

**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, December 18, 2006 at 7:00pm.**

**PRESENT:** Mayor Morton Wexler, Trustee/Vice Mayor Maria C. Castañeda, Trustee David J. Wagenhauser, Trustee Hannelore G. Heyen, DPW Superintendent Harry G. Donahue, Building/Zoning Officer Scott C. Zarnstorff, Treasurer / Village Manager Ian M. Coyle, Clerk Leslie A. Morelli.

**EXCUSED:** Trustee Carrie L. Maziarz, Police Chief Daniel P. Varrenti

**ALSO PRESENT:** Fire Chief Laurence C. Vaughan, Assistant Fire Chief Scott Smith, Assistant Fire Chief-Elect Mike Henry, EMS Chief Jim Toole, Ambulance Captain Lucas VanDervort, President Bill Bird, Vice President Norm Knapp, Jim & Joan Hamlin, Mary Jo Nayman, Fred Webster, John Lessord, Linda Borrayo, Norm GianCursio, Bob Canham

**CALL TO ORDER:** Mayor Wexler called the meeting to order and led the Pledge of Allegiance.

**REVIEW OF MEETING MINUTES:** Mayor Wexler called for any additions or corrections to the minutes of the regular meeting held December 4, 2006.

➔ Trustee Castañeda moved, Trustee Heyen seconded, unanimously carried that the minutes of the meeting held December 4, 2006, be approved as written.

**PUBLIC HEARINGS:** None

**PUBLIC INFORMATION MEETINGS:** None

**PUBLIC COMMENT:**

1. Linda Borrayo of 155 Utica Street said she wished to thank the Mayor and all Trustees, Department Heads and staff for all their hard work this year. She wished everyone happy holidays.

**GUESTS:** None

#### **Refreshments & Certificate of Special Recognition to Fire Chief Laurence C. Vaughan**

Mayor Wexler announced that this is L. Vaughan's last Village Board meeting as Fire Chief and presented him with a certificate of appreciation. Mayor Wexler said he noticed that the first picture on the west side wall of the Market Street fire hall is of Herbert Vaughan, Larry's father, who was Fire Chief 1948-1950 slightly before Larry was born. L. Vaughan has held the top Chief's position twice – in 1990-1991 and 2006. He thanked L. Vaughan for all that he has done for the community and for always being there when help is needed. He said he is sure that a fitting tribute will be paid to him at the Fire Department banquet to be held in March. Mayor Wexler invited him to cut the cake and all in attendance to help themselves to refreshments.

Certificate of Appreciation  
Presented to

Laurence C. Vaughan

In recognition for  
Volunteer service to the  
Village of Brockport  
As Fire Chief for the  
Brockport Fire Department  
For the year 2006.

With gratitude from your community.

Chief Vaughan introduced those in attendance from the Fire Department. He said the Mayor, Trustees, Department Heads, staff – everyone has been super. He said they have worked hard to establish a good relationship with the Village. He said there is better interaction now than at any time he can recall. He said it is an honor to be Fire Chief once, let alone twice. He said the Chiefs often receive praise for their efforts and they do their best to pass this on to the members. He commended having such a strong membership.

#### **DEPARTMENT REPORTS:**

A. PUBLIC WORKS – Superintendent Harry G. Donahue

1. Chief Vaughan – Superintendent Donahue thanked L. Vaughan and congratulated him on a successful term as Fire Chief. He said it has been a pleasure working with him.

2. Happy Holidays!

**B. POLICE DEPARTMENT – Chief Daniel P. Varrenti (excused)**

**C. BUILDING / ZONING / CODE ENFORCEMENT - Scott C. Zarnstorff**

1. 2006 Report – S. Zarnstorff said he is working on compiling data for his year-end report and should have it for the January 16<sup>th</sup> meeting.
2. Chief Vaughan – S. Zarnstorff thanked L. Vaughan and said it has been an honor working with him. He credited L. Vaughan and his codes knowledge with helping to align the Codes Office and Fire Department to work closely together. He said he looks forward having him “back” as Assistant Building/Zoning/Code Enforcement Officer as there is much to be accomplished.
3. Happy Holidays!

**D. FIRE /AMBULANCE / COMMUNICATIONS - Chief Laurence C. Vaughan**

1. Membership Drops & Adds - Chief Vaughan asked the Board to consider approving the following: Kelly Reidy as a mutual aid member, Rayleen Smith as a mutual aid member, Brian Duff as active fire, Jesse Ford as active fire.

→ Trustee Wagenhauser moved, Trustee Castañeda seconded, unanimously carried to approve the previously mentioned adds.

2. Calls for Service – Fire incidents year to date: 879 EMS calls year to date: 1,720 for a total of 2,599 year to date and an average of 7.4 calls per day.

Chief Vaughan reported one major fire incident recently – a repair shop on the property of the Ledge Dale Airpark on December 7<sup>th</sup>. No impact on lives. Monroe County Sheriff’s Department is investigating.

3. New Officers for 2007 – Chief Vaughan reported that the election of Line Officers for 2007 was held December 7<sup>th</sup>. Chief Vaughan said they anticipate the new officers taking over on Thursday evening, December 28<sup>th</sup>. Mayor Wexler read the results.

Chief: Timothy Rombaut  
Deputy Chief: Scott Smith  
Assistant Chief: Mike Henry  
EMS Battalion Chief: James Toole  
Fire Captains (4): Mike Menear, Kevin Johnson, Ken Smith, Don Marenus  
Fire Police Captain: Robert Maid  
Ambulance Corps Captain: Lucas VanDervort  
Fire Lieutenants (7): Peter DeToy, Chris Ortiz, James Weaver, Tim Henry, Robert Shipe, Robert Wood with the seventh to be appointed  
Fire Police Lieutenants (2): Robert Zimny, Ron Patt  
Ambulance Corps Lieutenants (3): Thomas Conrow, Anna Melson, Brooke Stoll with an additional position to be added per written request of EMS Battalion Chief and approved by Board of Directors.

→ Trustee Castañeda moved, Trustee Heyen seconded, unanimously carried to accept this slate of officers as elected.

Trustee Castañeda said congratulations are in order for all new officers.

Mayor Wexler said the swearing in of new officers will be at the monthly Fire Department meeting Tuesday, January 2<sup>nd</sup> at 7pm. The Village Board meeting is also then due to the holiday. He said if worse comes to worse, he will be late for the Village Board meeting and Vice Mayor Castañeda can call the meeting to order.

4. Authorization to bid out for new air packs (FEMA grant) – Chief Vaughan said as strongly urged by FEMA and Manager Coyle, they would like to request that the Village advertise for competitive bids for the purchase of the new self contained breathing apparatus. He said even though there is state bid pricing in place and FEMA is covering most of the cost, the bid process is proper and may get a better price than state bid. Specifications are forthcoming.

Trustee Castañeda asked the percentage of cost the FEMA grant is covering. Chief Vaughan said 84%. Trustee Heyen asked if there is an expenditure deadline for the grant funds. Chief Vaughan said 1 year from the announcement, which means they have 10 months left. He said there are rumors of enhanced guidelines, but they have confirmed they are able to purchase what has been specified. Trustee Heyen asked the price per air pack. Chief Vaughan said approximately \$2,000 each due to updated safety features. The FEMA grant is \$306,000.

→ Trustee Wagenhauser moved, Trustee Heyen seconded, unanimously carried to direct Clerk Morelli to advertise for bids.

5. EMS Charts Proposal – Captain Lucas VanDervort was in attendance to discuss a proposal regarding pre hospital care reporting. He distributed a written proposal and apologized for not getting it to the Board sooner. He said currently each patient care report is done on paper, by hand. They need to move to an electronic system. This is due to a change in the Regional EMS Advisory Committees reporting system, in that they will no longer be providing agencies with printed Pre-Hospital Care Reports. The move is to an electronic system for improved data analysis, quality assurance and mandated state reports. A small committee was formed to research the best possible solution. The committee included Fire Department I.T. Administrator Phil Fiacco. Given the task at hand, the committee reviewed briefly 3 different solutions and cost and has chosen a web based solution by the name of EMS Charts. This will allow EMS crews to gather their basic patient data and then upon return to quarters complete the report online. This has an option to be used on a mobile computer, which due to long transport, drop off and return times, would drastically reduce the time required to complete a report. However, due to this being a rather new system to Brockport, they are requesting to move to a mobile solution at a later date. Captain VanDervort said for those reasons he requests the Village Board approve the expenditure of funds to enter into contract on a month-to-month basis with EMS Charts for pre-hospital charting. This would be from the third party billing account. The billing component will allow faster billing return and eventually improve overall income and operating budget. The subscription costs \$232 per month. An annual contract costs \$2,645 per year. This includes a 5% discount for committing to the full year. However, they wish to start on a monthly basis for evaluation purposes. This way, if they are dissatisfied, they are not stuck with a one-year contract.

Mayor Wexler said the Board would then expect to be apprised of how it is going. Trustee Wagenhauser asked if this is the same company we utilize for third party billing. Captain VanDervort said no. That is Med-Ex Billing. Trustee Wagenhauser asked if we would be buying software. Captain VanDervort said no. We would be subscribing to a web based system. He said they looked into software and the cost was astronomical. Trustee Wagenhauser asked if we are looking into changing billing companies at this time. Captain VanDervort said no. It was briefly considered, but found to have no benefit.

Trustee Heyen asked Manager Coyle's recommendation. Manager Coyle referred to the proposal that lists approximately 1,400 charts per year. Chief Vaughan said that is an estimate. The proposal range Brockport would fall under is 1,000 to 3,000. Year to date is 1,720. Manager Coyle asked if a chart is done on every ambulance call. Chief Vaughan said yes.

→ Trustee Castañeda moved, Mayor Wexler seconded, unanimously carried to authorize a subscription with EMS Charts for pre-hospital charting at a cost of \$232 per month to come from third party billing.

Chief Vaughan said he believes that is a good decision.

6. Thanks – Chief Vaughan said it was an honor to serve this community as Fire Chief, not once, but twice. He said he is very thankful to have inherited a strong department from Chief McCullough, and he sincerely hopes that he leaves office with the department at least at the same level as when he took office, and hopefully a little better. He said consolidation was very demanding and time consuming. Many little projects did not get done. However, the biggest "project" providing fire protection and ambulance service DID get done and there are 140 men and women that make that happen. He said Chief Rombaut will do well. He is confident that his year of tutoring will allow him to step in and not miss a beat. If everyone gives him half the support he's been given, the department will be ok. He said it will be a little odd not to see a bald head bobbin in and out of the meeting videos! He said he is very appreciative of the courtesy and respect shown to him by the Village Board, Department Heads and their staffs and various leaders from the community.

Mayor Wexler thanked L. Vaughan again and commended him on a good job on the budget.

7. Happy Holidays!

E. VILLAGE MANAGER / TREASURER - Ian M. Coyle

1. Approval of 2007 Library budget – Manager Coyle shared that the Library Board has requested a 3% increase. The Towns of Sweden and Clarkson have already approved the budget, including the 3% increase. They had to do so in early fall since they run on a calendar year. The Village's share equates to \$160,660 that computes to a \$4,679 increase. Manager Coyle

said he copied the Village Board on the proposed library budget as soon as he received it. He, Mayor Wexler and Trustee Heyen met with Seymour Library Board President Matt Minor December 14<sup>th</sup> for a better understanding.

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As liaison, Trustee Heyen said she has attended all Library Board meetings. She provided some budget background. There are 16 public libraries in Monroe County, plus the Monroe County Public Library and its 10 branches. The 2007-2008 Seymour Library budget is 3% higher than in 2006-2007. The Village of Brockport contributes 40.4%. The Town of Sweden contributes 30.4%. The Town of Clarkson contributes 29.2%. This is based on a combined population of 19,600 per the 2000 Census. The Seymour Library is second lowest in spending per capita in Monroe County. There are 6 libraries that spend twice the amount per capita. The Towns of Sweden and Clarkson have approved the 3% budget increase.

Trustee Heyen said door counts in 2005 were 107,000. Circulation of materials were 195,507. This is a 3% increase. Computer use is up 12% over 2004. Trustee Heyen provided some revenues and costs information. Interest from an endowment fund, which has restrictions, contributes about \$22,000 that is used for everything from computers to pavement sealing. Library fines amount to about \$30,000 annually. Monroe County Library Service (catalog systems and service delivery) has increased their charge via a new 3-year contract costing from \$4,000 to \$18,000. A former staffer who resigned will be collecting \$8,258, which is a projected 26 weeks of unemployment. Legal fees related to this are \$1,800. Without the use of most of the salary set aside for a new director (position vacant since 2004), the Seymour Library budget would have been in the red during those years. Librarians Pat Trek, Chris Dailey and staff are to be commended for running an effective library program.

Trustee Heyen recommended that review and discussion of the Seymour Library budget take place among the fiscal representatives of the three communities prior to any municipality giving its approval. This should take place late summer or early fall.

Trustee Wagenhauser asked why unemployment insurance isn't covering the employee that retired. Manager Coyle said the Seymour Library does not have unemployment insurance. The Village of Brockport doesn't carry it either. History has shown it is cost-prohibitive. Trustee Wagenhauser asked if municipalities are exempt. He said most businesses have to carry it.

Trustee Wagenhauser said his main concern is that the other two municipalities have already voted on the library budget and approved it. That makes it a little uncomfortable for the Village.

Trustee Castañeda asked why the Village did not receive the information earlier. Trustee Wagenhauser said he knows he asked for it earlier, but did not get it. Manager Coyle said he didn't receive it until after the Towns of Sweden and Clarkson approved it. He agreed with Trustee Heyen's recommendation that all 3 municipalities meet at the end of the summer on this. Trustee Castañeda asked if this would be up to the Library Board or the municipal officials. Manager Coyle said the municipal officials.

→ Trustee Heyen moved, Trustee Castañeda seconded, unanimously carried to approve the Village's portion of the tri-community Seymour Library budget in the amount of \$160,660 for the 2007-2008 fiscal year.

2. Set Med-Ex rates for 2007 – Manager Coyle said every year our ambulance billing company, Med-Ex Billing out of LeRoy, provides us with a rate update form for emergency service charges. It details the charges we used in 2006, what the average was for similar service providers, and what the highs and lows were. He said he met with EMS Chief Toole last week to go over the rates. He reminded the Board that we left the 2005 rates the same for 2006 to fall in line with the averages. The recommended charges will leave us at, below or just slightly above 2006 averages for the different types of service. Other providers will no doubt raise these for 2007, leaving Brockport charges on par with local providers for the upcoming year. Manager Coyle said Brockport does not charge for treat and release, while some providers do.

Trustee Wagenhauser said it seems as though we are still doing really well. Chief Vaughan said yes. He said this is in part to volunteers stepping up. The percentage of calls "given away" is down significantly. This helps the corps not have to struggle financially for the extras.

→ Trustee Wagenhauser moved, Trustee Castañeda seconded, unanimously carried to adopt the following resolution:

Whereas the Village of Brockport Volunteer Ambulance Department, pursuant to General Municipal Law Section 122-b, annually adopts a schedule of fees to be paid by users; and

Whereas the Village of Brockport has chosen Med-Ex Billing, Inc. out of LeRoy, NY to administer

service charges and act as the Village's third party billing agency; and

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Now, therefore be it resolved, the approved rates for 2007 shall be as follows:

BLS Non-Emergency	\$340
BLS Emergency	\$430
ALS 1 Non-Emergency	\$450
ALS 1 Emergency	\$580
ALS 2	\$665
ALS Interface	\$545
Speciality Care	\$755
Treat and Release	No charge
Mileage	\$9

3. Chief Vaughan – Manager Coyle thanked L. Vaughan and congratulated him on a successful term as Fire Chief. He said it has been a pleasure working with him.
  4. Happy Holidays!
- F. CLERK - Leslie A. Morelli
1. Chief Vaughan – Clerk Morelli thanked L. Vaughan and congratulated him on a successful term as Fire Chief. She said it has been a pleasure working with him.
  2. Happy Holidays!
- G. ATTORNEY – Raja N. Sekharan / DEPUTY ATTORNEY – Frank A. Aloï

**SUPPORT BOARDS REPORTS:**

- A. PLANNING BOARD – Chair R. Scott Winner
- B. LIBRARY BOARD – President Matthew Minor
- C. ZONING BOARD OF APPEALS - Chair John Bush

**VILLAGE BOARD REPORTS:**

- A. Trustee Maziarz (excused)
- B. Trustee Wagenhauser
  1. Chief Vaughan – Trustee Wagenhauser thanked L. Vaughan for his service as Fire Chief. He said he is appreciative of the fire and ambulance service and needed medical assistance for one of his children this evening.
  2. Kleen Brite Properties – Trustee Wagenhauser commended Trustees Heyen and Maziarz for organizing a meeting with local, county and state officials regarding property remediation and possible Brownfields funding opportunities.
  3. Holiday Lighting Contest – Trustee Wagenhauser encouraged those who haven't, to take a stroll around the Village and look at all the decorations.
  4. Police Departments Consolidated Purchasing – In Police Chief Varrenti's absence, Trustee Wagenhauser reported that the Monroe County Police Chiefs are in the process of consolidating their purchasing agreements with various vendors. In other words, all uniforms, police roof racks, car purchases, car washes, etc., will, at some time in the future, be purchased or bid as a Monroe County group rather than individual departments. This will increase their buying power and decrease overall cost. Much of what is purchased is done so pursuant to State or County bid, but for those items that are not, this could save money. This may require signing an inter-municipal agreement in the future.
  5. Assessment – Trustee Wagenhauser said he had researched the assessment rolls, but will hold off reporting on the results in order to keep the festive meeting brief.
  6. Happy Holidays!
- C. Trustee Heyen
  1. Seymour Library – Trustee Heyen thanked the Board for approving the library budget.

2. Personnel Committee – Trustee Heyen reported that she, Manager Coyle, Clerk Morelli and Deputy Clerk Coopenberg have been meeting regularly and working on updating the employee handbook and proposing a travel policy.

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3. Kleen Brite Properties – Trustee Heyen reported that she, Trustee Maziarz, Mayor Wexler and Manager Coyle met recently with local, county and state officials regarding property remediation and possible Brownfields funding opportunities. She said they are moving forward with everyone's involvement.
4. Museum Without Walls – Trustee Heyen shared that she attended the dedication of interpretation signage outside the Middle School. It is a pedestal with signage depicting the history of education in Brockport. She said she learned that Fred Hill was the grandfather of the Websters.
5. Chief Vaughan – Trustee Heyen thanked L. Vaughan for his service as Fire Chief.
6. Happy Holidays!

**D. Trustee / Vice Mayor Castañeda**

1. Village Advisory Committee – Trustee Castañeda reported that the Village Advisory Committee met December 14<sup>th</sup>. DPW Superintendent was present and it was a productive meeting. She said the Phase II storm sewer project (Holley Street / Perry Street) is underway and 11 windows on the 3<sup>rd</sup> floor of the Village Hall have been replaced. Upcoming meetings will be January 16<sup>th</sup>, February 13<sup>th</sup> and March 13<sup>th</sup> at 7pm Village Hall.

Clerk Morelli reminded Trustee Castañeda that both Village Board meetings in January are on Tuesday (January 2<sup>nd</sup> and January 16<sup>th</sup>) due to the holidays. Therefore, the conference room will not be available for the Village Advisory Committee. Trustee Castañeda said she would make the appropriate notifications.

2. SUNY Brockport Business Briefing – Trustee Castañeda reported that she found this very informative. She said the college deserves congratulations for making the US News and World Report's list of best colleges for quality and value. She said she is glad to hear of some collaborative efforts between the community and college.
3. NYS Public Energy Conservation Program – Trustee Castañeda reported that she and Manager Coyle met with a representative to review the results of the buildings energy audit done at no cost recently. The work required would cost \$311,000 with a 25-year payback period. This is too long a payback period for them to recommend it. However, the representative suggested a few specific measures be taken that are listed in the report.
4. Lakeside Foundation Gala – Trustee Castañeda reported that she represented the Mayor at the annual Lakeside Foundation Gala. A good time was had by all.
5. Capen Fire House Roof – Trustee Castañeda said roofer Rick Davis is to be commended for getting his vendors to donate roofing materials at no cost and for doing the work. Thanks also go to the Brockport High School Wrestling Team for their community service in doing debris clean up on the job.
6. Chief Vaughan – Trustee Castañeda thanked L. Vaughan for his service as Fire Chief.
7. Happy Holidays!

**E. Mayor Wexler**

1. Liaisons to the Main Street Rehabilitation Committee – Mayor Wexler said since Trustee Maziarz is not here tonight, he can put this off until the next meeting. Trustee Heyen said she spoke to Trustee Maziarz late today and suggested that this be addressed, as there is a meeting January 10<sup>th</sup>. Mayor Wexler said he informed the Board that he would like to have Trustee Castañeda as one of two liaisons to the Main Street Rehabilitation Committee. However, since Trustees Heyen and Maziarz were at last week's organizational meeting, they would need to decide which of them would like to serve as liaison.

Trustee Heyen said Trustee Maziarz would like to serve as liaison. She said she would attend on occasion. Mayor Wexler said there is a concern of more than 2 Village Board members at a meeting as 3 or more constitutes a quorum and would require the meeting to be open to the public. He said a complaint was made a couple of years ago of 3 Trustees attending a meeting. Trustee Heyen said that is fine, she is just interested.

→ Trustee Castañeda moved, Trustee Heyen seconded, Mayor Wexler in favor, Trustee Wagenhauser abstained to have Trustees Castañeda and Maziarz serve as liaisons to the Main Street Rehabilitation Committee.

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Trustee Wagenhauser said he thinks this would have been discussed at a workshop and more appropriately handled instead of by memo after the organizational meeting. Mayor Wexler said the next workshop is not until the end of January while the next committee meeting is January 10<sup>th</sup>.

2. Chief Vaughan – Mayor Wexler again thanked L. Vaughan for his service as Fire Chief.
3. Happy Holidays!

**PUBLIC COMMENT:** None

**AUDIT:**

→ Trustee Wagenhauser moved, Trustee Castañeda seconded, unanimously carried that the bills be allowed and paid upon audit.

Village

Date	Check #	Amount
12/18/06	174469-174506	49,134.46

Fire

12/18/06	174507-174515	40,277.56
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Third Party Billing

12/18/06	901	58.84 VOIDED
12/18/06	902-910	5,350.34

Capital Projects

12/18/06	2051-2054	12,945.69
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Water

12/18/06	1590-1598	46,977.20
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**ADJOURNMENT:**

→ Trustee Wagenhauser moved, Trustee Castañeda seconded, unanimously carried that the meeting be adjourned at 8pm.

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Leslie Ann Morelli, Village Clerk