

Work Session of the Village Board of the Village of Brockport was held in the Village Court Conference Room at 49 State Street Brockport, New York, February 25, 2019 at 7:00pm.

PRESENT: Mayor Margaret B. Blackman, Trustee Annette M. Crane, Trustee Shawn Halquist, Trustee Katherine J. Kristansen, Treasurer Daniel P. Hendricks

EXCUSED: Trustee/Deputy Mayor John D. LaPierre

ALSO PRESENT: Susan Smith, Joanne Hinkley, Bill Andrews, Jim Hosford, Cathy Appleby, Fred Webster

This was a work session, not a regular meeting. No public comment.

- **CALL TO ORDER:**

- **GUEST:**

- Susan Smith – proposal as to re-organizing the Welcome Center Management Committee –

Susan Smith reviewed discussions held with the Welcome Center Management Committee regarding organization and management of the Welcome Center. College Student Intern Joanne Hinkley discussed areas to be addressed at the Welcome Center related to management practices such as accounting for fees, cash handling, issuing keys, etc.

Bill Andrews stated that the thoughts and recommendations by Susan and Joanne are very helpful and stressed that the Welcome Center volunteers are essential to its successful operation. Bill cautioned that stringent operating procedures could be daunting for some of the volunteers and that the Village Board should be careful in their implementation.

- **ACTION ITEMS (time sensitive):**

- Approval of minutes – 1/7/19 & 2/4/19 -

→ Trustee Crane moved, Trustee Halquist seconded, carried 4/0 that the minutes of the 1/7/19 meeting be approved as written.

→ Trustee Crane moved, Trustee Kristansen seconded, carried 4/0 that the minutes of the 2/4/19 meeting be approved as written (with a clarification DPW Spt. Donahue had shared with Clerk Morelli).

- Approval of bills

→ Trustee Crane moved, Trustee Kristansen seconded, carried 4/0 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>	2/14/19	\$43,980.68
	2/25/19	\$110,296.00
FUND (F): <u>Water</u>	2/14/19	\$58,286.09
	2/25/19	\$23,000.00
FUND (G): <u>Sewer</u>	2/14/19	\$1,228.07
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust & Agency</u>	-	-
		\$103,494.84 2/14/19 total
		\$133,296.00 2/25/19 total

- Authorize budget amendments and transfers from Contingency -

→ Trustee Kristansen moved, Trustee Crane seconded, carried 4/0 that the following budget amendments & transfers from Contingency be authorized:

Amendments

Expenditures

Account

#	Description	Amount	Purpose
A1110.2000	Court – Equipment	\$1,500.00	(1)
A1110.4000	Court – Contractual	\$3,030.00	(2)

A1440.4000	Engineer – Contractual Expenses	\$2,000.00	(3)
A1620.4065	Buildings – Repairs/Maintenance Smith Street Bridge	\$5,050.00	(4)
A7550.4040	Celebrations – Special Events	\$500.00	(5)
A8120.400P	Sanitary Sewer Project – Perry Street	\$2,500.00	(6)
A8189.4002	Sanitation – Landfill Testing	\$5,500.00	(7)

Total \$20,080.00

Total General Fund Expense Budget Before Amendment	\$5,976,285.00
Amendment	\$20,080.00
Total General Fund Expense Budget	\$5,996,365.00

Revenues:

Account #	Description	Amount	Purpose
A3089.7000	State Aid – Other	\$4,530.00	(1,2)
A2690.0000	Other Compensation – Reimbursement	\$2,000.00	(3)
A2680.0000	Insurance Recoveries	\$5,050.00	(4)
A9999.4200	Inner Fund Transfer – Trust Account (Monika Andrews)	\$500.00	(5)
A1710.0000	Public Works Services	\$2,500.00	(6)
A2690.0000	Other Compensation – Reimbursement	\$5,500.00	(7)

Total \$20,080.00

Total General Fund Revenue Budget Before Amendment	\$5,976,285.00
Amendment	\$20,080.00
Total General Fund Revenue Budget	\$5,996,365.00

Purpose:

- (1,2) Increase Court Budgets – JCAP grant
- (3) Increase Budget – Engineering Services – Revenues from Chromium – Havenwood Development
- (4) Increase Budget – Smith Street Bridge Repairs – Revenues from Insurance Recovery
- (5) Increase Budget – Volunteer Award – Revenue from Monika Andrews Trust Account
- (6) Increase Budget – Sanitary Sewer Project – Revenue from Monroe County
- (7) Increase Budget – Landfill Testing – Revenue from GE per Agreement

Transfers from Contingency:

Account #	From: Description	Account #	To: Description	Amount	Purpose
A1990.4000	Contingency	A1640.2000	Central Garage – Equipment	\$8,000.00	(1)
A1990.4000	Contingency	A3120.4000	Police – Contractual	\$8,000.00	(2)
A1990.4000	Contingency	A3120.4031	Police – Fleet Repairs	\$750.00	(3)
A1990.4000	Contingency	A5110.4080	Street Maint. – Uniforms	\$500.00	(4)
A1990.4000	Contingency	A5110.4100	Street Maint. – Equip. Parts	\$1,125.00	(5)
A1990.4000	Contingency	A8170.4020	Street Clean. – Sweeper Parts	\$500.00	(6)
A1990.4000	Contingency	A8170.4020	Street Clean. – Misc.	\$200.00	(7)

Purpose:

- (1) Transfer for garage hoist replacement
- (2) Transfer to increase budget for tuition reimbursement – Police Department
- (3) Transfer to increase budget – vehicle parts, brake pads, ignition coil, etc. – Police Department
- (4) Transfer funds for uniforms – DPW – costs exceeded budgeted estimates
- (5) Transfer funds for safety vests, parts from Monroe Tractor – DPW – costs exceeded budgeted estimates
- (6) Transfer funds for sweeper gutter brooms – DPW – costs exceeded budgeted estimates
- (7) Transfer funds for parts 2-way radio – DPW – costs exceeded budgeted estimates

- o Accept resignation of Michael Hayes from Housing Task Force -

→ Trustee Crane moved, Trustee Halquist seconded, carried 4/0 to accept with regret the resignation of Michael Hayes from the Housing Task Force and thanks for his service since July 2014.

- o Accept hiring recommendation for temporary clerks for Brockport Sweden LGRMIF (Local Government Records Management Improvement Fund) shared services grant project -

Per the following notice Deputy Clerk-Treasurer Erica Linden and Sweden Town Clerk Karen Sweeting have selected (3) temporary hires and have an interview tomorrow for a possible 4th temporary hire. The grant funding has to be expended by 6/30/19, so utilizing 4 instead of 2 temporary clerks will assure on-time project completion.

Notice of Employment Opportunity: Part-time, Temporary

The Village of Brockport is hiring (2) part-time temporary imaging clerks to assist the Village of Brockport and Town of Sweden with a shared services grant in preparing records for Laserfiche scanning. Desired qualifications: high school diploma and one-year experience in clerical work and/or electronic data management; some knowledge of imaging and scanning; good interpersonal communication skills, organizational skills and the ability to work independently. Work includes preparing records for scanning, verifying images and integrating into a file server. Will receive training in the management of records. Pay rate \$15 per hour, no benefits, 20-29 hours a week, March 1-June 30, with possible extension of project. Please submit letter of interest and resume to elinden@brockportny.org or Village of Brockport, Attention: Erica Linden, 127 Main Street, Brockport, NY 14420 – deadline to apply February 13, 2019.

Mayor Blackman said since the name of the recommended 4th temporary hire is not yet known, but anticipated tomorrow from Deputy Clerk-Treasurer Linden, hiring on the record would be held off until the March 4th Village Board meeting.

ITEMS FOR DISCUSSION / REVIEW:

- o 6/1/19-5/31/20 Budget preparation – with Treasurer
 - o Financial reports for period ending 1/31/19 -
- o 2019-2020 budget development -

EXECUTIVE SESSION: none

ADJOURNMENT:

→ At 8:30pm, Trustee Kristansen moved, Trustee Crane seconded, carried 4/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk
from notes of Daniel P. Hendricks, Treasurer

