Saturday availability. She thanked Clerk Morelli for starting to formulate a list of potential invitees. Once a date, time and location are set we will send out a letter of invitation.

▪ Enhancing Main Street: Making Upper Floors Work Again – Mayor Castañeda said she has been asked to say a few welcoming words at this workshop to be presented by the

Preservation League of New York State on November 16th at 6:15pm at Village Hall. Interested parties are encouraged to register to attend.

- Ambulance – Mayor Castañeda referred to having received an e-mail from David Rice of the Ambulance separation committee. They received word on October 4th that the Department of Health finished their review of the application and has given the go ahead to the regional EMS Council to consider the application for approval at their next meeting scheduled for October 17th. The only item left is the completion of the proposed EMS agreement between the Village and the Corporation. The matter to be worked out relates to use of the Market Street fire hall. Month to month is a concern to them as it relates to the Certificate of Need.

Trustee Blair suggested VM/T Giardino determine where we are as to A4540 lines regarding revenues versus expenditures. Clerk Morelli said the Med Ex Billing monies have definitely slowed down since the March paid ambulance staff elimination.

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- Trustee Margaret B. Blackman

- Flower Watering – Trustee Blackman thanked Mark and Linda Ketchum for watering the flowers in the downtown historic commercial district this season and for recently taking them down.

- Revenue Research - Trustee Blackman said in addition to looking to see where the Village can further cut or gain efficiencies; we need to see how we can add revenues. She said we are not unique as many municipalities are looking for additional revenues. Tax exempt properties and non profits can make voluntary contributions such as PILOT (payment in lieu of taxes). PILOT agreements are typically quite a bit less than property taxes. They are mutually agreed upon between

- a municipality and a tax exempt or nonprofit property owner. Some are formal and some are informal agreements. Some are annual and some are one time. The Village currently receives PILOT payments

- from the 2 federally funded apartment complexes known as Park Place on Park Avenue and Village Centre on Main Street. Examples of others that can be pursued are colleges and hospitals. Through her research she learned that although they utilize a lot of municipal services, not a single SUNY school

- pays any municipality any PILOT. They do pay municipal utilities if they are on such. In our case, they pay water, but not sewer. Trustee Blackman said SUNY Brockport was her employer for 30 years and she receives benefits as a retiree. She said she would be the first to say that SUNY contributes enormously to the culture and quality of life in this community. It's an economic driver. Per New York State law, SUNY is tax exempt. However, per NYCOM's Barbara Van Epps there is nothing precluding a SUNY campus from contributing to a municipality. Trustee Blackman said she knows that the college twice presented the Fire Department with \$5,000 and reimbursed the Village for police overtime during one Brock the Port event. She said the Village has benefited from expertise and labor of SUNY folks during the annual Arbor Day tree planting. Trustee Blackman said a good look is needed as to what services the municipality provides SUNY and the actual cost of those services. For example, Fire Chief Henry shared with her that from 2008 to 2010 10% of the fire runs were to the campus. He said that roughly equates to approximately \$50,000. She said Police Chief Varrenti said it is harder to calculate Police services, but the extra officer needed on the night shift equates to approximately \$80,000. She said the PILOT issue needs to be pursued thoughtfully, carefully, and diplomatically. She will provide more information as her research progresses.

- Fire District questions - Trustee Blackman referred to questions posed by Val Ciciotti at the last meeting during a recent public comment as to the transfer of Village Fire Department assets to the District and the impact, if any, on the Village's credit rating and such. She said she asked the Village Attorney to review and respond to those questions. She summarized his response and shared that he reminded her that it is considered attorney-client privilege and that it should not be read into the record.

Mayor Castañeda said it seems that Trustee Blackman did just that. Trustee Blackman said she simply summarized it and that it would not be inserted into the minutes.

- Trustee Kent R. Blair

- Middle School Class offer to clean up parks – Trustee Blair reminded the Mayor that he mentioned at the last work session that a class at the middle school offered to help with a Village project. Mayor Castañeda said she would refer the information to DPW Superintendent Donahue.

- BISCO offer to help with Monika Andrews Children's Park – Trustee Blair

mentioned that BISCO is willing to help raise funds for a lawn swing for the Monika Andrews Children's Park.

- Suggestions for Code Review - Trustee Blair mentioned that the Code Review Committee might want to review the Village Code regarding allowing an unregistered vehicle. Only an inspection sticker is needed, but that could be moved from vehicle to vehicle. He mentioned a particular unregistered vehicle on the property at the corner of Utica Street and Clinton Street. He said they also might want to review requiring a permit for security systems. He referenced the Town of Ogden who requires a permit and charges penalties for multiple false alarms.

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- Garbage receptacles on Main Street – Trustee Blair expressed concern of overflowing trash near the municipal garbage receptacles in the downtown historic commercial district on weekends. Sometimes it's not that the cans are full, it's that the items don't get pushed down to allow more trash. Removing cans is likely not the answer as it would be worse.

Mayor Castañeda said everyone needs to do their part and have personal accountability. They should use the receptacles in the restaurants/businesses, or if they use the municipal receptacles, then make sure they actually make it in the cans and not on the sidewalk or street. She said DPW empties them every morning Monday through Friday, but certainly not on the weekends. She said for a while there was a problem with tenants above the businesses using it for their personal garbage. Sometimes on Sundays there's trash from the Farmers Market.

Trustee Blackman suggested considering a "carry in, carry out" policy be added to the Farmers Market Rules and Regulations for next season. Clerk Morelli will tick list this as an item re Farmers Market next spring.

- Holiday lights on trees in downtown historic commercial district – Trustee Blair said it really would be nice to have the trees lit as was done in the past. It is unfortunate that the NYS DOT subcontractor that trimmed trees last year destroyed the old lights. They should have made good on it. He suggested that maybe SUNY would be willing to assist the Village in putting up the lights.

Clerk Morelli reminded the Board that they need to keep liability in mind and use professionals. She wouldn't want volunteers getting hurt or inadvertently damaging municipal property. Trustee Blair concurred and said he was talking about SUNY maintenance department, not students/volunteers.

- Trustee Carol L. Hannan

- International Walk to School Day – Trustee Hannan reported on having participated in the October 5th event and that all were thankful for the great weather and the high participation.

- Interns - Trustee Hannan thanked the interns for coming in this evening and looks forward to their efforts.

- NYS DOT Main Street Reconstruction Project - Trustee Hannan shared that the Brockport Merchants Association is excited that this project will soon be wrapping up. They look forward to getting many customers back that may not have been willing to traverse the construction or detours.

- Trustee Scott W. Hunsinger

- Village Court –

→ Trustee Hunsinger moved, Trustee Hannan seconded to dissolve the Ad Hoc Committee studying the feasibility of a Village Court.

Discussion:

Trustee Hunsinger said after discussion with Chief Varrenti and Trustee Blair we really need a comprehensive look at the prospect of a VC considering the financial implications going forward. He said he would like to ask TCH for her help going forward as we as a board continue to look into the formation of a Village Court.

Trustee Hannan said it is a complex issue and there needs to be opportunity for financial assistance.

Trustee Blair said taking a step back is a good thing.

Call to question: carried 5/0

- Trash on Main Street – Trustee Hunsinger encouraged everyone to help keep our streets and sidewalks clean. Fold pizza boxes. Don't use municipal receptacles for personal use. He said in talking to DPW Superintendent Donahue today he was assured that they are emptied every weekday, but not on weekends. He is looking into options for the cans. We need to work together to create a solution. Only by working together at every level in this community can we take care of concerns posed by our businesses and citizens.

- Proposed Fire District - Trustee Hunsinger shared that with the Gates Fire District there are 17,582 registered voters and only 226 or 1.89% voted. This is very typical of the information put out by local bloggers concerning votes. He said he has stated that he is against a Fire District as he believes that our current format is fractured but not broken. There are alternatives. Legal counsel has provided his opinion on the questions posed by Val Ciciotti. Remember if you ask 2 experts the same **MINUTES OF VILLAGE BOARD MEETING HELD October 11, 2011 continued.....page 12**

question you may get different answers.

- Communication - Trustee Hunsinger said everyone knows that communication between some Board members is not ideal to say the least. This became evident recently when members of the NYS Canal Corporation made many stops and visited Brockport. No one from the Village Board or even Village staff attended. Mayor Castañeda could not attend and asked DPW Superintendent Donahue. He was unable to attend. None of the Trustees were aware of this important stop. Hindsight is 20/20, but a missed opportunity is just that. He said he received 3 phone calls from community members asking why he wasn't there. He would have been available that day. He said he hopes that this doesn't happen again.

- Agenda deadline – Trustee Hunsinger said thankfully Dr.'s Keating and Ramsey were able to present to the Board earlier this evening on the great work going on at the Museum. Although the request came in a bit past the agenda submittal deadline, sometimes taking a step back and just doing what is right is the only option. Yes, in life there are rules. Rules made and rules followed, but doing what is right and what is fair is the only way we as human beings can be. He said the Board members were elected to serve the community and if a community member wants to address the Board with something that is timely and important, then proper consideration should be given. He said thankfully his request as dictated by the NYCOM handbook was acknowledged and the item was added to the agenda.

Mayor Castañeda said the Board and VM/T had a long and fairly productive work session last week. There was discussion about becoming more efficient and adhering to policies. She said, yes, she allowed an agenda item to be added late. She simply encourages Board, Department Heads and staff to adhere to the agenda submittal deadline so that everyone can be fully prepared. It would have been nice to have a copy of the Power Point presentation to be able to include in the Village Board's meeting packets. Having time to prepare benefits all as it gives time to come up with applicable questions. She asked that everyone respect the agenda submittal deadline and shared that she has directed Clerk Morelli to contact her for exceptions.

EXECUTIVE SESSION:

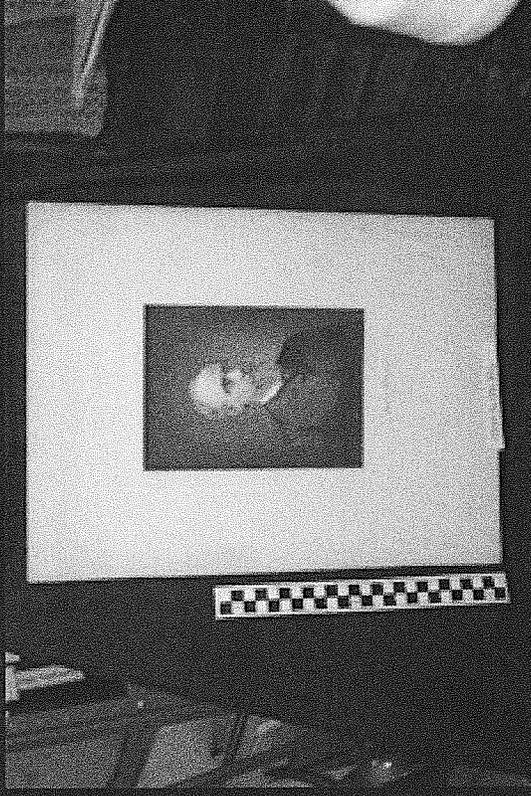
→ At 9:10pm, Mayor Castañeda moved, Trustee Blair seconded, carried 5/0 that the Board of Trustees of the Village of Brockport enter into executive session to discuss a personnel matter at Village Hall.

→ At 9:25pm, Trustee Hunsinger moved, Trustee Blackman seconded, carried 5/0 that the Board of Trustees of the Village of Brockport re-enter the regular meeting.

ADJOURNMENT:

→ At 9:25pm, Trustee Hannan moved, Trustee Blackman seconded, carried 5/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk



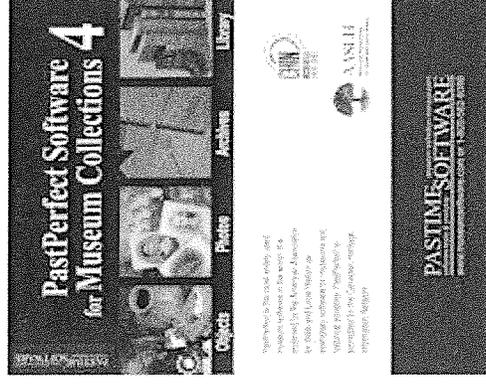
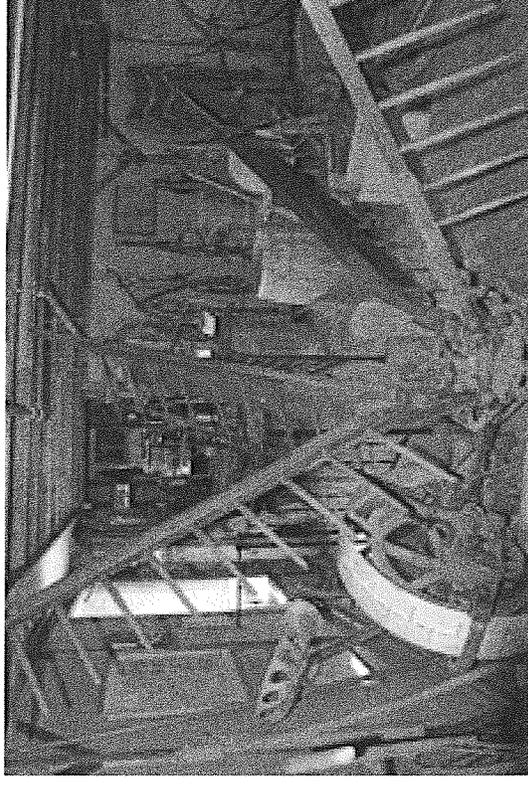
A Proposal for New Partnership

Emily L. Knapp Museum

Neal Keating and Jennifer Ramsay – Department of Anthropology – The College at Brockport

Museum and Department of Anthropology Collaboration – New Beginnings

- Fall 2010 – Department introduced to the collections at the Emily Knapp
- Preliminary assessment of the museums collections
- Applied and received a grant for cataloguing software



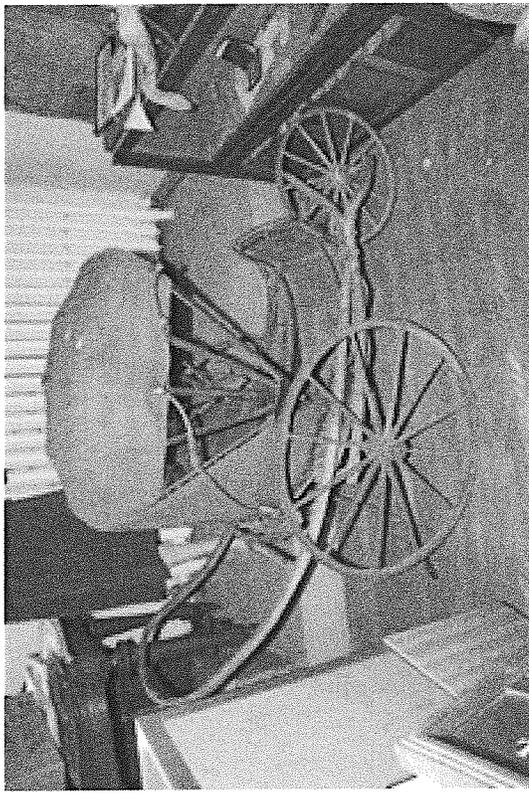
Museum and Department of Anthropology Collaboration – Internship

- Spring 2011
- Began a pilot project with four intern students cataloguing the Mary J. Holmes Room at the museum



Museum and Department of Anthropology Collaboration – Development of the Museology Course

- Fall 2011
 - New departmental course proposed and offered
 - Currently 20 students enrolled and working on research projects based on the needs of the museum, e.g.:
 - Strategic planning
 - Collections documentation
 - Conservation needs
 - Fund raising



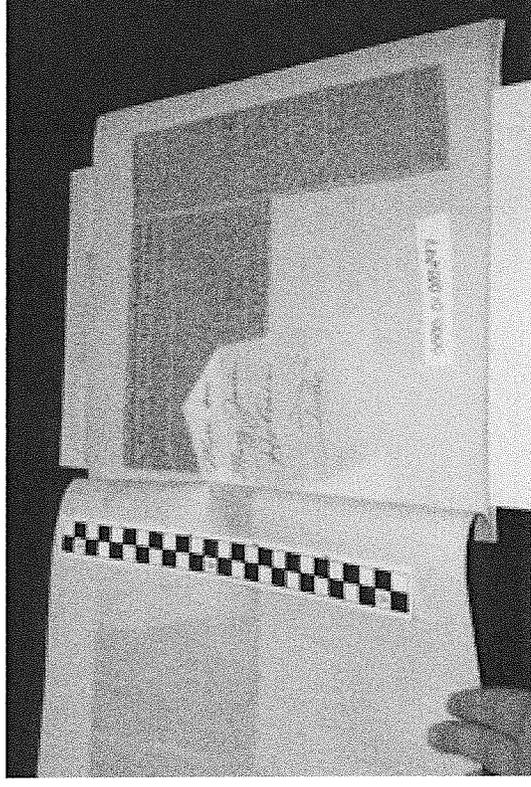
Museum and Department of Anthropology Collaboration – Developing a New Mission Statement

- Fall 2011
 - Conversations with museum board members, Brockport faculty and students
 - Aim: to develop a clear and concise statement of the purpose of the museum, which can serve as the basis for developing a strategic plan for advancing the museum towards national accreditation



Museum and Department of Anthropology Collaboration – The New Mission Statement

- *The Emily L. Knapp Museum is an educational institution dedicated to collecting, preserving, and providing access to the heritage and history of Brockport.*



An Invitation

- We invite the Village of Brockport and the College at Brockport to join with the anthropology department and the museum board in pursuit of the new museum mission



Museum and Department of Anthropology Collaboration – Thank you!

