

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, November 4, 2009 at 7:00pm.

PRESENT: Mayor M. Connie Castañeda, Deputy Mayor Christopher R. Martin, Trustee Kent R. Blair, Trustee Hal S. Legg, Clerk Leslie A. Morelli, DPW Superintendent Harry G. Donahue

EXCUSED: Trustee Scott W. Hunsinger, Treasurer Gina M. Tojek, Building/Zoning Officer Scott C. Zarnstorff, Police Chief Daniel P. Varrenti, Village Attorney Michael Leone, Fire Chief Scott Smith

ALSO PRESENT: Josephine Matela, Pete & Carrie Maziarz, Margay Blackman, Bernie LoBracco, Francisco & Linda Borrayo, Norm Giancursio, Joan Hamlin, Fred Webster, Jeff Woodin, Bruce Hovey

CALL TO ORDER: Mayor Castañeda called the meeting to order and led the Pledge of Allegiance. Mayor Castaneda asked that all electronic devices be silenced and noted that there is no smoking in the building or within 15 feet of the entrance/exit.

Mayor Castañeda thanked Kelly A. Smith for her service as Trustee/Vice Mayor these past 4 months and welcomed Christopher R. Martin as her appointee.

MISSION STATEMENT: "To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."

APPROVAL OF MINUTES OF PREVIOUS MEETING: Mayor Castañeda called for any additions or corrections to the minutes of the last meeting.

➔ Mayor Castañeda moved, Deputy Mayor Martin abstained due to not yet being in office, carried 3/0/1 that the minutes of the meeting held October 6, 2009, be approved as written.

The October 19, 2009 meeting minutes were tabled since there was not a quorum of those in attendance to approve them.

AUDIT – PAY BILLS:

➔ Trustee Legg moved, unanimously carried 4/0 that the bills be allowed and paid upon audit.

	<u>Date</u>	<u>Beg. Ck. # - End Ck. #</u>	<u>Amount</u>
FUND (A):			
<u>General</u>	10/20/09	179597-17958	\$6,080.00
	10/23/09	179600-179602	\$2,186.21
	11/03/09	179604	\$29.59
	11/05/09	179605-179655	\$65,289.56
			\$73,585.36 Total
<u>Reserves</u>	11/05/09	179666	\$5,181.51
			\$5,181.51 Total
<u>Fire</u>	11/05/09	179656-179665	\$2,245.32
			\$2,245.32
<u>Ambulance</u>	11/03/09	1688	\$90.48
	11/05/09	1689-1690	\$283.68
			\$374.16 Total
FUND (F):			
<u>Water</u>	10/21/09	2434	\$43,855.17
	11/05/09	2436-2449	\$11,662.61
			\$55,517.78 Total
FUND (H):			
<u>Capital Projects</u>			
			\$136,904.13 Grand Total

PUBLIC HEARINGS: None

PUBLIC INFORMATION MEETINGS: None

PUBLIC COMMENT:

1. Joan Hamlin of Park Avenue noted that the agenda lists the next Village Board meeting as

December 7th. She asked if there would be a November 16th meeting. Clerk Morelli responded that was an error. There will, indeed, be a November 16th Village Board meeting. J. Hamlin asked if the

Village would be holding its annual holiday kickoff weekend. Clerk Morelli responded that plans are

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underway for the various events the first weekend of December and information would be forthcoming. She said the Mayor traditionally selects a community member to light the tree at the tree lighting ceremony.

GUESTS: None

DEPARTMENT REPORTS: (All Department Heads are in attendance the 2nd meeting of each month)

- A. PUBLIC WORKS – Superintendent Harry G. Donahue (excused)
 - B. POLICE DEPARTMENT – Chief Daniel P. Varrenti (excused)
 - C. BUILDING / ZONING / CODE ENFORCEMENT - Scott C. Zarnstorff (excused)
 - D. FIRE / AMBULANCE / DISPATCH - Chief Scott Smith (excused)
 - 1. Membership Drops & Adds – On behalf of Chief Smith, Clerk Morelli asked the Board to consider approving the following drops: Christopher R. Martin; the following adds: John Duthoy to active ambulance, James Weaver to active ambulance, Michelle Henry to active fire and ambulance, Andrea Meiers to active fire and ambulance, Emil Yox to Explorer Post.
- Trustee Blair moved, unanimously carried 4/0 carried 3/0/1 to approve the previously mentioned drops, adds and exempt certificates (excluding that of Christopher R. Martin).
- Trustee Legg moved, Deputy Mayor Martin abstained, carried 3/0/1 to approve the drop of Christopher R. Martin.
- E. TREASURER – Gina M. Tojek (excused)
 - F. CLERK - Leslie A. Morelli
 - 1. Certificate of Village Tax Surrender – unpaid 2009 Village taxes to County relevy – Clerk Morelli shared that the surrender of unpaid 2009 Village taxes is due to the County on or before November 9th. Each board member must sign the certificate of surrender. The account of unpaid taxes, including interest through October 31, has been so compared and found to be correct. The total amount of the unpaid tax, including accumulated interest is: \$69,705.20 (\$64,541.85 unpaid Village tax plus \$5,163.35 accumulated interest). Clerk Morelli shared that this is comparable to recent years. The amounts are re-levied onto the 2010 Town/County tax bills. The County forwards payment to the Village in April.
- Deputy Mayor Martin moved, carried 4/0 authorizing said certificate of village tax surrender.
- 2. Amend Board Liaison Assignments to reflect Deputy Mayor Martin – Clerk Morelli referred to the amended Board Liaison Assignments list and asked if there needed to be any further changes. Hearing none, it was agreed a vote was unnecessary and the following amended list was accepted.

VILLAGE OF BROCKPORT

BOARD LIAISONS TO DEPARTMENTS / AREAS / BOARDS / COMMITTEES

November 2009 – July 2010

Police Department	Trustees Hunsinger & Deputy Mayor Martin
Fire & Ambulance & Dispatch	Trustees Hunsinger & Blair
Public Works	Trustees Hunsinger & Deputy Mayor Martin
Building / Zoning / Code Enforcement	Trustees Hunsinger
Budget and Finance	Trustees Legg
Personnel / Human Resources	Trustee Legg
Planning Board	Trustee Blair
Zoning Board of Appeals	Deputy Mayor Martin

Historic Preservation Board	Deputy Mayor Martin
Seymour Library Board	Trustee Legg
Tree Board	Trustee Legg
Code Review Committee	Trustee Hunsinger
Emily L. Knapp Museum & Library of Local History	Deputy Mayor Martin
Parks Committee	Trustee Blair
Welcome Center Management Committee (William Andrews, Josephine Matela, Chris Marks)	Trustee Blair
Walk Bike Brockport Action Group	Trustee Legg
Economic Development	Mayor Castañeda
Intergovernmental Relations	Mayor Castañeda
Main Street Rehabilitation Committee	Mayor Castañeda
Village Advisory Committee	Mayor Castañeda
Farmers Market	Trustee Legg
Summer Serenades	Trustee Hunsinger

G. VILLAGE MANAGER – (vacant)

H. ECONOMIC DEVELOPMENT COORDINATOR – (vacant)

I. VILLAGE ATTORNEY – Michael Leone, Esq. of Harris, Chesworth, O'Brien, Leone, et al. (excused)

VILLAGE BOARD REPORTS:

A. Mayor M. Connie Castañeda

1. Accept resignation of Christopher R. Martin as part time dispatcher –

→ Trustee Blair moved, Deputy Mayor Martin abstained, carried 3/0/1 to accept the resignation of Christopher R. Martin as part time dispatcher with thanks for his past service in this capacity.

2. 2010 Seymour Library request for funding – Mayor Castañeda referred to the correspondence from the Library Board and request for 2010 funding. The proposed cost share for the Village for library operations in 2010 is \$190,273 of \$526,416. This is up from \$177,000 +/- in 2009.

→ Mayor Castaneda moved to fund the library at \$150,000 for 2010.

Discussion:

Trustee Legg asked Mayor Castañeda how she arrived at \$150,000. Mayor Castañeda said the figure is in light of the Village's financial condition and the need to reduce spending wherever it can. Trustee Legg inquired as to the logic of cutting over \$40,000 and from what lines it would come from. He questioned if it would result in terminations or reduced staffing. He asked Mayor Castañeda if she had met with the Library Director or Library Board as to the impact. Mayor Castañeda said she had not. She had only had a brief conversation with the Library Director as to their willingness to present the proposed budget to the Boards. She learned that they were not looking to make a combined presentation to the 3 boards. Trustee Legg summarized by asking if Mayor Castañeda used no formula, has no understanding of the impact, and had no conversations with the Library Director and Board.

Trustee Blair said he had asked for a breakdown of L7410.1 personnel and L7410.4 facility and had not yet received a response.

Deputy Mayor Martin suggested holding off on any funding decision until the Village Board gets the answers they are looking for. Trustee Blair concurred and stressed the importance of doing our

homework.

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Mayor Castañeda asked Clerk Morelli to contact the Library Director and Library Board President as to availability to present the proposed budget to the Village Board at a workshop meeting next week or at the next regular meeting (November 16th).

→ Deputy Mayor Martin moved, unanimously carried to table a funding decision until the next meeting.

3. 2010 Fire Service Contracts – Mayor Castañeda reported that she just received the revised version of the draft 2010 fire service contracts from the Village Attorney. She has not had a chance to review them or to forward them to the Board. She suggested the Board hold a workshop meeting next week to the 2010 fire service contracts, the 2010 library funding, and the cash flow analysis prepared by Treasurer Tojek.

Trustee Legg suggested Mayor Castañeda forward the revised fire contracts to the Board for its next regularly scheduled meeting in two weeks.

4. Village Code – Mayor Castañeda referred to the recommendation by Code Enforcement Officer Zarnstorff and the Code Review Committee to discontinue use of General Code Publishers for the Village Code. This would be a cost cutting measure, but would require the job to be done in-house. Mayor Castañeda commented that she likes the tabs that Trustee Legg added.

Clerk Morelli said she has not yet had an opportunity to give due consideration to the proposal, as it was not on this evening's agenda, and that the maintenance of the Village code and the budget line is under the Village Clerk. However, she knows that last year's code updates were very costly due to the number of them – mostly unfunded state mandates. In the meantime, the Village Code is available electronically, is posted on the website, and will soon be available in pdf format chapter by chapter for easier search. While the format can be changed to 8 ½ by 11 in the future and the number of hard copy code books cut down, at least a few hard copies are still necessary.

Trustee Legg commented that no motion is necessary and that if in-house staff feels it's doable, then he supports it. Board concurred.

5. Cash Flow Analysis – Mayor Castañeda referred to the cash flow analysis prepared by Treasurer Tojek. She asked the Board to review it and be prepared to discuss it at the next meeting. If the Board concurs, it could be discussed at the workshop she proposed for next week or at the next regular meeting. She asked the Board to reply with their availability for a workshop next week.

Executive Session:

⇒ At 7:25pm, Deputy Mayor Martin moved, Mayor Castaneda, Trustee Blair in favor, Trustee Legg opposed, carried 3/1 that the Board of Trustees of the Village of Brockport enter into an executive session to discuss a DPW personnel matter per (d) "discussions regarding proposed, pending or current litigation" and (f) "the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation". Mayor Castaneda invited DPW Superintendent Donahue and Clerk Morelli to join the Board in executive session.

⇒ At 7:47pm, Trustee Legg moved, unanimously carried 4/0 that the Board of Trustees re-enter the regular meeting.

B. Deputy Mayor Christopher R. Martin

1. Appointment – Deputy Mayor Martin thanked Mayor Castaneda for appointing him to the position formerly held by Kelly A. Smith. He said it has been a busy week and a half. He thanked Clerk Morelli for providing him with a lot of information. He has begun getting up to speed on his liaison assignments and met with DPW Superintendent Donahue. He has scheduled a meeting with Police Chief Varrenti.

C. Trustee Kent R. Blair

1. Fire Department – Strategic Planning – Trustee Blair reminded the Board that it was agreed that a vendor be hired to conduct a site survey and assist with strategic planning for the fire department. A budget line of \$10,000 was adopted. Chief Smith had provided a quote from Holman that came in at \$6,750, less than budgeted. He solicited quotes from others to no avail.

Trustee Legg asked if the price was still valid and if the Chief believes it is appropriate and in

line with what we hope to achieve. Trustee Blair said yes. No other quotes were received.
 Deputy Mayor Martin commented that this site survey should answer questions such as
 equipment needed and placement of apparatus.

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Mayor Castañeda commented that the Towns of Sweden and Clarkson had requested a site survey after the approval to purchase the new fire pumper.

→ Trustee Legg moved, unanimously carried 4/0 to accept the quote of Holman for its site survey / strategic planning proposal at a cost of \$6,750.

2. Statement – Trustee Blair read the following statement into the record:

The village board is challenged with many difficult tasks as we have repeatedly stated over the past few months. Although we can continue to surplus items and cut small expenditures here and there, we need to be realistic. While finding ways to pay off the debt is key, if we don't change the way we do business and cut services, we will be right back into the same situation we are in currently, and with a continuous tax increase to do so.

I do not want to repeat myself, but it needs to be said, just because we have done something in the past, doesn't mean we need to do the same things in the future.

While our village treasure has been doing her magic with researching all requests sent to her, we have had a few things brought to light –

Capen Hose Company

We are asked to sign into a contract with the Capen Hose Company – this agreement requires the village of Brockport to pay for all utilities and \$4000 rent, this equates to \$22,595.09 per year.

This is a difficult topic for many because the Capen Hose Company has been around for so many years. Friends and Families have visited or have belonged to this historical fire house and have been part of the history of the Capen Hose Company. This is where we are as a board, we need to cut services that would have as little of impact to our residences as possible. Does or should the village continue to financially support a museum? By the amount of money involved in maintaining the utilities and the rent to keep a fire truck at this location would certainly have a direct impact of the future of the museum.

Just remember, set personal feelings aside, ask yourself, are you willing to continue to pay double digit tax increases each year to fund these types of projects? Also keep in mind, the research has shown that the Brockport Fire Department ISO rating would not change if the truck is housed at Capen's or 5 blocks away at Market Street.

Village vehicles

While again working with our treasure, she supplied me with a list of vehicles that the village owns – this number is an amazing 54 vehicles – This includes fire trucks, fire chief cars, police cars, DPW vehicles and etc.

The breakdown is this –

department breakdown	Total
Capen	2
DPW	24
Fire	18
Police	8
pool car	1
(blank)	
Grand Total	53

While this information may need adjustment slightly with the surplus of the Code Enforcement vehicle and the Fire Department duty officers vehicle

I will be asking each department head for a complete report of vehicle use, I will ask Harry Donohue to run a fuel usage report on each and every vehicle for the past 12 months and revisit this request once received. Depending on the findings, we will make the necessary adjustments of the use of these vehicles.

Village property

Yet again, with the assistance from our treasurer, I asked for a complete listing of all properties that the village owns. I was amazed to learn the following –

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Description	Total
Abandoned Trolley	1
Fire Department	2
Highway Garage	1
Parking Lot	5
Playground	6
Police Department	1
Sewage Facility	1
Vacant Commercial Land	7
Vacant Industrial Land	4
Vacant Land	1
Vacant Lot	2
Village Office	1
Grand Total	32

068.10-1-18.13	42 Cailyn Way	0.9	Vacant Commercial Land
068.11-8-24	5 Cailyn Way	6.2A	Vacant Commercial Land
068.10-1-18.12	Cailyn Way	14.0A	Vacant Commercial Land
068.10-1-18.16	Cailyn Way	.12A	Vacant Commercial Land
068.10-1-18.15	Cailyn Way	.37A	Vacant Commercial Land
068.10-1-18.14	Cailyn Way	.15A	Vacant Commercial Land
068.10-1-18.18	36 Cailyn Way	.2A	Vacant Commercial Land

Over 20 acres of land on Cailyn Way – we are in the process of researching the reasons for purchasing these properties. We will be pulling maps and deeds to each lot to see what we find.

Parks Committee

I was scheduled to field visit each park this past Saturday but we were rained out – We rescheduled this to November 7th – I will give a complete report at that time –

Dispatch services

Staying on topic with ridding services that would not have a direct impact on village residents, as Liaisons, Trustee Hunsinger and I have scheduled a meeting for next week with John Merklinger, of 911, representatives from both Sweden and Clarkson as well as Brockport Fire Chiefs. The purpose of this meeting is to address the impact of eliminating dispatch vs. keeping the service. It appears that there will be no impact for anyone that calls 911 to get help. In other words, business as usual – however, we will review all aspects of dispatch and the duties that come with that group.

In fact there will be one less step for fire and EMS calls to be dispatched. Currently someone in our fire coverage area calls 911, the call is received at the 911 center, keyed into the computer system and sent electronically to the dispatchers in Brockport to alert the fire and EMS personnel. This process is virtually immediate. This same flow would take place at the 911 center, instead of sending it to Brockport to be dispatched, it would be sent to a dispatcher at the 911 center to call out via the alpha pagers and tone out on county fire channel 5.

Trustee Hunsinger and I will give a full report once this meeting takes place.

Responses:

Regarding Village owned land, Joan Hamlin of Park Avenue commented and Clerk Morelli concurred that the Cailyn Way land, for example, was property deeded to the Village by the developer, as it is wetland / forever wild land that cannot be built on and must be kept natural.

Regarding Capen Hose utilities, Deputy Mayor Martin commented that the \$22,000 number is skewed and that the RG&E reconciliation shows overbilling and overpayment and a credit on the account. He said he has requested a high bill investigation and anticipates a sizeable refund as happened some

time back. He suggested that it might be worth piping for a 2nd meter to pay the utilities only for the truck that is being maintained there. He advised against moving the truck from this location during the Main Street reconstruction.

Trustee Blair said he doesn't disagree, but that one can't excuse everything. Deputy Mayor Martin said they are not excuses, simply explanations. Deputy Mayor Martin referenced utilities being discussed in contract renewals.

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D. Trustee Scott W. Hunsinger (excused)

E. Trustee Hal S. Legg

1. ID Badges – Trustee Legg referred to the new ID badges the Board is wearing this evening and thanked Clerk Morelli and the Fire Department for having them made with the used equipment purchased last year.
2. Walk Bike Brockport Action Group – Trustee Legg welcomed Ray and Ute Duncan as co-chairs of Walk! Bike! Brockport! And thanked Harry Shifton who's departing as chair. The Duncans were instrumental in originally organizing the group and he looks forward to their continued involvement. One of their first events will be the Santa Train rides in early December.
3. Grant Funding for Main Street – Trustee Legg shared that he reviewed with the Treasurer and Engineer the suitability of the USDA's Rural Development program as a possible means by which to obtain Main Street reconstruction funding. They do not believe it is a good fit. He said his previous attempts to secure federal appropriation and grant funding fell short. He learned from his follow up with local ARRA grant gatekeepers that highway money has all been allocated. He recommended the Mayor seek member item consideration from our elected state representatives and said he'd be glad to help.
4. Union Contracts – Trustee Legg read the following statement into the record:

I mentioned to the mayor in September that she ought to start thinking about how to approach the Stetson Club and CSEA contracts. Negotiating labor contracts is her responsibility by law. Police officers' salaries and benefits constitute, by far, the biggest item in the village's budget. I don't think there's a bad time to consider ways to lessen that burden. What I'd like to see in the new Stetson Club contract:

1. Expedite negotiation – I anticipate that the next three or four years will be rocky financially for the village, and so having a new Stetson Club contract in place during that time would be helpful.
2. Compensation – I would ask the same of the Stetson Club – follow the chief's benefits contract which includes no pay increase for one year. Following that flat first year, I'd like to see either another flat year or a CPI-based pay adjustment. After that second year, I'd like the remaining 1 or 2 years to have CPI-based pay increases.
3. Health insurance – I'd like to see the Stetson Club members pay 25% of the cost of their health insurance.

Summary of major objectives: agree to a 3 or 4 year contract; agree to no pay increase for 1 or 2 years, and agree to members' funding a quarter of the cost of their health insurance. This is what I'd like to see the mayor or the Stetson Club propose. I would support an agreement with terms similar to those I've outlined and urge the mayor to sign it.

ADJOURNMENT:

➔ Trustee Legg moved, unanimously carried 4/0 that the meeting be adjourned at 8:10pm.

Leslie Ann Morelli, Village Clerk