

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, September 14, 2010 at 7:00pm.

PRESENT: Mayor M. Connie Castañeda, Trustee/Deputy Mayor Daniel P. Kuhn, Trustee Kent R. Blair, Trustee Carol L. Hannan

EXCUSED: Trustee Scott W. Hunsinger

ALSO PRESENT: Jim & Joan Hamlin, Fred Webster, Susan Smith, Jason Foote

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

This is a work session, not a regular meeting. No public comment. Intended for Board discussion, not action.

- **GUESTS:**

- Jason Foote of Village Engineer

- Remington Woods Subdivision – Storm Water Detention Pond – 375 West Avenue - J.

Foote reviewed the concerns with the retention pond located in front of the Weinstein Dental Group on West Avenue. This pond is privately owned by the dental group and is in need of being cared for. It needs to be dredged out and mowed regularly. J. Foote presented to the Board a suggestion of an easement to allow the Village rights to maintain this retention pond.

According to J. Foote the cost to the Village would be minuscule and would contain mostly labor rates. The Dental group could do nothing and that would have a direct effect on the Village. The silt on the bottom of the pond needs to be removed and the area around this pond needs to be mowed and cleaned up then grass seeded.

The Village does not want to set precedent by caring for this pond to solve a problem then becoming responsible to care for other retention ponds in the Village. J. Foote's suggestion was to have the Village Attorney look at the language of the easement. This pond is fed from the Corbett Park area by a large 54 inch drain.

- Main Street Sanitary Sewer & Water Main Replacement Project – J. Foote also supplied the Board with a budget summary from the Main Street Sanitary and Water main replacement project.

Mayor Castañeda questioned change order #4. This was labeled work that the DPW was going to perform. J. Foote explained that the DPW did not have enough time to complete the work so the contractor completed the work. Deputy Mayor Kuhn was impressed that the work was completed and was slightly higher than 6% under budget. Mayor Castañeda stated she was going to get the true attorney fees from Treasurer Lovejoy because J. Foote did not have the actual number.

Mayor Castañeda asked J. Foote if he had any info on the Monroe Avenue grant (Green Storm Water grant). J. Foote stated not as of yet, however the paperwork for the grant was due on September 4th and it is too early to tell. He felt it wouldn't be that long before we know an answer.

J. Foote stated that the design of the junction at Monroe and Utica is a low point where multiple pipes flow through this north to the canal. DPW and J. Foote applied for a grant in conjunction with the County.

Mayor Castañeda will work with Treasurer Lovejoy to get the finalized cost of the change orders and attorney fees.

- **ITEMS FOR DISCUSSION / REVIEW:**

- Proposed Village Web Forum / Message Board – Deputy Mayor Kuhn – Deputy Mayor

Kuhn reviewed his plans for a Village of Brockport blog. His suggestion that was presented in a 4 page document outlined what the blog could be used for. He felt this was a good way to get the community involved with what is going on. He stated he would be the moderator until it became too much and then his suggestion would be to have a member of the community take over.

Deputy Mayor Kuhn stated this system would only allow "Real People" to post information on the site. He stated he is a member to numerous blogs, some moderated and some not and this is what he enjoys. Trustee Blair stated that he felt Deputy Mayor Kuhn could be using his time more wisely on other needs of the Village, such as the financial concerns of the Village.

Deputy Mayor Kuhn stated the cost would be covered by him, around \$50 and that would allow up to 100k posts.

Trustee Hannan stated she is against the idea. She stated that there are sites already out there that do just what Deputy Mayor Kuhn is suggesting.

Mayor Castañeda stated "But it would be moderated". Trustee Hannan stated she felt this could turn negative. Trustee Blair stated that even though it is moderated it would be subjective as to what someone who is the moderator thinks is positive and what is negative.

Other suggestions for the blog, inter-departmental blog, community page for garage sales and bake sales, village hours, government updates and etc.

- National Grid - Local Municipal Gross Receipts Tax – Amended Settlement Agreement – The Board reviewed the National Grid local municipal gross receipts tax amended settlement agreement that will be voted on next week.
- Village Fee Schedule – further amendments proposed by Code Enforcement & DPW – The Board reviewed the proposed fee schedule changes that CEO Zarnstorff supplied. In the documents prepared for the Board, CEO Zarnstorff presented 4 other municipal areas fee schedules to compare with his suggestions. The Board will review these and move on them in the near future.
- Fire Department – By-Laws adopted by past Village Board & revisions since then adopted by BFD – The Board reviewed the Fire Department by-laws. It was suggested by Trustee Blair and Deputy Mayor Kuhn that a selection be added to the by-laws that state Village Board involvement with any discipline before we would vote on approving these.

For now once approved these by-laws would be for both the Fire Department and the Ambulance. If and when the Ambulance becomes its own department, Mayor Castañeda suggested that new by-laws be created for that department.

- Request for Proposals (RFP) – Village Attorney - The Board reviewed the draft RFP to search for a new Village Attorney. It was agreed that we would search outside the Rochester area and also request flat fee billing as opposed to hourly. Deputy Mayor Kuhn stated that he would be able to make the adjustments to the previous RFP and move forward on posting the RFP.

Mayor Castañeda stated she wants the Village Attorney at Village Board meetings. Trustee Blair stated that that Mayor needs to understand the Village Attorney works for the Board and not just the Mayor. Trustee Hannan agreed. Mayor Castañeda stated that she wants to be included in all interactions with the Village Attorney.

- Request for Proposals (RFP) – Grants Writing/Administering Vendors – The Board reviewed the draft RFP for a grant writer. This would be a position that would be paid based on the grant received. The RFP would be sent to firms and individual practitioners.
- National Incident Management System (NIMS) – Requirements for Municipal Officials – Mayor Castañeda reviewed the need to complete the NIMS training that is required of the Board. She will be sending out information for a future training on NIMS at the Village Hall. Mayor Castañeda reviewed updates for the Department Heads meetings. Stated that going forward all departments will be required to complete a requisition to the Treasurer/Board prior to the purchase. This allocates the funds and ensures no overspending.

- **OTHER ITEMS:**

- Part Time Deputy Clerk-Treasurer Search – Mayor Castañeda stated that the Village received 30 applications for the part time Deputy Clerk-Treasurer’s position. The Mayor, Clerk and Treasurer reviewed all applications and will interview 5 finalists Monday September 20th. The Search Committee will bring back a hiring recommendation at the next meeting.
- Ad-hoc committee investigating the feasibility of a sewer user fee - Mayor Castañeda stated that she was concerned that the ad-hoc committee for the sewer fee was inquiring about water usage and she believes this committee should not be doing so. Trustees all explained that the sewer fee is based on water usage and that is the only way to research properly. It was also stated that Mayor Castañeda was concerned that this ad-hoc committee was looking at salaries – again this was explained with the potential of looking to turn the water department over to the MCWA.

Trustee Hannan stated she will talk with the DPW/Water department to ensure that this committee is simply asking questions and no one should worry.

- **EXECUTIVE SESSION** (if needed)
- **ADJOURNMENT** – 9:14pm