

**Work Session of the Village Board of the Village of Brockport was held in the Village Hall Conference Room 49 State Street Brockport, New York, July 28, 2014 at 7:00pm.**

**PRESENT:** Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Valerie A. Ciciotti, Trustee John D. La Pierre

**ABSENT:** Trustee Carol L. Hannan

**ALSO PRESENT:** Treasurer Daniel P. Hendricks, Fred Webster, Joan Hamlin, Hanny Heyen

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, Mayor takes notes & provides to Clerk.

**EXECUTIVE SESSION:**

→ At 7:10pm, Trustee La Pierre moved, Trustee Andrews seconded, carried 4/0 that the Board of Trustees of the Village of Brockport enter into executive session to discuss collective negotiations pursuant to article 14 of the civil service law as it relates to the health care plan to start 9/1/14.

Treasurer Hendricks was invited to sit in.

→ At 7:35pm, Trustee Andrews moved, Trustee Ciciotti seconded, carried 4/0 that the Board of Trustees of the Village of Brockport re-enter the regular meeting.

**ITEMS FOR DISCUSSION / REVIEW / ACTION (time sensitive):**

- Authorize Mayor to execute MOA with CSEA re health plan as of 9/1/14 –

→ Trustee La Pierre moved, Trustee Andrews seconded, carried 4/0 to authorize the Mayor to execute the following MOA with CSEA re the health plan as of 9/1/14.

Memorandum of Agreement  
Between  
Village of Brockport  
(Hereinafter referred to as the Village)  
And  
Civil Service Employees Association, Inc., Local 1000,  
AFSCME, AFL-CIO, Village of Brockport Unit #7408,  
Monroe County Local 828  
(Hereinafter referred to as CSEA)

WHEREAS, the Village and CSEA are parties to a Collective Bargaining Agreement effective June 1, 2010 through May 31, 2015; and

WHEREAS, the parties did negotiate Article XXV, section 25.1 (A and B) as it relates to the provision of the "Healthy Blue" High-Deductible Health Plan (PPO) with the Village agreeing to pay all premium costs and all deductible costs (\$2,600 for single / \$5,200 for family) (non-contributory by the members) applicable under the healthy Blue HDHP

WHEREAS, the Village was notified by the Insurance provider, Excellus, the plan would no longer be available effective September 1, 2014; and

WHEREAS, the Village did request of the CSEA to enter into discussions regarding the modification of these provisions; and

WHEREAS, the Village and CSEA have negotiated and arrived at mutual understandings as it relates to the modification of these provisions; and

WHEREAS, the represented employees did ratify the modification of these provisions; and

WHEREAS, the parties are desirous of setting forth their mutual understandings in writing,

NOW, THEREFORE, the Village and CSEA agree as follows:

1. Effective September 1, 2014, Article XXV, section 25.1 (A and B) shall read:
  - A. Effective September 1, 2014, all full-time employees and their families shall receive health care coverage under SB Plus Silver 4 health plan (PPO). (See attached)

- B. The Village agrees to pay all premium costs and all deductible costs (\$2,200 for single / \$4,400 for family) (non-contributory by the members) applicable under the SB Plus Silver 4 health plan.
- 2. This Memorandum of Agreement is without precedent or prejudice and shall only become effective upon execution by all parties.
- 3. The parties agree that this Memorandum of Agreement represents the full and final and complete resolution of this matter. This Memorandum of Agreement may not be added to or modified in any way, except by written agreement signed by each party hereto.

IN WITNESS WHEREOF, the parties have signed this Memorandum of Agreement.

- o Purchasing/Procurement Policy – Treasurer’s proposed amendments – tabled to 8/18.
- o Fee Schedule –

→ Trustee moved, Trustee seconded, carried 4/0 to amend and adopt the fee schedule as follows with the exception of the particular section regarding Rental Property Certificate of Occupancy / Operational Permit fees which will be discussed and determined at a special meeting to be held Wednesday, 7/30 8:30am with BI/CEO Miller:

**VILLAGE OF BROCKPORT  
FEE SCHEDULE  
PARTIALLY AMENDED 7/28/14**

To be noted on invoices: All bills and charges are payable net cash within thirty (30) days. A delinquent charge of 10% will be added for non-payment by the due date. Failure to pay may result in the re-levy of said charges plus delinquent charges on your next Village tax bill.

**VILLAGE BOARD FEES**

- Rezoning application.....500.00
- Blasting permit.....\$200.00

**ZONING BOARD OF APPEALS FEES**

- Area Variance.....\$200.00
- Use Variance.....\$300.00
- Interpretation.....\$150.00
- Home Occupations.....\$150.00
- Travel trailer / dumpster approval.....\$25.00
- Other (special permit or authorization required by code).....\$175.00

**PLANNING BOARD FEES**

- Commercial / Industrial Change of use.....\$45.00
- Residential Change of use.....\$35.00
- Site plan (new construction) (less than 5 acres).....\$300.00  
includes stormwater pollution prevention plan review
- Site plan (new construction) (greater than 5 acres) .....\$600.00  
includes stormwater pollution prevention plan review
- Site plan (other).....\$250.00  
includes stormwater pollution prevention plan review
- Residential subdivisions (less than 5 acres) .....\$200.00 plus \$50 per lot  
includes stormwater pollution prevention plan review
- Residential subdivisions (greater than 5 acres).....\$600.00 plus \$50 per lot  
includes stormwater pollution prevention plan review
- Re-subdivision.....\$50.00
- Residential Fences (front yard).....\$25.00
- Commercial / Industrial Fences (includes dumpster enclosures).....\$50.00
- Residential / Commercial / Industrial parking lots.....\$50.00  
includes stormwater pollution prevention plan review
- Changes to or alteration of or extension of previous approvals.....\$50.00
- Special Meeting at request of applicant.....\$50.00 in addition to application base fee
- Public Hearing if Board deems necessary.....\$100.00 in addition to application base fee

**ENGINEERING INSPECTIONS & STORMWATER INSPECTIONS**

Engineering costs charged to the Village for site inspections or stormwater inspections shall be the responsibility of the applicant / developer. Village engineering inspections are based on time spent and will either be invoiced or utilized from the letter of credit. Village stormwater inspection fee is \$50 per inspection and will either be invoiced or utilized from the letter of credit.

**MISCELLANEOUS**

- Tax Search.....\$20.00
- Copies.....\$.25 per page
- Returned Check Charge.....\$20.00
- Zoning Map (color).....\$5.00
- Sign Permit.....\$30.00 per sign
- Sidewalk Café Permit.....\$200.00
  - \$150 of the \$200 is returnable at the end of season if no violations.
- Hawking & Peddling Permit 1 to 7 days.....\$100.00
  - 6 months or less.....\$250.00
  - 1 year.....\$500.00
- Parade / Procession Permit .....no charge
- Fireworks Permit.....no charge
- Appliance with Freon.....\$25.00
- Garbage and Trash Pick-Up cost to Village plus \$50.00 for first calendar year (CY) offense, cost plus \$100 for second CY offense, cost plus \$250 for third CY offense.
- Garbage Cans Pick-Up.....\$25.00 per can
- Lawn Mowing.....\$150 per hour (1 hour minimum) per man plus equipment - plus \$50.00 for first calendar year (CY) offense, plus \$100 for second CY offense, plus \$250 for third CY offense.
- Weekly Commercial Waste Hauler Permit.....\$1,500.00 (annually)
- Other Commercial Waste Hauler Permit.....\$500.00 (annually)
- Facilities Use Permit .....\$25.00 deposit
- Electrical Inspection Agency Permit.....\$150.00 (annually)
- Demolition permit – Residential structures.....\$50.00
- Demolition permit - Commercial structures.....\$100.00
- Demolition permit – Industrial structures.....\$200.00

**CANAL FRONT AMMENITIES**

- Boats 16’ or less.....\$4.00
- Boats 17’ – 30’.....\$6.00
- Boats 31’ – 40’.....\$12.00
- Boats 40’.....\$15.00
- Commercial Boats.....\$20.00

**POLICE DEPARTMENT FEES**

- Copy of Police Report.....no charge
- Fingerprinting (NON-Village resident/merchant).....\$15.00

Pay at Village Hall for fingerprinting or Brockport record check then go to Police Department.

- Parking
  - Illegally Parked.....\$30.00
  - Winter Parking Ordinance.....\$40.00
  - Fire Lane / Hydrant.....\$50.00
  - Handicapped Parking.....\$60.00\*

If the fine is not paid within 30 days from the date ticket was issued, the fine doubles. If the fine is not paid within 45 days of the date the ticket was issued, the fine triples. If the fine is not paid within 60 days of the date of issuance of the ticket, the fine quadruples. (e.g. In 30 days a \$30 fine becomes \$60, in 45 days \$90, and in 60 days \$120.)

\*Applicable NYS surcharges may be applied by the adjudicating agency.

**BUILDING / FIRE APPLICATION FEES**

**RESIDENTIAL NEW HOME CONSTRUCTION:**

- 800 – 1,100 square feet.....\$400
- 1,101 – 1,300 square feet.....\$550
- 1,301 – 1,500 square feet.....\$650
- 1,501 – 1,700 square feet.....\$700

- 1,701 – 2,000 square feet.....\$750
- 2,001 – 3,000 square feet.....\$800

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- 3,001 – 5,000 square feet.....\$850
- Inspection deficiency – 3 or more non life-safety items.....\$50.00 each item
- Inspection deficiency – any life-safety items.....\$150.00 each item

**RESIDENTIAL NEW CONSTRUCTION – (additions, remodeling):**

- Value of construction from \$0 - \$500.....\$65
- Value of construction from \$500 - \$10,000.....\$85
- Value of construction from \$10,000 - \$50,000.....\$105
- Value of construction from \$50,000 - \$100,000.....\$125
- Value of construction from \$100,000 - \$150,000.....\$145
- Value of construction from \$150,000 and up.....\$175  
plus \$10.00 for each \$10,000 of construction value
- Inspection deficiency – 3 or more non life-safety items.....\$50.00 each item
- Inspection deficiency – any life-safety items.....\$150.00 each item

**COMMERCIAL NEW CONSTRUCTION – (additions, remodeling):**

- Value of construction from \$0 - \$500.....\$100
- Value of construction from \$500 - \$10,000.....\$120
- Value of construction from \$10,000 - \$50,000.....\$140
- Value of construction from \$50,000 - \$100,000.....\$160
- Value of construction from \$100,000 - \$150,000.....\$180
- Value of construction from \$150,000 and up.....\$200  
plus \$10 for each \$10,000 of construction value
- Inspection deficiency – 3 or more non life-safety items.....\$50.00 each item
- Inspection deficiency – any life-safety items.....\$150.00 each item

**RESIDENTIAL ACCESSORY STRUCTURES – includes Certificate of Compliance inspection:**

- Decks.....\$35
- Above ground pools.....\$50
- In ground pools.....\$100
- Sheds (144+sf).....\$30
- Gas appliances i.e. hot water heater, furnace.....\$20
- Gas appliances..... i.e. fireplace, gas log sets, fixed piped home generators.....\$20.00
- Temporary Construction Trailer.....\$50.00
- Inspection deficiency – 3 or more non life-safety items.....\$25.00 each item
- Inspection deficiency – any life-safety items.....\$50.00 each item

**RENTAL PROPERTY CERTIFICATE OF OCCUPANCY / OPERATIONAL PERMITS**

**(This section to be determined in discussion with BI/CEO in special meeting 7/30/14 8:30am.)**

- Residential rental registration.....
- Single family rental Code 210.....
- Two family rental Code 220.....
- Three family rental Code 230.....
- Townhouses Code 411.....
- Apartment building Code 411.....
- Inn / rooming house Code 418.....
- Inspection deficiency – 3 or more non life-safety items.....
- Inspection deficiency – any life-safety items.....
- Re-inspections for non-compliant results after 30 days will double the C of O fee

**OPERATIONAL FIRE-SAFETY PERMITS & INSPECTION FEES**

- Educational.....\$100.00 (annually)
- Place of Public Assembly 100 persons or greater .....\$100.00 (annually)
- Assembly uses 50 – 100 persons.....\$50.00 (annually)
- Manufacturing.....\$100.00(annually and/or as local conditions require)
- Fairs/festivals.....\$200.00 (annually)
- Repair/service garages.....\$100.00 (3 year intervals)
- Mercantile over 5000sqft.....\$100.00 (3 year intervals)
- Business use over 5000sqft.....\$100.00 (3 year intervals)

- Food service establishments.....\$35.00 (yearly and/or as local conditions require)
- Other.....\$100.00 (yearly and/or as local conditions require)
- Inspection deficiency – 3 or more non life-safety items.....\$50.00 each item

**MINUTES OF VILLAGE BOARD MEETING HELD July 28, 2014 continued.....page 5**

- Inspection deficiency – any life-safety items.....\$150.00 each item
- Re-inspections for non-compliant results after 30 days will double Operating Permit fee

**PLUMBING & SEWER FEES**

- Plumbing License.....\$25.00
- Plumbing Permit.....\$40.00 plus \$4.00 per fixture
- Sewer Tap Inspection (Monroe County Pure Waters).....\$250.00 plus
  - If Village installed.....\$300.00
  - If contractor installed.....\$125.00
- Sewer Rental Fee:
  - In District Sewer Users.....\$1.16/1,000 gallons water used
  - Out of District Sewer Users .....\$1.66/1,000 gallons water used

**WATER:**

**Water Rate Schedule**

Rates for the sale of water to all customers of the Board of Water Commissioners.

**QUARTERLY METERED SERVICE WITHIN THE VILLAGE OF BROCKPORT:**

All Water Usage	\$ 4.66 per M gallons
Minimum Billing	\$20.00 per quarter

**QUARTERLY METERED SERVICE OUTSIDE THE VILLAGE OF BROCKPORT:**

All Water Usage	\$ 5.99 per M gallons
Minimum Billing	\$25.00 per quarter

**MONTHLY METERED SERVICE WITHIN THE VILLAGE OF BROCKPORT:**

All Water Usage	\$ 4.66 per M gallons
Minimum Billing	\$20.00 per month

**MONTHLY METERED SERVICE OUTSIDE THE VILLAGE OF BROCKPORT:**

All Water Usage	\$ 5.99 per M gallons
Minimum Billing	\$25.00 per month

**UN-METERED WATER:**

The rate for un-metered water sales shall be \$6.00 per thousand gallons

**TERMS AND PAYMENT:**

All bills and charges of the Water Commissioners are payable net cash within thirty (30) days. A delinquent charge of 10% will be added to the bill for non-payment by the due date.

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 Frozen meter fee \$100 plus equipment and labor  
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**SERVICE CONNECTIONS:**

The fees charged upon application for water service tap (including meter) to the Commissioner's are as follows:

SIZE OF SERVICE	Fee Charge
¾" and 1" with 5/8" or ¾" meter and under.....	\$1,000.00
¾" and 1" with 1" meter.....	\$1,880.00
1 ½" meter and above.....	to be charged a fee equal to the time and materials used to render the service plus 10%

The Commissioners will install the service pipe and appurtenances on public streets from the water main to and including the curb box and shutoff. Easements acceptable to the Commissioners must be furnished to them for service installation if private property is involved. Water meters will be furnished and connected by the Commissioners and will remain the property of the Commissioners. (Section IV and Section V)

Where a tap already exists, or is being installed under a Main Extension, the fees charged are as follows:

SIZE OF SERVICE	Fee Charge
¾" and under .....	\$250.00
1".....	\$300.00

1 ½" meter and above.....to be charged a fee equal to the time and materials used to render the service plus 10%

**MINUTES OF VILLAGE BOARD MEETING HELD July 28, 2014 continued.....page 6**

In addition to the fee charges set forth above for the service taps and water installation, there will be an additional charge if, upon installation, the Water Department has to supply any other necessary parts in order to effect the installation.

**SERVICE DISCONTINUANCE**

Any water service account which carries an unpaid balance for two billing quarters or more is subject to discontinuance of service, and a fee of \$100.00 will be collected prior to restoration of the service.

Any use or attachment to an unprotected, unmetered fire hydrant for other than fire-fighting purposes is subject to an Unauthorized Hydrant Use Fee of \$500.00.

The rate for unmetered water sales shall be \$6.00 per thousand gallons.

- o Village Board liaison assignments –

→ Trustee La Pierre moved, Trustee Ciciotti seconded, carried 4/0 to adopt the Village Board liaison assignments as follows:

**VILLAGE OF BROCKPORT  
VILLAGE BOARD LIAISONS  
TO DEPARTMENTS / AREAS / BOARDS / COMMITTEES / OUTSIDE ENTITIES  
AUGUST 2014 – JULY 2015  
Adopted 7/28/14**

Mayor Blackman, Trustee/Deputy Mayor Andrews, Trustees Ciciotti, Hannan, La Pierre

Personnel / Human Resources	Blackman
Budget & Finance	Blackman
Town/Gown Relations (SUNY College at Brockport)	Blackman
Intergovernmental Relations (Towns of Sweden & Clarkson)	Blackman & Andrews
Police Department	Hannan & La Pierre
Building / Zoning / Code Enforcement Planning Board Zoning Board of Appeals Code Review Committee	Ciciotti & Hannan
Department of Public Works Parks Committee	Ciciotti & La Pierre
History Historic Preservation Board Emily L. Knapp Museum & Library of Local History Board Brockport Community Museum	Hannan Andrews Andrews
Economic Development Farmers Market Welcome Center Management Committee BMA (Brockport Merchants Association) GBCoC (Greater Brockport Chamber of Commerce) GBDC (Greater Brockport Development Corporation) BISCO (Brockport Integrated Service & Community Org)	La Pierre Andrews Hannan La Pierre Andrews Ciciotti

Tree Board

Blackman

Walk Bike Brockport Action Group

Andrews

**MINUTES OF VILLAGE BOARD MEETING HELD July 28, 2014 continued.....page 7**

Housing Task Force

Ciciotti

Seymour Library Board

\_\_\_\_\_ - to be determined

- o RFP for architect services re modifications to Village Hall to accommodate Village Court –

→ Trustee La Pierre moved, Trustee Andrews seconded, Mayor Blackman in favor, Trustee Ciciotti opposed, carried 3/0/1 to authorize an RFP for architect services regarding modifications to Village Hall to accommodate Village Court as follows:

VILLAGE OF BROCKPORT  
Request for Proposals  
Architectural Services

The Village of Brockport seeks proposals for architectural services regarding modifications to Village Hall to accommodate Village Court.

Interested consultants should e-mail DPW Superintendent Harry Donahue and Building Inspector/Code Enforcement Officer David Miller at [hdonahue@brockportny.org](mailto:hdonahue@brockportny.org) and [dmiller@brockportny.org](mailto:dmiller@brockportny.org) to request a meeting/site visit to learn of the needs and layout concept.

Scope of work should include review of court security report (to be completed by the New York State Office of Court Administration by the end of August) and discussion with Ed Rodman, Chief Architect for OCA at 212-428-2967. Scope of work must also include an estimate for construction costs.

Proposals requested by Noon, August 29, 2014 by e-mail to:  
Leslie Ann Morelli  
Village Clerk  
Village of Brockport  
49 State Street  
Brockport, NY 14420  
[lmorelli@brockportny.org](mailto:lmorelli@brockportny.org)

For publication in Suburban News, Rochester Business Journal, The Daily Record.  
For posting on Village website and Village Hall bulletin board.

Leslie Ann Morelli  
Village Clerk  
Village of Brockport

- o Housing Task Force –

→ Trustee Andrews moved, Trustee Ciciotti seconded, carried 4/0 to appoint the following applicants to the Housing Task Force: Walt Borowiec, Michael Hayes, Kristin Heffernan, Martha Lemcke, James Spiller.

There remains 1 Village resident vacancy to be filled and 1 Planning Board member to be appointed. Trustee Ciciotti will contact members to call for an initial meeting.

**ADJOURNMENT:**

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

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Leslie Ann Morelli, Village Clerk  
from notes of Margaret B. Blackman, Mayor