

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, February 3, 2014 at 7:00pm.

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Valerie A. Ciciotti, Trustee Carol L. Hannan, Trustee John D. La Pierre, Clerk Leslie Ann Morelli

ALSO PRESENT: Pam Ketchum, Linda Ketchum, Joan Hamlin, Karen LoBracco, Sriram Bakshi, Jessica DeToy, Michael & Laurel DeToy, Barb Deming, Helen Maier, Kermit Mercer, Debra Cody, Donald and Rita Lage, Mark Glogowski, Andrew Saul, 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

Mayor Blackman expressed sympathies for the recent passing of DPW retiree Clifton "Duke" Rife, DPW retiree Kevin Swartout's wife Charlotte, and Village resident Mike Pratt.

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 (in exact language/spelling):

Trustee Andrews shared that the college was established in 1831 in what was described as our "peaceful eden". Then 6 years later this 1837 provisional charter read as follows. The worst depression then hit. The college celebrated its 175th in 2010.

February 1, 1837

"Whereas, a Provisional Charter has been granted for a College, of the highest order, to be located at Brockport -

And whereas the said charter becomes operative and complete, if the provisional board of Trustees show a title in themselves clear of incumbrance, of Buildings and Land, the value or first cost of which, shall be Thirty Thousand Dollars, secured on unencumbered real estate, worth at the least double the sums benefit of the said institution, within three years from the date of said charter or at any time previous thereto -

And whereas, the said Trustees have represented to the citizens of Brockport and its vicinity, that they have met with unexpected embarrassments and that as near as they can now estimate, they find themselves deficient in regard to the Real Estate, necessary in order to comply with the provisions of the said charter, to some themselves to raise, not only the said fifty thousand dollar fund, but also, \$5000, of the sum yet necessary to be invested in real estate, - provided through the efforts of the citizens, the residents of the said real estate fund, can be raised,

Now therefore, we, the subscribers, severally promise to pay the amount set opposite our respective names, within one year from date, to William H. Seymour who is hereby created a Trustee for the purpose of collecting the same, and of applying it in payment for Buildings or Land, for the benefit of the said Institution - but not to collect or apply the same, unless in his opinion the said Trustees shall have redeemed or are about to redeem their said pledge, so as that the said charter will thereby become operative and perfect.-Each subscriber, reserves to himself, the right, however by tendering good and sufficient security therefor, at any time within the year, of paying the said sum, in three equal annual instalments from the date of such tender with interest from it invested shall the same may be transferred to the permanent fund of the Institution."

PUBLIC HEARING: None

PUBLIC COMMENT:

- Mark Glogowski of Hamlin shared that he is a registered Libertarian and that the party has a totally different view. The US Constitution was designed on Libertarian principles. He distributed a flyer and invited interested citizens to meetings the 2nd Thursday of the month in Hamlin.
- Karen LoBracco of Adams Street said in working from home keeping warm and dry she overlooks the Adams Street and Utica Street intersection and wanted to say that she appreciates the good work of all Village employees, particularly those that have to work in inclement weather.

- Pam Ketchum of Park Avenue congratulated this year's recipient and honorable mentions of the Monika W. Andrews Creative Volunteer Leadership Award. She had the privilege of winning the inaugural award last year. P. Ketchum read the following prepared statement into the record:

We may not agree on every issue but I think we are all on the same side of the fence; working to make the Village of Brockport vigorous, vibrant and sustainable.

When past mayor, Connie Castaneda, mentioned last spring that she did not register her rental property as an act of civil disobedience, I questioned what is civil disobedience? Her practice seemed secretive and self-serving, not really trying to change policy in a favorable fashion for the greater public interest.

I plan to practice civil disobedience in a different format. It is that time of the year again, when rental property owners are required to fill out rental registration forms letting the village know what properties they own, # of units, bedrooms, bathrooms, etc. and to pay a rental registration fee of \$50 for each structure. An important note is that the \$50 fee is the same no matter how many units there are in a property. For a single family structure with one unit compared to an apartment complex with a hundred units, no matter how many units a property has, the rental registration fee is \$50.

My husband and I have paid the \$250 for our 5 rental properties over the years. Last year I crossed paths with another rental property owner in the village hall and he asked one of the administrative assistants if the payment was still optional. That caught my attention. It turns out that, at this time, the payment of this fee is not required; some landlords pay it and others don't and there seems to be no penalty for not paying. Plain and simple, this is not fair. I believe that rental registration fees help to support the important and effective operation of the code enforcement office. It is imperative to get the appropriate legislation on the books immediately to ensure that every rental property owner must, by law, be required to pay this fee. Right now, as it stands, the village has a leaking faucet and we are not collecting all the registration fees that should be coming in from each and every rental property owner.

I enjoy donating to the village, working on parks, gardens, buying plants and maintaining our public spaces for the enjoyment of myself and possibly others. This year, I am not going to pay the \$250 rental registration fee until every landlord is required to do so. I will make my \$250 donation to the village by donating plants and gardening services. When the village puts the law regarding the rental registration fee in place, I will gladly pay it.

Additional ideas for effective code enforcement:

1. **\$25 / bedroom rental registration fee** is a more equitable alternative to the \$50/structure registration fee. That would cause property owners to possibly think twice before dividing rooms up and turning living rooms, dining rooms and porches into bedrooms. Also, if the registration fee is per bedroom, it will help code enforcement and fire safety officials know how many bedrooms are in a unit. My 5 bdrm boarding house at 47 Adams St would bring in \$125 / year, instead of the current rate of \$50. My 2 family at 29 Utica with a 2 bdrm and 3 bdrm apartment would bring in \$125 instead of \$50.
2. **Sequence for obtaining an annual Certificate of Occupancy for rental property:**
 - Schedule inspection \$ fee required
 - Inspection
 - Re-inspection (if necessary) \$ fee
 - Obtain certificate of occupancy
3. **Tenant registration:** partner with the college to ensure that each and every registered student has an address and phone number available to the college and emergency officials.
4. **Village Directory:** Especially in the historic core (between the canal and the south village line), an accounting of every house on every street with specific information that is easily available to the public. This information should be kept from year to year so if there is a change and suddenly a 3 bdrm apartment has a 4th bdrm, it can be pinpointed when the conversion was made, if it is legal or if it needs to be red tagged and changed back. This could be modeled somewhat after the directory used in Mt.

Morris for the commercial area. Photographs should be taken of each room as per requirements for appraisers.

I appreciate all the hard work that has been put into housing oversight and code enforcement. I welcome a new code enforcement officer and look forward to fair enforcement of the law, annual inspections of rental properties and an end to illegal expansion of rental properties by adding bedrooms, driveways, parking lots and neighborhood blight.

Brockport Village Directory - Categories of information – updated annually (keep info for each year to make comparisons and observe trends and both legal and illegal development).

Property address
Owner name, phone, address
Caretaker name, phone & address if owner is more than 60 miles away.
Assessed value
Latest purchase price & date
Number of units
Owner occupied &/or rental?
Annual rental registration info
Square feet / unit if possible
Bedrooms / unit
Bathrooms / unit
Lot size
Driveway / parking area size
Out buildings: barn / garage / shed
3 to 4 exterior photos: front, 2 sides & back if possible
Photos of each room including hallways and bathrooms (as per current appraisal requirements)
Date of last inspection by village code enforcement officer
Date of last C of O

Trustee Hannan said she will speak to some of this during her report later in the meeting.

- Andrew Saul of Main Street read the following prepared comments into the record:
 - Congratulations on \$200,000 Main Street grant
 - It is odd that 11 Monroe Avenue, at the corner of Main Street, right across from the Historical Society's Morgan Manning House, has spray graffiti on two sides of the building and that it has been there for 9 months.
 - The Village has spent about \$50,000 per year for a Code Enforcement Officer for each of the past 10 years. That is nearly half a million dollars. The most current code enforcement department budget that I have seen with a FOIL request is just over \$80,000 annually.
 - It seems that graffiti across from the Morgan Manning House is not getting action. One reason might be that in the Village Code, my search did not turn up the work "graffiti" even once. Such an omission cannot be in the interest of the people.
 - Our present, if perhaps interim, Code Enforcement Officer has earned a reputation for conscientiousness and thoroughness. Good. Now let's finish the job and let's have a complete code that we can enforce.
 - Here is language that may be added to Brockport's Village Code.
 - o "It is the responsibility of the owner, occupant, agent or operator of the property which has been defaced without said person's consent or permission to remove completely said graffiti from the property immediately upon receipt of written notice of such defacement from the Building Inspector or Code Enforcement Officer. Failure of the owner, occupant, agent or operator of the property to comply shall subject said person to the penalties provided in the Code of the Village of Brockport for the first offense. Each day of noncompliance shall be deemed a separate offense and shall subject the person to additional fines not to exceed the maximum set forth in the Code for each offense."
 - It is important that a grandfather clause is specifically excluded.
 - Thanks to our BPD for their presence, especially in the vicinity of high-density traffic near Monroe and Main, which definitely keeps vehicles from speeding and thereby making pedestrians safer. But, the BPD cannot be there 24/7. However, the traffic is. Not all drivers are yielding to pedestrians in crosswalks.
 - The Village needs 1) wider, more prominent crosswalks 2) 25 MPH speed limit 3) thicker bars, wider bars on pavement 4) vertical signage. Thank you.

OATH OF OFFICE: None

CERTIFICATES & PROCLAMATIONS: None

GUESTS:

o Mary Ann Thorpe, Selection Committee Chair – Results/Presentation – Monika W. Andrews Creative Volunteer Leadership Award - Trustee Andrews apologized that Mary Ann Thorpe could not attend. He introduced Selection Committee members Helen Maier and Kermit Mercer who presented the award and honorable mentions.

“On behalf of the selection committee we congratulate each of the candidates for their outstanding contributions of time and talent to our communities of Brockport, Clarkson and Sweden.

Three nominations were submitted by friends and colleagues. Debra Cody, Jessica DeToy, and Donald Lage. Each nominee was worthy of this recognition.

Debra Cody is a dedicated supporter of the Seymour Library. Her work in the areas of fund raising, program coordinating and Craft Club Leader was instrumental in raising \$35,000 for library computers and furniture.

Jessica DeToy is a young woman who took the initiative to raise the awareness and donations to the food shelf at St. Luke’s. Jessica promoted a “Souper Sunday” collecting far more cans of food than was Jessica’s original goal. Her energy and enthusiasm inspired fellow church members to join her campaign to feed the hungry. This campaign has run for three years, surpassing their goals each year.

Donald Lage took on a ten year project for the restoration of the Clarkson Academy, also known as Clarkson School house. The entire mechanical system and most of the architectural elements had to be restored. The building had been boarded up for approximately thirty years. Don had a background in construction and an ability to encourage others to buy into this project, both financially and with in-kind-services. He worked with roofers, carpenters, painters, craftsmen and electricians to save a bit of Clarkson history. The longevity of the project, 10 years and approximately 4,500 man hours, the number of tradesmen involved, this \$1,000,000 plus project was completed at a cost of \$160,604 most of which were financed by grants. Don returned to the community a full restored “architectural gem.”

We, the committee, feel that Monika would be proud of each of these candidates and their contributions to our communities.

Following more than two hours of discussion a unanimous vote selected Don Lage as this year’s recipient of the “Monika W. Andrews Creative Volunteer Leadership Award.”

The achievements of Deb Cody and Jessica DeToy were also commendable. The committee recognizes each of them with an Honorable Mention.

Respectfully submitted,
Mary Ann Thorpe, Committee Chair

The Monika W. Andrews Creative Volunteer Leadership Award Is hereby presented by the Municipalities of Brockport, Sweden, and Clarkson to Donald Lage in recognition of outstanding service to their community through creative, innovative leadership as a volunteer.

Don Lage said he appreciates the award. He said over 10 years he had a lot of help including but not limited to the Clarkson Town Hall and Highway Department, CPA Bob Fox who said “you do the work and we’ll get the money”, and many individuals. He is thankful to everyone including his wife Rita and the Good Lord.

The selection committee for the Monika W. Andrews Creative Volunteer Leadership Award hereby presents a certificate of merit to Jessica DeToy in recognition of meritorious service to the greater Brockport community.

Jessica DeToy said she is thankful for the honorable mention. She enjoys helping the community and appreciates the support of her family and friends.

The selection committee for the Monika W. Andrews Creative Volunteer Leadership Award hereby presents a certificate of merit to Debra M. Cody in recognition of meritorious service to the greater Brockport community.

Deb Cody said it is an honor to be recognized. She said her success would not be possible if not for the

people that serve on the After Hours Committee, the Library staff, volunteers and Library Board. She said she never met Monika but knew of her many acts of compassion. She is very thankful.

Trustee Andrews thanked the awardees and the committee.

Mayor Blackman said this serves as a reminder of the incredible spirit of volunteerism in the Greater Brockport community.

CONSENSUS ITEMS:

- **APPROVAL OF MINUTES:**

→ Trustee Andrews moved, Trustee Ciciotti seconded, carried 5/0 that the minutes of the 01/06/14 meeting be approved as amended.

→ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 that the minutes of the 01/27/14 work session be approved as amended.

- **APPROVAL OF BILLS TO BE PAID**

→ Trustee Hannan moved, Trustee Ciciotti seconded, carried 5/0 that the bills be paid upon audit.

A/P Clearing Account

	<u>Abstract Date</u>	<u>Amount</u>
FUND (A): <u>General</u>	02/03/14	\$39,609.89
FUND (F): <u>Water</u>	02/03/14	\$879.23
FUND (G): <u>Sewer</u>	02/03/14	\$437.85
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust & Agency</u>	-	-
		\$40,926.97 grand total

Note: 2/12/14 – had to void a check for \$1,270.78 from Fund (A) and re-issue as 2 separate checks for \$1,269.78 and \$1.00 on 2/12/14.

CLERK REPORT: Clerk – Leslie Ann Morelli

- 2014 Events Schedule – need information by 3/7 – Clerk Morelli reminded that information is needed by 3/7 for the 2014 Events Schedule.

- Resolution to stagger initial terms of Village Justices – Clerk Morelli shared that she has to put out the notice for electing village officers and wondered if the terms for the justices should be the same or staggered. If they should be staggered, the Village Attorney proposes adoption of a resolution. However, this would be subject to permissive referendum.

→ Trustee Andrews moved, Trustee Ciciotti seconded, carried 5/0 to adopt such resolution.

**NOTICE OF ADOPTION
OF RESOLUTION SUBJECT TO PERMISSIVE REERENDUM**

NOTICE IS HEREBY GIVEN that at a regular meeting held on the 3rd day of February, 2014, the Village Board of the Village of Brockport duly adopted a resolution, an abstract of which follows, which resolution is subject to a permissive referendum pursuant to Article 9 of the Village Law of the State of New York.

A. The resolution adopted by the Village Board of the Village of Brockport on October 7, 2013 is amended to provide that the initial term of one of the Village Justices shall be two years, and the initial term of the other Village Justice shall be four years; and said resolution is amended to read as follows:

1. Pursuant to Village Law § 3-301, Subdivision 2a, the Village of Brockport voted to create the office of Village Justice. There shall be two elected justices. The initial term of one of the Village Justices shall be two years and at the completion of the initial two-year term the office shall be filled by election for subsequent terms of four years. The initial term of the other Village Justice shall be four years and at the completion of the initial term the office shall be filled by election for subsequent terms of four years; all in accordance with § 3-302, Subdivision 3, of the Village Law.

2. The board requested a sum not to exceed \$27,000 for the setup of such court, with costs to include necessary alterations to the village hall for courtroom and judges' office, purchase of court software, computers, and online law books. These funds are to come from delinquent parking ticket income.

BY ORDER OF THE BOARD OF TRUSTEES OF THE VILLAGE OF BROCKPORT

Discussion:

Trustee Hannan said it is best not to adopt the resolution. She suggests leaving it as it is.

Trustee Ciciotti asked who asked the Village Attorney to prepare the proposed resolution.

Clerk Morelli said she did after consulting Mayor Blackman. It wasn't made clear until he provided the resolution that it would be subject to permissive referendum. There is no requirement to stagger the terms of the justices. It could be left as is.

Call to Question:

Trustee Andrews	no
Trustee Ciciotti	no
Trustee Hannan	no
Trustee La Pierre	no
Mayor Blackman	no

Result: resolution NOT adopted – terms of the justices will remain the same and not stagger

o Notice for Electing Village Officers – Clerk Morelli said that now modifies the proposed notice and it will read as follows:

VILLAGE OF BROCKPORT
NOTICE FOR ELECTING VILLAGE OFFICERS

PLEASE TAKE NOTICE:

That the Annual General Village Election in and for the Village of Brockport will be held on Tuesday, June, 17, 2014 from Noon to 9pm with the following officers to be chosen: One (1) Trustee to complete a term to 06/30/16, and Two (2) Justices, each to complete a four (4) year term to 06/30/18.

That the first day to circulate independent nominating petitions is Tuesday, April 1, 2014, and the last day to file said petitions at Monroe County Board of Elections is Tuesday, May 13, 2014. Petitions must indicate the office(s) and term thereto, for which it is filed, and

That the applications for absentee ballots will be accepted by Monroe County Board of Elections no earlier than Monday, February 17, 2014 and no later than Tuesday, June 10, 2014 for applications to be mailed or Monday, June 16, 2014 for personal applications by applicant or his/her agent.

That questions should be directed to Monroe County Board of Elections at (585) 753-1550.

PERSONNEL ITEMS:

o LGRMIF – Village Hall Inactive Records Project – appoint person(s) to be paid by grant

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Clerk Morelli shared that she and Deputy Clerk-Treasurer Erica Linden narrowed down the 57 (48 complete) applications down to 4 they interviewed. There were many good applicants who will be encouraged to apply for the part time DPW Clerk vacancy. Clerk Morelli said the materials of the recommended hires were forwarded to the Board today. One has done a very similar project in another municipality. The other would work well with her and is a Village resident. Two people to work together part time rather than 1 person working alone full time is ideal and the grant allows for it. The interviewees were all interested in doing it that way. These are temporary employees paid through the Village by the LGRMIF grant monies. Training by the State rep will take place later this week or early next week for the project to be completed by the end of June, if not sooner. This is one step of possible others to come for improved Village Hall inactive records management.

Trustee Andrews commended Clerk Morelli for working with the grant writers last year to get this grant and for her and Deputy Clerk-Treasurer Linden overseeing this project.

→ Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 to appoint Lisa Campbell and Corey Stepanek as Temporary Records Clerks to carry out an LGRMIF inactive records project at Village Hall – temporary part time positions with project completion of June 27th or sooner at \$18 per hour, no benefits, to share 710 hours of work.

o Authorize advertising & approve vacancy notice – part time DPW Clerk vacancy –

→ Trustee La Pierre moved, Trustee Andrews seconded, Trustee Hannan opposed, carried 4/1 to authorize advertising and approve the following vacancy notice:

PART-TIME DEPARTMENT OF PUBLIC WORKS CLERK
VILLAGE OF BROCKPORT

The Village of Brockport seeks individual to assist the Department of Public Works under the leadership of the DPW Superintendent in a variety of clerical, customer service and record keeping functions.

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

Part time Monday through Friday 20 hours per week between 7am-3:30pm to be determined. \$11.09 per hour. Eligible for the same percentage increase June 1st each year of all other non-union employees. No benefits. New York State Retirement System.

Note: This position is to be reviewed by Civil Service for re-titling – hopefully as exempt or non-competitive which would not require hiring off a certification of eligibles. Initial hire may have to be classified as temporary or provisional until such determination is made.

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

Application deadline: Noon, Tuesday, February 18, 2014

- Accept resignation – DPW Laborer Todd Longstreth as DPW Laborer –

→ Trustee La Pierre moved, Trustee Hannan seconded, carried 5/0 to accept the resignation of DPW Laborer Todd Longstreth with regret and thanks for his 15+ years of service since June 1998.

- Authorize advertising & approve vacancy notice – DPW Laborer vacancy -

→ Trustee La Pierre moved, Trustee Andrews seconded, to authorize advertising the DPW Laborer vacancy.

Discussion:

Trustee Hannan suggested taking a broad view approach and looking at the staffing level at DPW to determine adequate staffing and whether that is through hiring part time laborers or additional seasonal laborers rather than automatically filling with full time. She believes it wise to discontinue the pattern of immediately filling full time vacancies. She said there may be options to consider that would prove to be more cost effective.

→ Trustee Andrews amended the motion, Trustee Hannan seconded to have the Village Board liaisons to DPW consult with the DPW Superintendent between now and the next meeting and return with a plan.

Discussion:

Trustee La Pierre reminded the Board that he will be unavailable 2/21-3/21.

Trustee Ciciotti suggested she work with Trustee Hannan on this in Trustee La Pierre's absence.

Trustee La Pierre said he has no problem with that, but believes this vacancy should be filled and that a full-fledged manpower study for DPW would be worthwhile for any additional hiring.

Trustee Hannan said she does not believe filling this vacancy is necessary right away. She would rather see part time hiring and seasonal hiring at needed times of the year.

Mayor Blackman said DPW deserves the same level of attention paid to the Police Department when it recently underwent a manpower study.

Trustee La Pierre concurred with that – after this vacancy is filled.

Trustee Andrews asked Trustee Hannan if she was amenable to that approach.

Trustee Hannan said that is fine. However, DPW may go quite some time before another voluntary

vacancy.

Trustee La Pierre commented that the vacancy notice should use the same language that the Laborer **MINUTES OF VILLAGE BOARD MEETING HELD February 3, 2014 continued.....page 8**

job description does as to minimum requirements regarding driver's license.

→ Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 to authorize advertising and approve the following vacancy notice and to have the Village Board liaisons to DPW undertake a manpower study to understand long term personnel needs:

**FULL-TIME DEPARTMENT OF PUBLIC WORKS LABORER
VILLAGE OF BROCKPORT**

The Village of Brockport is accepting applications for full-time Laborer. Possession of a valid New York State Motor Vehicle Operator's License CDL Class B is required. Pay and benefits per Union contract. New York State Retirement System.

Download employment application and job specifications from www.brockportny.org or pick up from Village Hall. Forward completed employment application by e-mail to: elinden@brockportny.org or by mail to: Attention: DPW Laborer Search Village of Brockport 49 State Street Brockport, NY 14420.

Application deadline: Noon, Tuesday, February 18, 2014

OLD or NEW BUSINESS:

- Authorize Mayor to execute contract – J. O'Connell & Associates – grant administration NYS Main Street grant –

Mayor Blackman said administration of this grant is quite complicated. The grant covers the cost of grant administration. It makes sense that J. O'Connell & Associates do such as they wrote the grant.

→ Trustee Andrews moved, Trustee Hannan seconded, carried 5/0 to authorize the Mayor to execute the contract with J. O'Connell & Associates, Inc. Grants Consultants for the purposes of grants administration for the Village of Brockport - New York State Main Street Grant (SHARS ID #20130349, CHA ID #26854.

THIS AGREEMENT, made this _____ day of _____, 2014 by and between **J. O'CONNELL & ASSOCIATES, INC. GRANTS CONSULTANTS**, having its principal place of business at 10646 Main Street, Clarence, New York 14031, hereinafter referred to as "J. O'CONNELL & ASSOCIATES, INC.," (A NYS Certified Woman Owned Business), and the **VILLAGE OF BROCKPORT** having its principal place of business at 49 State Street, Brockport, NY 14420, hereinafter referred to as "THE ORGANIZATION."

WITNESSETH:

WHEREAS, J O'CONNELL & ASSOCIATES, INC., is engaged in the business of grants consultation; and

WHEREAS, THE ORGANIZATION is desirous of retaining the professional services of J. O'CONNELL & ASSOCIATES, INC.;

NOW, in consideration of the mutual promises and covenants contained herein, it is agreed between the parties hereto as follows:

1. That THE ORGANIZATION retains the professional services of J. O'CONNELL & ASSOCIATES, INC. for the purposes of grants administration for the Village of Brockport - New York State Main Street Grant (SHARS ID #20130349, CHA ID #26854). Grants Administration commences upon notification of grant award by the NYS Office of Community Renewal, and signing of this contract.
2. This agreement will be in effect throughout the entire term of the project, and will end when all necessary documentation is complete, and in compliance with the regulations of the NYS Office of Community Renewal - Main Street Program.
3. That THE ORGANIZATION agrees to pay J. O'CONNELL & ASSOCIATES, INC. for services

rendered hereunder, the sum of Fifteen Thousand (\$15,000.00) Dollars, payable as per the attached Cost Proposal.

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4. In consideration of the sums to be paid by THE ORGANIZATION, J. O'CONNELL & ASSOCIATES, INC. agrees to perform all necessary reporting and documentation to NYS Office of Community Renewal, including:

- (1) Communicating with, or meeting with the NYS Main Street Program Representative as the Village of Brockport's administrative representative on the project;
- (2) Communicating with, or meeting with ORGANIZATION'S personnel and the other representatives in order to provide required information to the NYS Main Street Program Representative;
- (3) Attend, upon request, one public informational meeting with THE ORGANIZATION to present information and answer questions regarding the Main Street Program;
- (4) Review THE ORGANIZATION'S selection of projects in the target area to make sure they are in compliance with the Main Street Program;
- (5) Upon receipt of accounting paper work from THE ORGANIZATION, prepare all documentation needed in order to satisfy accounting of expenditures to NYS Office of Community Renewal;
- (6) Provide guidance to THE ORGANIZATION representative regarding property owners obtaining interim financing;
- (7) Provide guidance and review to THE ORGANIZATION representative regarding contracts between THE ORGANIZATION and the property owners;
- (8) Provide assistance to THE ORGANIZATION regarding a contractor list that meets program requirements;
- (9) Assist with the development and review of a scope of work for each property owner and initial estimate of costs;
- (10) Prepare and submit all necessary paperwork to the State Historic Preservation Office (SHPO) on each project element that requires such action;
- (11) Prepare and submit all compliance reports and documentation to the Affirmative Action Office regarding Women and Minority Owned Business Enterprises;
- (12) Review all forms that are provided to project participants to make sure they are in compliance with program requirements; and,
- (13) Provide close out documentation as required to the Regional NYS Main Street Program Representative.

5. Reimbursable Expenses:

Travel - If THE ORGANIZATION requests the presence of J. O'CONNELL & ASSOCIATES, INC. at an out of town meeting regarding the administration of this NYS Main Street grant, travel is billable at the IRS rate. Out of town travel would be travel outside of the Western New York Area, or 100 miles round trip from the offices of J. O'CONNELL & ASSOCIATES, INC.

Other Reimbursable Expenses - The cost and time to print any materials that cannot be printed or reproduced at the offices of J. O'CONNELL & ASSOCIATES, INC.

6. ORGANIZATION'S RESPONSIBILITIES - It will be the responsibility of THE ORGANIZATION to provide or do the following:

- Develop, print and distribute all informational materials presented to the public regarding the Main Street Program.
- Arrange the time and place of all public informational meetings and be in attendance.
- Notify participants of the program (property owners) within 30 business days of the submission of a complete application of the disposition of that application.
- Enter into a contract with each property owner to provide the agreed upon funding through the Main Street Grant Program, after the property owner agrees to the scope of work and the work beginning within 30 days of the Village of Brockport's approval.
- Provide a contractor's list to all property owners that have been established for the program.
- Be responsible for writing and signing all financial transactions under the Main Street Program.
- Provide a "Declaration" in a form approved by the program to each property owner, and file with the County Clerk, assuring that the property owner received Main Street funding

and will maintain the property in a manner consistent with the program objectives for a period of 5 years.

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- Provide oversight for a period of 5 years, after the end of the grant contract, to all properties that were assisted with Main Street funding to assure that all properties are maintained in a manner consistent with the program objectives. Report to the program any property that is in non-compliance.

*NYS Main Street Program
Village of Brockport*

Cost Proposal

Item	Cost Type	Enter Cost
Phase I: Project Start (Upon signing of contract)	Lump Sum	\$ 5,000.00 (To be billed at start date)
Phase II: Construction Start	Lump Sum	\$4,000.00 (To be billed at construction start date)
Phase III: All Construction Ends	Lump Sum	\$ 4,000.00 (To be billed at construction end date)
Phase IV: Project Completion and Final Reports to NYS Main Street Program	Lump Sum	\$ 2,000.00 (To be billed upon completion)
	TOTAL COST	\$15,000.00

<i>Company</i>	J. O’Connell and Associates, Inc. Grants Consultants
Name	Jean K. O’Connell
Address	10646 Main Street, Clarence, NY 14031
Phone	(716) 759-8580 ext. 211
Email address	joconnell@grantsareus.com
Signature	
Date	1/16/14

- Authorize grant application Erie Canalway – for Low Bridge High Water Celebration –

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

RESOLVED, to authorize application for a 2014 Erie Canalway National Heritage Corridor’s 2014 Event and Festival Sponsorship Program to help fund “Low Bridge, High Water: A Canal Opening Celebration the week of April 28-May 4. Funding from Erie Canalway National Heritage Corridor will be used toward the cost of entertainment, programming, and marketing.

- Authorize grant application CDBG – West Avenue Water Main Replacement –

→ Trustee La Pierre moved, Trustee Hannan seconded, carried 5/0 to adopt the following resolution:
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RESOLVED, to authorize application due 2/14/14 for a CDBG grant from Monroe County for the replacement of the existing 6” cast iron water main with approximately 800 linear feet of new 12” ductile iron water main and appurtenances along West Avenue between 41 West Avenue and Graves Street.

- SEQR – West Avenue Water Main Replacement –

→ Trustee Hannan moved, Trustee Ciciotti seconded, carried 5/0 to adopt the following resolution:

RESOLVED, that in accordance with the New York State Environmental Quality Review (SEQR) procedures, the Village Board of the Village of Brockport has reviewed the significance of and potential environmental impact of the replacement of the existing 6” cast iron water main with approximately 800 linear feet of new 12” ductile iron water main and appurtenances along West Avenue between 41 West Avenue and Graves Street.

RESOLVED, that the Village Board hereby concurs with Chatfield Engineers, P.C. that the Project is considered a Type II Action in accordance with 6NYCRR Part 617.5(c)(2): a replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site

RESOLVED, that the Village Board hereby accepts the Environmental Assessment of this project, prepared by Chatfield Engineers, P.C. The Village Board further declares that, based on the Environmental Assessment, it finds that the project will result in no significant adverse impacts to the environment and requires no further action.

VILLAGE BOARD REPORTS:

- Mayor Margaret B. Blackman
 - NYCOM Legislative Meeting 2/9-2/10 – Mayor Blackman shared that she has registered for this – an opportunity to meet with legislators and the Governor. There are sessions on federal funding for local governments, negotiating union contracts, dealing with abandoned properties, etc. She will cover train travel and meal costs. She asked that the Village cover the \$400 hotel cost and \$230 registration costs.

→ Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 authorizing said hotel and registration costs for the Mayor to attend the NYCOM Legislative Meeting.

Mayor Blackman shared that the following shared services memo was prepared for NYCOM in their continuing efforts on behalf of Villages.

In response to your request that Villages provide you with information on shared services, below are some of the shared services and equipment with the Village of Brockport and neighboring villages, the Towns of Sweden and Clarkson, and our fire and school districts. Most of these involve our Department of Public Works. I would add that, like other municipalities, we are continually looking for costs savings as well, a few of which I have itemized.

Shared Services—some are covered by formal MOU’s, others are handshake agreements

- Our DPW has inter-municipal agreements with all of the Towns and Villages in Monroe County to share in equipment when needed.
- Our DPW shares a sewer camera with the Village of Hilton and Village of Spencerport. The cost of the equipment and its maintenance is split three ways.
- Our DPW shares a sewer flush truck with the Town of Sweden. The Town purchased the chassis and cabin and the Village purchased the tank and pump. Maintenance costs are shared as well.
- Our DPW shares equipment with Brockport Central School District (BCSD) and they use our salt storage facility.
- Our DPW plows the Brockport Fire District parking lots within the Village.
- Our DPW and the Town of Sweden and Town of Clarkson Highway Departments alternate annually the

plowing of the parking lot of the Seymour Library - our tri-community library.

- Our DPW fuel dispensing system serves the Brockport Fire District equipment and Brockport Ambulance equipment. They purchase fuel from us.

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- Our DPW has a water system maintenance agreement with the Brockport Central School District (BCSD) and the local hospital.
- Our DPW and the College at Brockport share equipment, typically bucket trucks and grounds maintenance equipment.
- Our DPW street sweeper sweeps Brockport Central School District (BCSD) property and College property on occasion in exchange for other services from them.

Cost Savings

Staffing-

We have left vacant the positions of Village Manager, part time Economic Development Coordinator, DPW (Water) Foreman, and part time Police Clerk. We have reduced Village Hall Clerk-Treasurer staff from 4 full time to 3 full time and 1 part time (Treasurer).

Insurance –

We saved money by switching insurances – from Houston Casualty to NYMIR, from PERMA to UNYMWCP (a self-insured workers comp entity of 17 municipalities), and to a high deductible health insurance plan.

Grant writing –

Hiring a grant writing firm in 2012 has paid off handsomely with the award of several grants, including most recently a \$200,000 Main Street Grant.

Parking Ticket Collections –

In 2013 an MOU with the Town of Sweden and the Sweden Town Court has allowed us to recover delinquent parking fines, some dating back to 2008.

Radio-Read Water Meters –

The installation of radio read water meters throughout the village (90% residential complete) has resulted in 100% accurate reading of water meters, reducing time and labor costs.

Assessment –

The Village abandoned its assessing unit and turned this over to the Town of Sweden.

Law Enforcement –

The Brockport Police Department disbanded its technical services unit and uses that of Monroe County Sheriff's Office. They also use MCSO SWAT team, negotiation team, tactical robots, K-9, Scuba, etc.

Dispatch –

The Village eliminated local dispatch and went with 911.

- Seymour Library – Mayor Blackman shared that DPW Spt. Donahue spoke with the Sweden and Clarkson Highway Superintendents about the Library Board's requests to rotate among the three municipalities trash pickup and mowing to save the Library money contracting out these services. None of the 3 is in favor of such. They will, however, continue with the snow plowing rotation.

- Grants – Mayor Blackman shared that two recent grant applications were unsuccessful – an Erie Canalway National Heritage Corridor grant to fund the creation of a website for the Emily L. Knapp Museum and Library of Local History and the big Transportation Enhancement Program grant for \$775,000. The good news is that the Village of Brockport has been recommended for full funding of the Genesee Transportation Council grant at \$50,000 to develop an active transportation plan to improve the physical infrastructure for pedestrian and bicycle travel in the Village

of Brockport. It is not final until the period of public review ends on 2/10.

- Village Court - Mayor Blackman shared that she has been working with Treasurer

Hendricks on budget information for the court and in the near future will form a committee to work on putting the court in place and meeting with possible candidates to run for Judge. She reported having **MINUTES OF VILLAGE BOARD MEETING HELD February 3, 2014 continued.....page 13**

received a call from Forrest Strauss, a U or R graduate and Judge from the Village of Monroe, NY whose Village formed a court 7 years ago. He had read an article in the Democrat and Chronicle on the Village of Brockport forming a Village Court and offered his help in getting it set up.

- Parking - Mayor Blackman reported having received \$30,120 in parking fines in the year 2012. This was before we began collecting delinquent parking tickets. Our 2013 take of parking fines (collection of delinquent tickets began in May) was \$89,455. The Village paid FBS 30% of the delinquent fines or \$21,151 for a net parking fine income of \$68,304. That amount will go down as delinquent tickets go down.

- Building Inspector/Code Enforcement Officer - Mayor Blackman reported that David J. Miller, Jr. has been offered the position.

- Strong West - Mayor Blackman shared that at the invitation of Strong West, she along with Trustee Andrews and Trustee La Pierre took a tour of the facilities. There are 19 projects costing millions of dollars with the ambulatory surgical center the first to be completed. Hopefully after that will be the emergency department. Strong West plans to give a presentation to the public this spring on their progress. Mayor Blackman said after having taken the tour, she realized that the urgent care center segment of the CGI video was not video of Strong West. CGI will correct this.

- Monroe County Association of Villages - Mayor Blackman reported having attended the annual dinner of the Monroe County Association of Villages representing Brockport along with Trustee Andrews, Trustee La Pierre, Clerk Morelli, DPW Spt. Donahue, Planning Board Chair Appleby, Historian Morris, and Village Attorney Mayer.

- Brockport Chamber of Commerce – Mayor Blackman reported having attended the annual dinner of the Brockport Chamber of Commerce.

- Trustee/Deputy Mayor William G. Andrews

- New York State Canal Recreation Commission – Trustee Andrews shared that he is in the process of being appointed to the New York State Canal Recreation Way Commission.

- RPTL 421m – Trustee Andrews reported that Brockport Central School District voted to implement RPTL 421m re 60 Clinton Street.

- Monroe County Association of Villages – Trustee Andrews shared that he attended the recent annual Monroe County Association of Villages dinner.

- Brockport Chamber of Commerce – Trustee Andrews shared that he attended the recent annual Brockport Chamber of Commerce dinner.

- Canals NY – Trustee Andrews shared that he attended the recent meeting of Canals NY. Discussion took place on ways to communicate goals and objects and recruit new members. It appears that NYS Canal Corporation does not intend to reinstate hours which impacts many canal communities.

- Town Board meetings – Trustee Andrews shared that he attended the recent meetings of the Town of Sweden and Town of Clarkson Boards. The Town of Sweden Board went into Executive Session to discuss RPTL 421m.

- Main Street Grant - Trustee Andrews shared that he participated in a webinar for recipients of a Main Street grant. He is glad that J. O'Connell & Associates will be administering the grant. There were 72 applications and 20 awards. Not all awards were at the full amount of the request. We applied for and were awarded the full amount of the request.

- Strong West - Trustee Andrews shared that he toured Strong West.

- Sweden Bicentennial Committee – Trustee Andrews shared that planning

continues. The committee has agreed to include in their calendar of events the various Low Bridge High Water events that the Village will be putting on.

- Brockport Community Museum - Trustee Andrews shared that he attended the recent meeting as well as the interior display committee meeting.
- Parks & Trails NY – Trustee Andrews reported that Parks & Trails NY asked canal communities to participate in a canal count during a certain time frame last summer. There are 230 communities along the canal. Apparently, Brockport and Albion were the only participants in the user count. Brockport Main Street Bridge had a 72,390 user count. Brockport Park Avenue Bridge had **MINUTES OF VILLAGE BOARD MEETING HELD February 3, 2014 continued.....page 14** a 63,874 user count. Albion had a 31,000 user count.

- Emily L. Knapp Museum & Library of Local History - Trustee Andrews referred to the Village Board having adopted Trustee Hannan's proposal at the January 16th meeting regarding composition and roles of the committee and director and such. He suggested this be reconsidered. There is no regulation from New York State – neither the chartering office or any other agency - regarding municipal museums as to residency requirements of committee members. He sees no clear or logical reason to place residency restrictions or levels of committee members. Spreading the net more broadly to the Greater Brockport community is beneficial.

- Town/Village Joint Comprehensive Plan - Trustee Andrews said Patricia Connors continues to Chair the committee to see the update through to fruition. He will be sure the feedback from the Village's review gets incorporated.

- Historic Walking Tour Brochure - Trustee Andrews announced that the 4th edition of this popular brochure has been completed and is now available. It was published by GBDC - entirely funded by advertisers, not taxpayer money. The Stacy Kirby mural on the DPW building is on the cover of this latest edition.

- Trustee Valerie A. Ciciotti

- Building Inspector/Code Enforcement Officer – Trustee Ciciotti reported that she served on the 6-member Search Committee who spent considerable time narrowing 23 applicants to 5 then to 3 then to 1. Village residents have been vocal on needing fair and consistent code enforcement.

It was important to find a strong individual with many qualities including honesty, integrity, ethical. The Village Board weighed the Search Committee's recommendations and decided on the successful candidate as a team.

Mayor Blackman said the Village is awaiting the signed offer letter from David J. Miller, Jr., currently of Lockport. He is young, energetic, was a Sgt. in the Marines and a Code Enforcement Officer with the City of Lockport.

- Town/Village Joint Comprehensive Plan - Trustee Ciciotti commented on the importance of thorough review by the Village Board, Planning Board, and others of the update of this important document and that the unique needs of the Village are taken into consideration.

- Budget – Trustee Ciciotti commented on the importance of thorough preparation of the next fiscal year budget.

- Police Sgt. Philippy Retirement - Trustee Ciciotti shared that she attended the recent retirement party for Sgt. Philippy which conflicted with the annual Monroe County Association of Villages dinner.

- Cost Savings - Trustee Ciciotti shared that she is working with Trustee Hannan on some possible cost savings ideas.

- Trustee Carol L. Hannan

- 65 Fayette Street – Trustee Hannan shared that 65 Fayette Street, the Revitalize Brockport Project House that she purchased as a condemned property and worked with volunteers to rehabilitate – has been sold. The purpose was to help deal with a vacant, abandoned, neglected property in the Village. Such properties can have a negative impact on neighborhoods and home values. The project looks to have generated a profit of approximately \$18,000. It was intended to be seed money for GBDC to use to take on another such project. However, since that time the leadership and focus of GBDC has changed. She will discuss with them whether they will take on similar projects. She wants to be sure that any gift of money is used only for improvement of Village housing.

- Property Files - Trustee Hannan shared that with the Mayor's and Building/Codes

Office permission, she has been volunteering a couple of hours each weekday to better organize the property files currently located in the basement of the Police Department. Duplicate documents are being purged. Areas needing attention by the new BI/CEO are being noted.

- Residential Rental Properties - Trustee Hannan commented that in dealing with a few particular residential rental properties the Village has made very little progress and had no effective means of bringing them into compliance. Involvement of Building/Zoning/Code Enforcement, Police, Public Works, Clerical, Village Attorney, Justice Court, etc. can cause a huge expense that can be endless. Sometimes the violations continue with the next owner of a property. The Village has got to put its heads together to come up with an action plan – a combination of efforts – to deal with the most horrendous of the residential rental properties. She said her experience as a former special education teacher is that more of the same year in and year out simply doesn't work. Do something different.

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- Code Review Committee - Trustee Hannan reported that the CRC anticipates one more meeting to finalize its proposed amendments to Chapter 36 – Minimum Housing and Buildings Code. Then it will go to the Village Board for review and to call for a public hearing then to adopt. This will be the enabling legislation that is the key to the Residential Rental Registration statement and annual fee. Some rental property owners see a loophole and have not been paying the fee. The amendments will produce a consequence for not paying.

- House Histories - Trustee Hannan shared that she has continued to work on house histories having completed 80% of the area that will be nominated for consideration of historic district status (Park Avenue, State Street, South Street, etc.).

- Trustee John D. La Pierre

- Police Department – Trustee La Pierre shared that the PD has no scheduled overtime thus far for the month of February.

- Street Lighting Costs – Trustee La Pierre shared that he is consulting the Village of Bergen who converted their street lighting to LED to see what's involved. It seems to use 60% less electric and provide 100% more light.

Trustee Hannan said at 63% less cost.

Trustee La Pierre concurred. He said cost savings are important, but better lighting is even more important for safety.

- Strong West – Trustee La Pierre shared that he toured Strong West. They are investing a lot of money in the facility. Some of the projects are taking a little longer than anticipated, but what's resulted thus far and what is to come will be great for the community.

ADJOURNMENT:

→ At 8:32pm, Trustee La Pierre moved, Trustee Andrews seconded, carried 5/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk