

Work Session of the Board of Trustees of the Village of Brockport was held in the Conference Room, Municipal Building, 49 State Street, Brockport, New York, February 5, 2013 at 7:00pm.

PRESENT: Mayor M. Connie Castañeda, Trustee William G. Andrews, Trustee Margaret B. Blackman, Trustee Kent R. Blair, Trustee Carol L. Hannan, Treasurer Daniel P. Hendricks, Building/Zoning/Codes Officer Scott C. Zarnstorff, Police Chief Daniel P. Varrenti, Superintendent Harry G. Donahue

ALSO PRESENT: Fred Webster, Norm Giancursio

This was a work session, not a regular meeting. No public comment.
Intended for Board discussion, not action. Therefore, meeting minutes are not required.
If any action is taken, a Board member takes notes and provides to Clerk.

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

○ **ITEMS FOR DISCUSSION / REVIEW:**

- With Treasurer & Department Heads –
 - 06/01/13-05/31/14 Budget –
 - Department Heads – present budget requests/estimates
 - Treasurer – present preliminary overview of revenues
 - Non-Union employees wages & benefits
 - PILOT – Park Place Apartments

EXECUTIVE SESSION:

→ At 8:30pm, Trustee Blackman 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 8:54pm, Trustee Andrews moved, Trustee Blair seconded, carried 5/0 that the Board of Trustees of the Village of Brockport re-enter the regular meeting.

• **ADJOURNMENT**

→ At 8:54pm.

Upcoming:

- 7pm Tuesday, 2/12 – Village Board meeting
- Monday, 2/18 – Village Hall closed for holiday
- 7pm Tuesday, 2/26 – Village Board meeting (w/ Attorney, Treasurer, Department Heads)

Leslie Ann Morelli, Village Clerk
From notes of Mayor Castañeda

Village of Brockport

2013-14

Preliminary Budget Presentation

February 5, 2013

Agenda

Review of Department Budget Requests

Code Enforcement

Public Works

Public Safety

Revenues

Village of Brockport

2013-14

Preliminary Budget

Code Enforcement

February 5, 2013

Village of Brockport						
2013-14 Preliminary Budget						
Line Item Budget						
	Acct. Code	Actual 2011-12 Expenditures	Adopted 2012-13 Budget	Preliminary 2013-14 Budget	\$ Change	% Change
Safety Inspection						
Code Enforcement - Personnel Services	A3620.1000	74,475	80,659	83,079	2,420	3.00%
Code Enforcement - Equipment	A3620.4000	-	300	300	-	0.00%
Code Enforcement - Telephone/Cell	A3620.4010	1,047	1,300	1,500	200	15.38%
Code Enforcement - Training	A3620.4020	22	300	500	200	66.67%
Code Enforcement - Computer Supplies	A3620.4030	-	300	300	-	0.00%
Code Enforcement - Fuel	A3620.4040	1,358	1,800	1,800	-	0.00%
Code Enforcement - Association Dues	A3620.4050	180	200	250	50	25.00%
Code Enforcement - Uniforms	A3620.4080	-	100	200	100	100.00%
Code Enforcement - Miscellaneous	A3620.4090	908	800	800	-	0.00%
Code Enforcement - Postage	A3620.4200	772	800	800	-	0.00%
Code enforcement - Vehicle Maintenance	A3620.4210	-	500	450	(50)	-10.00%
Total		78,760	87,059	89,979	2,920	3.35%

Village of Brockport

2013-14

Preliminary Budget

Public Works

February 5, 2013

Village of Brockport						
2013-14 Preliminary Budget						
Line Item Budget						
	Acct. Code	Actual 2011-12 Expenditures	Adopted 2012-13 Budget	Preliminary 2013-14 Budget	\$ Change	% Change
Engineering						
DPW - Engineering Services	A1440.4000	2,011	5,000	5,000	-	0.00%
Sub-Total		2,011	5,000	5,000	-	0.00%
DPW -Administration						
DPW -Personnel Services	A1490.1000	105,146	110,532	116,603	6,071	5.49%
DPW - Conference	A1490.4020	160	300	300	-	0.00%
DPW - Office Sup/Postage	A1490.4030	643	700	700	-	0.00%
DPW - Permits, Fees, License	A1490.4040	160	300	300	-	0.00%
DPW - Miscellaneous	A1490.4090	(14)	500	500	-	0.00%
Sub-Total		106,096	112,332	118,403	6,071	5.40%
Buildings						
Natural Gas-DPW	A1620.4020	4,794	6,000	6,000	-	0.00%
Gas-1 Clinton St	A1620.4021	1,190	1,500	1,500	-	0.00%
Gas-49 State St	A1620.4022	1,757	2,000	2,000	-	0.00%
Electric-DPW	A1620.4030	5,930	6,300	6,300	-	0.00%
Electric-1 Clinton	A1620.4031	9,490	10,000	10,000	-	0.00%
Electric-49 State	A1620.4032	4,059	4,800	4,800	-	0.00%
Electric - Main St. Sign	A1620.4034	-	-	300	300	
Janitorial Supplies	A1620.4050	751	750	750	-	0.00%
Janitor Supplies-Police	A1620.4051	128	500	4,150	3,650	730.00%
Janitor Supplies-Admin	A1620.4052	549	7,800	4,300	(3,500)	-44.87%
Bldg. Repairs	A1620.4060	16,025	9,000	9,350	350	3.89%
Bldgs. - Telephone-DPW	A1620.4070	1,653	1,200	1,200	-	0.00%
Bldg. Repairs Miscellaneous	A1620.4090	1,802	3,000	3,000	-	0.00%
Sub-Total		48,130	52,850	53,650	800	1.51%

Village of Brockport						
2013-14 Preliminary Budget						
Line Item Budget	Acct. Code	Actual 2011-12 Expenditures	Adopted 2012-13 Budget	Preliminary 2013-14 Budget	\$ Change	% Change
Garage						
Garage- Contractual	A1640.4000	1,168	1,600	1,750	150	9.38%
Garage- Fasteners	A1640.4010	804	1,000	1,000	-	0.00%
Garage- Auto/Electrical	A1640.4020	2,056	650	650	-	0.00%
Garage- Tools	A1640.4040	1,045	1,550	1,000	(550)	-35.48%
Garage- Welding Supplies	A1640.4050	434	500	500	-	0.00%
Garage- Fuel Additives/Oil	A1640.4060	3,025	3,375	3,375	-	0.00%
Garage- Shop Supplies	A1640.4070	2,320	2,500	2,500	-	0.00%
Garage- Hydraulic Supplies	A1640.4080	-	-	1,000	1,000	
Garage- Miscellaneous	A1640.4090	1,051	4,425	4,425	-	0.00%
Sub-Total		11,903	15,600	16,200	600	3.85%
Traffic Control						
Traffic Control - Signals	A3310.4010	553	600	600	-	0.00%
Traffic Control - Paint	A3310.4020	1,749	1,500	1,500	-	0.00%
Traffic Control - Signs	A3310.4030	1,576	2,500	2,500	-	0.00%
Traffic Control - Channels & Posts	A3310.4040	1,460	1,300	1,300	-	0.00%
Traffic Control - Miscellaneous	A3310.4090	83	400	400	-	0.00%
Sub-Total		5,420	6,300	6,300	-	0.00%

Village of Brockport									
2013-14 Preliminary Budget									
Line Item Budget									
	Acct. Code	Actual 2011-12 Expenditures	Adopted 2012-13 Budget	Preliminary 2013-14 Budget	\$ Change	% Change			
Transportation									
Street Maint. - Personnel Services	A5110.1000	493,525	507,690	472,450	(35,240)	-6.94%			
Street Maint. - Personnel Services -Seasonal	A5110.1001			19,000	19,000				
Street Maint. - Personnel Services - Overtime	A5110.1060			34,500	34,500				
Street Maint. - Other Equipment over \$10,000	A5110.2080			322,000	322,000				
Street Maint. - Telephone	A5110.4010	436	500	500	-	0.00%			
Street maint. - Diesel Fuel	A5110.4041	23,950	21,000	25,000	4,000	19.05%			
Street Maint. - Regular Fuel	A5110.4042	34,531	16,000	19,000	3,000	18.75%			
Street Maint. - Tools	A5110.4050	2,217	900	900	-	0.00%			
Street Maint. - Stone	A5110.4060	371	2,000	2,000	-	0.00%			
Street Maint. - Asphalt	A5110.4070	64,089	75,000	80,000	5,000	6.67%			
Street Maint. - Uniforms	A5110.4080	3,459	3,600	3,500	(100)	-2.78%			
Street Maint. - Shoes/Boots	A5110.4085	1,201	1,500	1,500	-	0.00%			
Street Maint. - Miscellaneous	A5110.4090	1,318	3,000	3,000	-	0.00%			
Street Maint. - Equipment Parts	A5110.4100	6,854	4,800	4,800	-	0.00%			
Street Maint. - Truck Parts	A5110.4110	8,507	17,000	17,000	-	0.00%			
Street Maint. - Physicals/Drug Test	A5110.4130	565	800	800	-	0.00%			
Street Miant. - Buildings	A5110.4140	1,700	1,200	1,200	-	0.00%			
Street Maint. - Concrete	A5110.4150	3,552	2,200	2,200	-	0.00%			
Street Maint. - Fill Material	A5110.4160	-	100	100	-	0.00%			
Street. Maint. - Topsoil	A5110.4165	488	500	1,000	500	100.00%			
Street Maint. - Shop Supplies	A5110.4170	243	500	500	-	0.00%			
Street Maint. - Training/Travel	A5110.4180	-	200	200	-	0.00%			
Street Maint. - Grass Seed	A5110.4190	362	500	500	-	0.00%			
Street Maint. - Publications	A5110.4200	-	150	150	-	0.00%			
Street Maint. - Manholes & Covers	A5110.4210	-	1,000	1,000	-	0.00%			
Street Maint. - Office Supplies	A5110.4220	236	100	100	-	0.00%			
Street Maint. - Equipment Rental	A5110.4230	-	100	100	-	0.00%			
Street Maint. - Equipment Reserve	A5110.0000			20,000	20,000				
Sub-Total		647,604	660,340	1,033,000	372,660	56.43%			

Village of Brockport						
2013-14 Preliminary Budget						
Line Item Budget	Acct. Code	Actual 2011-12 Expenditures	Adopted 2012-13 Budget	Preliminary 2013-14 Budget	\$ Change	% Change
CHIPS Work						
CHIPS Work	A5112.4000	131,551	67,084	67,084	-	0.00%
Sub-Total		131,551	67,084	67,084	-	0.00%
Snow Removal						
Snow Plowing - Equipment	A5142.2000			7,000	7,000	0.00%
Snow Plowing - Salt	A5142.4010	28,732	33,000	33,000	-	0.00%
Snow Plowing - De-Ice	A5142.4015	5,328	5,000	5,000	-	0.00%
Snow Plowing - Plow Parts	A5142.4030	267	3,000	3,000	-	0.00%
Snow Plowing - Contractual Exp.	A5142.4090	242	200	200	-	0.00%
Sub-Total		34,569	41,200	48,200	7,000	16.99%
Street Lighting						
Street Lighting - Electricity	A5182.4010	86,662	83,000	83,000	-	0.00%
Street Lighting - Repairs	A5182.4030	569	1,000	1,000	-	0.00%
Street Lighting - Parts	A5182.4040	649	1,500	1,500	-	0.00%
Street Lighting - Miscellaneous	A5182.4090	-	100	100	-	0.00%
Sub-Total		87,880	85,600	85,600	-	0.00%
Sidewalks						
Sidewalks - Concrete	A5410.4010	1,700	9,300	9,300	-	0.00%
Sidewalks - Stone	A5410.4020	347	200	200	-	0.00%
Sidewalks- Miscellaneous	A5410.4090	138	500	500	-	0.00%
Sub-Total		2,185	10,000	10,000	-	0.00%
Street Parking						
Village Signage - Paint	A5650.4020	-	200	200	-	0.00%
Village Signage - Signs	A5650.4030	461	200	200	-	0.00%
Village Signage - Posts	A5650.4040	-	200	200	-	0.00%
Sub-Total		461	600	600	-	0.00%

Village of Brockport						
2013-14 Preliminary Budget						
Line Item Budget	Acct. Code	Actual 2011-12 Expenditures	Adopted 2012-13 Budget	Preliminary 2013-14 Budget	\$ Change	% Change
Parks & Playgrounds						
Parks/Playgrounds - Equipment	A7140.2000	464	600	20,000	19,400	3233.33%
Parks/Playgrounds - Contractual Expenses	A7140.4000	-	1,500	1,500	-	0.00%
Parks/Playgrounds - Equipment Repairs	A7140.4010	685	500	500	500	
Parks/Playgrounds - Maintenance Supplies	A7140.4020	734	2,500	2,500	2,500	
Parks/Playgrounds - Miscellaneous	A7140.4030	303	400	400	400	
Sub-Total		2,187	2,100	24,900	22,800	1085.71%
Celebrations						
Celebrations - Electric	A7550.4050	675	-	600	600	
Celebrations - Miscellaneous	A7550.4090	48		200	200	
Sub-Total		723	-	800	800	
Sanitary Sewers						
Sanitary Sewers Contractual (Prior Years)	A8120.4000	18,791	-	-	-	
Sub-Total		18,791	-	-	-	
Storm Sewer						
Storm Sewer - Supply Parts	A8140.4010	1,724	6,000	6,000	-	0.00%
Storm Sewer - Maint Supplies	A8140.4020	1,387	1,000	1,000	-	0.00%
Storm Sewer - Miscellaneous	A8140.4090	3,124	3,634	3,634	-	0.00%
Sub-Total		6,234	10,634	10,634	-	0.00%
Refuse						
Refuse Collection - Monthly Trash	A8160.4010	3,521	3,700	3,950	250	6.76%
Refuse - Collection - Brush Pick-Up	A8160.4030	536	600	600	-	0.00%
Refuse Collection - Special Pick-Up	A8160.4040	-	500	50	(450)	-90.00%
Refuse Collection - Coolant Removal	A8160.4050	-	200	200	-	0.00%
Sub-Total		4,056	5,000	4,800	(200)	-4.00%

Village of Brockport						
2013-14 Preliminary Budget						
Line Item Budget	Acct. Code	Actual 2011-12 Expenditures	Adopted 2012-13 Budget	Preliminary 2013-14 Budget	\$ Change	% Change
Street Cleaning						
Street Cleaning - Sweeper Repairs	A8170.4010		1,000	1,000	-	0.00%
Street Cleaning - Sweeper Parts	A8170.4020	1,407	4,000	4,000	-	0.00%
Street Cleaning - Miscellaneous	A8170.4090	-	250	250	-	0.00%
Sub-Total		1,407	5,250	5,250	-	0.00%
Sanitation Landfill						
Sanitation Landfill - Monitoring	A8189.4000	5,951	3,000	3,000	-	0.00%
Sanitation Landfill - Testing	A8189.4002	7,062	5,000	5,000	-	0.00%
Sub-Total		13,013	8,000	8,000	-	0.00%
Shade Trees						
Shade Trees - Saw Repairs	A8560.4010	924	1,200	1,200	-	0.00%
Shade Trees - Supplies	A8560.4030	2,080	500	500	-	0.00%
Shade Trees - Miscellaneous	A8560.4090	145	500	500	-	0.00%
Sub-Total		3,150	2,200	2,200	-	0.00%
Grand Total		1,127,371	1,090,090	1,500,621	410,531	37.66%

Village of Brockport

2013-14

Preliminary Budget

Public Safety

February 5, 2013

Village of Brockport						
2013-14 Preliminary Budget						
Line Item Budget						
	Acct. Code	Actual 2011-12 Expenditures	Adopted 2012-13 Budget	Preliminary 2013-14 Budget	\$ Change	% Change
Public Safety						
Personnel Services	A3120.1000	1,153,722	1,106,949	941,562	(165,387)	-14.94%
Police Part-time Officers	A3120.1030			31,000	31,000	
Crossing Guards	A3120.1040			12,418	12,418	
Secretaries	A3120.1055			40,020	40,020	
Police - Overtime	A3120.1060			120,000	120,000	
Police - Vehicles	A3120.2010	18,997		24,500	24,500	
Police-Firearms	A3120.2020	1,246	1,600	2,000	400	25.00%
Police - Furniture/Equipment	A3120.2040	179	250	250	-	0.00%
Police - Computer Software	A3120.2051	1,939	2,200	2,300	100	4.55%
Police - Telephone	A3120.4010	4,075	5,200	5,200	-	0.00%
Police - Office Supplies/Postage	A3120.4020	2,058	2,750	2,800	50	1.82%
Police - Fleet Maintenance	A3120.4030	4,450	3,500	3,300	(200)	-5.71%
Police - Fleet Repairs	A3120.4031	6,766	6,500	2,500	(4,000)	-61.54%
Police - Fleet Supplies	A3120.4032	1,997	5,200	8,800	3,600	69.23%
Police - Fuel	A3120.4040	22,047	29,600	20,000	(9,600)	-32.43%
Police - Maintenance Contracts	A3120.4060	848	2,280	2,400	120	5.26%
Police - Office Equip Lease/Rent	A3120.4065	7,017	7,582	7,600	18	0.24%
Police - Quarter Master Unit	A3120.4080	4,801	4,500	5,500	1,000	22.22%
Police - Miscellaneous	A3120.4090	734	500	500	-	0.00%
Police - Affiliations	A3120.4100	120	150	150	-	0.00%
Police - Training/Conferences	A3120.4105	2,001	1,400	1,400	-	0.00%
Police - Publications	A3120.4110	436	525	600	75	14.29%
Police - Supplies	A3120.4120	885	3,800	3,800	-	0.00%
Police - Computer Supplies	A3120.4130	528	1,000	1,000	-	0.00%
Police - Medical/Psychological	A3120.4140	-	900	600	(300)	-33.33%
Police - Special Enforcement	A3120.4150	-	600	840	240	40.00%
Police - STOP DWI	A3120.4155	223	-	10,975	10,975	

Village of Brockport						
2013-14 Preliminary Budget						
Line Item Budget						
	Acct. Code	Actual 2011-12 Expenditures	Adopted 2012-13 Budget	Preliminary 2013-14 Budget	\$ Change	% Change
Public Safety						
Police - Bike Patrol	A3120.4160	230	200	300	100	50.00%
Police - Explorer Post	A3120.4170	-	180	200	20	11.11%
Police - Community Service	A3120.4180	-	250	250	-	0.00%
Police - Technicians	A3120.4210	373	100	200	100	100.00%
Police - Special Events	A3120.4220		100	100	-	0.00%
Police - NYS Accreditation	A3120.4230		100	100	-	0.00%
Police - Lethal Training Equip	A3120.4240	1,265	1,265	3,800	2,535	200.40%
Total		1,236,939	1,189,181	1,256,965	67,784	5.70%

Village of Brockport

2013-14

Preliminary Budget

General Fund Revenues

February 5, 2013

Village of Brockport

FYE 2013-14

General Fund Budget - Revenues

	Acct. Code	2010-11 Actual Revenues	2011-12 Actual Revenues	2012-13 Budget	2013-14 Preliminary Budget	\$ Change	% Change
Real Estate Taxes	A1001	2,265,586	2,418,727	2,457,326	2,711,934	254,608	10.36%
		2,265,586	2,418,727	2,457,326	2,711,934	254,608	10.36%
PILOT							
Interest & Penalties	A1081	120,329	137,668	130,000	130,000	-	
	A1090	12,083	12,956	8,000	8,000	-	
Total Other Tax Items		132,411	150,624	138,000	138,000	-	
Sales Tax	A1120	1,421,268	1,505,283	1,328,000	1,450,000	122,000	9.19%
Gross Receipts Tax	A1130	70,652	81,677	55,000	70,000	15,000	27.27%
Franchise Fee	A1170	84,094	82,037	81,000	81,000	-	
Total Non-Property Tax Items		1,576,014	1,668,997	1,464,000	1,601,000	137,000	9.36%
Clerk's Fees	A1230	1,287	1,924	1,000	1,000	-	
Police Fees	A1520	745	1,042	1,000	1,000	-	
Safety Inspec Fees	A1560	14,912	19,193	15,000	15,000	-	
Dispatch-Fire	A1589	0	0	-	-	-	
Dispatch-Ambulance	A1589.1	0	0	-	-	-	
Ambulance Charges	A1640	373,707	0	-	-	-	
Public Works Svcs	A1710	-736	6,524	1,000	3,000	2,000	200.00%
Locking Fees	A1789	4,123	4,937	4,200	4,500	300	7.14%
Welcome Ctr Ice	A1789.1	0	0	-	-	-	
Armors Mkt Fees	A2089	4,393	1,430	2,500	1,500	(1,000)	
Printing Fees	A2110	300	825	300	500	200	66.67%
Planning Fees	A2115	845	600	1,000	600	(400)	
Power Charges	A2122	2,233	116,452	-	-	-	
Refuse Charges	A2130	0	0	-	-	-	
Total Departmental Income		401,808	152,927	26,000	27,100	1,100	4.23%
Fire Protection	A2262	639,157	589,364	33,591	-	(33,591)	

Village of Brockport

FYE 2013-14

General Fund Budget - Revenues

	Acct. Code	2010-11 Actual Revenues	2011-12 Actual Revenues	2012-13 Budget	2013-14 Preliminary Budget	\$ Change	% Change
Amulance O/H	A2389.1	0	0	-	-	-	
MC DWI Program	A2389.3	20,805	12,362	-	-	-	
Dispatch-Walker	A2389.5	0	0	-	-	-	
Library Reimbursemnt	A2389.6	0	0	-	-	-	
Monroe Cty Block Grant	A2389.8	40,000	50,000	-	-	-	
CS X-Guard Reimb	A2389.9	0	5,000	5,000	5,000	-	
Total Intergovernmental Chgs		699,962	656,726	38,591	5,000	(33,591)	
Interest Earnings	A2401	5,656	1,763	3,000	3,000	-	
Commissions	A2450	49	9	-	-	-	
Total Use of Money & Property		5,705	1,772	3,000	3,000	-	
Business Licenses	A2545	50	14,200	17,500	15,000	(2,500)	
Permits	A2590	5,646	6,375	5,000	5,000	-	
Total Licenses & Permits		5,696	20,575	22,500	20,000	(2,500)	
Fines & Forfeitures	A2610	57,604	52,681	50,000	50,000	-	
Sale of Scrap	A2650	387	1,061	1,000	1,000	-	
Sale of Equipment	A2665	3,331	64,047	3,500	3,500	-	
Insurance Recoveries	A2680	21,990	29,168	6,000	6,000	-	
Landfill Reimb	A2690	0	10,837	2,500	2,500	-	
Total Sales & Compensation		25,708	105,113	13,000	13,000	-	
Refund of P/Y Exp	A2701	162,278	129,293	7,500	7,500	-	
Gifts & Donations	A2705	2,833	4,710	-	-	-	
Other Miscellaneous	A2770	31,352	36,513	500	500	-	
Total Miscellaneous		196,463	170,516	8,000	8,000	-	

Village of Brockport

FYE 2013-14

General Fund Budget - Revenues

	Acct. Code	2010-11 Actual Revenues	2011-12 Actual Revenues	2012-13 Budget	2013-14 Preliminary Budget	\$ Change	% Change
State Aid, AIM	A3001	112,419	110,171	110,000	110,000	-	
State Aid, Mortgage Tax	A3005	32,990	27,080	35,000	30,000	(5,000)	
State Aid, Other	A3089.7	24,723	3,958	-	10,975	10,975	
State Aid, CHIPS	A3089.7001	11,877	124,842	67,000	67,000	-	
Total State Aid		182,009	266,051	212,000	217,975	5,975	2.82%
Medicaid Part B	A4089.0000	63,679	6,372	-	-	-	
National Park Grant	A4089.0001	30,168	1,100	-	-	-	
Interfund Transfer	A5031.0000		0	-	-	-	
Appropriated Fund Balance	A0599.0000	0	0	215,274	200,000	(15,274)	-7.10%
TOTAL REVENUES		5,642,814	5,672,181	4,647,690	4,995,009	347,319	7.47%

