

**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, May 25, 2011 at 7:00pm.**

**PRESENT:** Mayor M. Connie Castañeda, Deputy Mayor/Trustee Daniel P. Kuhn, Trustee Kent R. Blair, Trustee Carol L. Hannan, Trustee Scott W. Hunsinger, Clerk Leslie A. Morelli, Treasurer Mary Beth Lovejoy, DPW Superintendent Harry G. Donahue, Police Chief Daniel P. Varrenti, Building/Zoning Officer Scott C. Zarnstorff, Fire Chief Michael J. Henry, Attorney Robert S. Leni, Esq.

**EXCUSED:**

**ALSO PRESENT:** James Wissler, Jim & Joan Hamlin, Karen Zok, Chris Goosley, Tom Mangan, Kathy Vendel, Val Ciciotti, Mary Jo Nayman, Pam Ketchum, Brian Winant, Margay Blackman, Kristina Gabalski, Harry Snyder, David Rice, Norm GianCursio, Fred Webster

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

**MISSION STATEMENT:** "To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."

**PUBLIC COMMENT:**

- Margay Blackman of Park Avenue and Chair of the Tree Board – shared that she and Tree Board members will be putting purple ribbons around Emerald Ash Borer trees in the Village as a means of educating the public about the nasty pest.
- Brian Winant of the Stetson Club announced that the Stetson Club, the Brockport Area Veterans' Club and the Ladies Auxiliary Post 379 will be sponsoring Military and Community Appreciation Day on Saturday, June 11<sup>th</sup> from Noon to 4pm at the Brockport Area Veterans Club on West Avenue. Come out and show your support for our area veterans, current military personnel, their families and the Village of Brockport community. Live entertainment by Joe Brucato. Face painting and Zuper Bounce for kids. Hot dogs, hamburgers, ice cream and more.

**GUESTS:**

- Street closure request application re Spring Street (Gordon to Oxford) 6/18 Noon – 4pm – The applicant, Concordia Lutheran Church, failed to show. Clerk Morelli indicated that it was made clear that the applicant needed to attend this meeting. Apparently this church, which is on Fourth Section Road, was once located on Spring Street. Mayor Castaneda expressed concern of the inconvenience to residents of Spring Street. Clerk Morelli will follow up with the applicant to see if they wish to attend the next meeting or withdraw the application.
- James E. Wissler, CEO – Lakeside Health System – Power Point presentation – Mr. Wissler introduced himself as the new CEO for Lakeside Health System. He gave a brief Power Point presentation (attached to these minutes). It focused on the URMIC Collaborating Institution Agreement, joint service collaborations and quality care. LHS ranks very high. He is attending government and civic group meetings to get the word out.

All agreed LHS is a great asset to the community.

Trustee Hunsinger shared that he, Chief Varrenti and Deputy Clerk-Treasurer attended a meeting some months ago held by Mr. Wissler's predecessor. He said he walked away being very thankful for what we have right here in our community.

**PUBLIC HEARINGS:** None

**PUBLIC INFORMATION MEETINGS:** None

**CERTIFICATES OR PROCLAMATIONS:** None

**CONSENSUS ITEMS:**

- **APPROVAL OF MINUTES:**

→ Deputy Mayor Kuhn moved, Trustee Hunsinger seconded, carried 5/0 that the minutes of the 4/26 special work session, 4/27 meeting, 5/9 special meeting, 5/10 work session, 5/11 meeting be approved as amended.

- **APPROVAL OF BILLS TO BE PAID**

→ Trustee Blair moved, Deputy Mayor Kuhn seconded, carried 5/0 that the bills be allowed and paid

upon audit with the exception of #29826 for \$240.

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A/P Clearing Account

	<u>Abstract Date</u>	<u>Amount</u>
FUND (A): <u>General</u>	05/25/11	\$65,950.45
FUND (F): <u>Water</u>	05/25/11	\$3,322.94
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>(Trust &amp; Agency)</u>	-	-
		\$69,273.39 grand total

**CLERK & TREASURER REPORTS:**

- o Clerk
  - o Annual Sidewalk Café Permit – Java Junction –

→ Trustee Hunsinger moved, Trustee Blair seconded, carried 5/0 to approve the 2011 Sidewalk Café Permit application of Java Junction at 56 Main Street for 2 tables and 8 chairs as requested.

- o 2011 Village tax bills get mailed 5/31 – encourage use of enclosed envelope for payment – Clerk Morelli shared the following and encouraged taxpayers to utilize the return addressed envelopes that will be enclosed with their bills. It is the most efficient method.

**VILLAGE OF BROCKPORT  
TAXPAYERS  
NOTICE OF COLLECTION**

The Tax Roll and Warrant for the collection of Village Taxes for fiscal year June 1, 2011 - May 31, 2012 have been filed in the Village Clerk’s Office.

**TAX BILLS WILL BE MAILED ON MAY 31, 2011.**

**In an effort to improve efficiency, please use the return addressed envelopes included with the bills.**

Check or money order for the exact amount should be made payable to the Village of Brockport and mailed with payment stub to:

Village of Brockport  
Dept. # 117015  
P.O. Box 5270  
Binghamton, NY 13902-5270

**OR**

Payment may be made in person to Village Hall at 49 State Street Brockport, NY 14420 Monday through Friday 8:30am – 4:30pm except holidays.

**PAYMENT OPTIONS**

1) Payment is due in full by July 1, 2011 without penalty

Late penalties:

- July 2<sup>nd</sup> - 31<sup>st</sup> = 5%
- August 1<sup>st</sup> - 31<sup>st</sup> = 6%
- September 1<sup>st</sup> - 30<sup>th</sup> = 7%
- October 1<sup>st</sup> - 31<sup>st</sup> = 8%

November 1<sup>st</sup> - Village taxes remaining unpaid will be turned over to Monroe County to re-levy onto the January 2012 County/Town tax bill with additional penalties.

**OR**

**2) Payment may be made in 2 equal installments:**

MUST make 1<sup>st</sup> installment by July 1, 2011 without penalty  
Then make 2<sup>nd</sup> installment due by August 1, 2011 without penalty

Late penalties:

- August 2<sup>nd</sup> - 31<sup>st</sup> = 6%
- September 1<sup>st</sup> - 30<sup>th</sup> = 7%
- October 1<sup>st</sup> - 31<sup>st</sup> = 8%

November 1<sup>st</sup> - taxes remaining unpaid will be turned over to Monroe County to re-levy onto the January 2012 County/Town tax bill with additional penalties.

**IF YOUR TAXES ARE NOT ESCROWED IN YOUR MORTGAGE, AND YOU DID NOT RECEIVE A VILLAGE TAX BILL, PLEASE CALL VILLAGE HALL AT 637-5300 X12.**

Leslie Ann Morelli  
 Village Clerk  
 Village of Brockport

For publication in the 5/30 & 6/6 editions of Suburban News and posting on Village website and at Village Hall.

Mayor Castañeda commented that 5 of the 10 highest taxpayers in the Village are landlords.

- o Treasurer
  - o Financials for period ending 4/30/11 –

**General Fund**

Revenues

You can see by the report that the Village has received almost all of the expected revenues (91.42%). Revenues that are to be expected during the month of May include the following:

**A1120 Sales Tax-** for the calendar quarter received May 18<sup>th</sup> –\$366,919.47; also I will book the estimated April and May amount of \$236,878 as a receivable at our fiscal year end. That will mean the Village has total sales tax revenue for fye 5/31/11 of \$1,421,268 which is \$93,268 higher than budget with the majority of that coming in the first half of the calendar year.

**A2389.8001 Monroe Cty CDBG-Perry Street** – we will not receive these funds until the project is actually completed. The project will not be completed as of the end of our fiscal year so I will book a receivable for the actual expenditures to date and the balance will fall into your next fiscal year. As of April 30<sup>th</sup> we have spent \$16,578.

**A3089.7001 State Aid, CHIPS** – we have not have used nor received our allocated CHIPS funding but in checking with the DPW department what isn't used is available in future years.

Expenditures

The report demonstrates that the Village has expended almost 88% of its budget as of April 30, 2011. The following transactions will not be booked until they occur.

**Payroll for the month of May** – our last payroll for the fiscal year is actually May 26<sup>th</sup>. The check will only cover the up until May 21<sup>st</sup> hourly wages. I have requested that the departments submit timesheets on June 1<sup>st</sup> for the period ending May 31<sup>st</sup> so that we can book the expenditure in the correct fiscal year.

**Debt Service Payment** – we will be paying off the outstanding BAN plus interest on May 27<sup>th</sup>.

**Monthly payments** – all bills received for goods and services received prior to May 31<sup>st</sup> will also need to be booked. We will do our best to have the majority on the May 25<sup>th</sup> schedule but may need to run an additional accounts payable run early June to cover those bills that come in after the end of our fiscal year.

**Water Fund**

Revenues

We billed for April usage in May and will bill for May usage in June. I will book the receivable for May at year end.

Expenditures

The same applies to the water fund as mentioned above for the general fund.

- o Budget Transfer Amendments –

→ Trustee Hunsinger moved, Trustee Hannan seconded, carried 5/0 to approve the following budget transfer amendments.

Account Number	From: Description	Account Number	To: Description	Amount:
		A2389.3000	Monroe County DWI	\$15,804.90
		A3120.1000	Police salaries	\$18,503.15
		A3120.4155	Contractual DWI	\$2,301.75

Purpose: Record actual DWI funding and expenditures incurred from the DWI grant ending 12/31/11 –

already had budget of \$5,000 in revenue code A2389.3000.

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Account Number	From: Description	Account Number	To: Description	Amount:
A2705.0000	Gifts & donations	A7550.4090	Celebrations	\$232.75

Purpose: to pay for new flag – donation from James and Joan Hamlin who organized a group donation

Mayor Castañeda thanked them for the donation.

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Account Number	From: Description	Account Number	To: Description	Amount:
A3410.4051	Firefighter equip repair	A3410.4050	Equip maint & repair	\$2,101.77
A3410.4110	Bldg repair	A3410.4060	General insurance	\$4,718.75
		A3410.4062	Workers Comp	\$3,036.27
		A3410.4230	Air bottles	\$626.00
		A3410.4260	Equipment	\$4,319.12
		A3410.4290	Alpha pagers	\$471.10
		A3410.4310	New hose	\$335.00

Purpose: to clean up negative balances in the Fire Department budget as of April 30, 2011

Treasurer Lovejoy shared:

We received an invoice from Northern Nurseries, Inc. in the amount of \$418. This order was placed by Tree Board Chair Margaret Blackman with the intention of using funds provided by National Grid. The problem with payment of the bill is that the Village Board only authorized \$300 at the 9/22/10 meeting.

In the meantime, M. Blackman has requested payment of 11 trees (5 for 2009 and 6 for 2010). We have received documentation from national Grid that we will receive \$50 per tree once they have the planning audit of community planted trees done in June. That would be a total of \$550.

Since some of the trees were from prior years, I request the Board to pass resolution and budget amendment.

Be it Resolved that the Village of Brockport accept the donation of \$550 from National Grid. The funds are to be used to reimburse the Village for the expenses incurred to plant said trees.

Account Number	From: Description	Account Number	To: Description	Amount:
		A8560.4030	Shade tree supplies	\$418.00
		A2705.0000	Donations	\$550.00

- Petty Cash for Village Hall – Treasurer Lovejoy shared that Village Hall will be accepting payments for tax bills as of 6/1/11 plus sewer will be added to the water bills in the not too distant future. Our cash drawer currently is supplied with \$100. We feel that in order to deal with the additional payments, we need to have an additional \$100 on hand.

→ Deputy Mayor Kuhn moved, Trustee Hannan seconded, to adopt the following resolution:

Be it Resolved that the Treasurer issue a check to the Village Clerk in the amount of \$100 to increase the petty cash from \$100 to \$200 effective immediately.

Trustee Hunsinger asked if \$200 is enough.  
Clerk Morelli said yes.

- Transfer to Reserve Accounts for Fire Department –

→ Deputy Mayor Kuhn moved, Trustee Hunsinger seconded, carried 5/0 via roll call to adopt the following resolutions:

Be it resolved the Village Board of Brockport authorize the Treasurer to transfer funds collected via property tax and/or fee to the following reserves:

Fire Truck Reserve \$125,000  
Communication Equipment Reserve \$10,000  
Fire Chief Vehicle Reserve \$10,000

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And be it resolved the Village Board of Brockport authorize the Treasurer to fund the Fire Truck Reserve with \$35,000 for the 2010-2011 payment of the MOU.

- o Transfer to Capital Reserve Account for Water Meters -

→ Deputy Mayor Kuhn moved, Trustee Hunsinger seconded, carried 5/0 via roll call to adopt the following resolution:

Be it resolved the Village Board of Brockport authorize the Treasurer to transfer excess funds to the Water Fund Capital Reserve in the amount of \$30,000.

- o Miscellaneous – Treasurer Lovejoy reported on many works in progress including working closely with the Village’s payroll vendor, CPP, to streamline even further so there will be less manual input needed, updating the database master with hire and term dates, utilizing various report functions. She is working with Clerk Morelli and Water Clerk Herzog on a number of things. She has been working with the Department Heads on further refining the Purchase Order policy. She commented that the purchasing process has really helped. Last year there was fear of running out of money. Now there are no cash issues – no fear of being able to pay the bills or meet payroll. This has been a big success. Bookkeeping is up to date. The segregation of duties issues raised in the audit report are being addressed. She is almost ready to close the books on the fiscal year. The auditors have been scheduled for June so that the report will be ready by the end of summer. She has put the General Fund and Water Fund budgets for 2011-2012 on the accounting system. A mailing has gone out to all vendors of the Village that appear on the accounting system as to the need for Purchase Orders and to follow the Village’s process. She thanked Trustee Hannan and Mayor Castaneda for helping with some of the stuffing and folding of the mailing. The A/P system needs to be cleaned up to indicate whether vendors are active or inactive. There is a new process to add a vendor. Training will start June 1<sup>st</sup> as to the new duties Clerk Morelli and Clerk Herzog will be handling.

Trustee Blair thanked Treasurer Lovejoy for her work during the transition. He also wished her a Happy Birthday today.

**DEPARTMENT REPORTS:**

- o Building / Zoning / Code Enforcement
  - 10 King Street – CEO Zarnstorff commented on the 3 collapses and resulting demolition of 10 King Street last week. It is a sad loss since it was a historic building in the downtown commercial district. It had to be torn down in the interest of safety of the community and the adjacent buildings. He commended the demolition contractor Frederico Buildings and Demolition for being very professional and for their equipment operator taking extreme care. There was minimal damage off site. He is working with the owners of the property on clean up of the site. He said it was a good collaboration of all Village departments. Some community members came out and reminisced about good times had when it was a bar and restaurant known as The Lincoln.  
  
Mayor Castañeda said the property owners have scheduled a meeting with her Friday afternoon.  
  
Chief Varrenti commented on the concern of possible asbestos. CEO Zarnstorff said due to the emergency circumstances, the building could not be evaluated environmentally. However, further removal of debris will have to follow Labor Department specifications regarding environmental contaminants.
  - Code Review Committee – CEO Zarnstorff shared that the CRC continues to meet monthly and tackle the Village Code chapter by chapter. They recently forwarded 3 chapters that have completed review (Signs, Trees, Parking) and would like to see them move through the process.  
  
Mayor Castañeda shared that she has forwarded them to the Village Attorney for review.

Village Attorney Leni confirmed having received them.

o Police

- SUNY Brock the Port – Chief Varrenti reported that 7 officers were out and about. Trustee Hunsinger did a ride-a-long with him and Trustee Hannan did a ride-a-long with Officer Mesiti. They logged hundreds of jobs that night. They pride themselves on proactive policing, not just reactive. Although there were

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numerous house parties, only 3 complaints regarding noise went to 911 because the department was able to get to them before getting out of control. He said he knows some consider the event and the fallout of it a “right of passage”, but he does not condone it.

- Pharmaceutical Drop Off – Chief Varrenti reported that the 4/30 DEA pharmaceutical drop off was a big success. In the first 2 hours they filled 3 55-gallon drums. There was a line out the door. He said the Department will do this more often. It’s better for safety and for the environment than flushing unused or expired prescription and over the counter drugs down the toilet.
- DSS Issue regarding a particular home – Chief Varrenti showed the Board only some photos of a single family home that Department of Social Services workers brought to Code Enforcement’s attention as to deplorable conditions. He said now that CEO Zarnstorff is located at the Police Department; they see each other regularly and can better collaborate on issues. Two officers assisted CEO Zarnstorff in getting medical and psychiatric care for the residents and red-tagging the property. A daughter of the residents is now taking an active role. Chief Varrenti said this is also an example that there are single family home issues as well as multiple family or rental property issues.

Chief Varrenti said he is dividing the Police Department into sectors or zones. The Officers will work with the CEO. They will not play favorites. Whether you are for or against the Police Department, all will be treated fairly. They will not become the “peeling paint police”. They will deal with code violations. They will seek voluntary compliance. They will ticket if necessary. The officers will have accountability. They will follow up on the issues in their zone. It will result in a better, more enjoyable, prettier Village of Brockport.

- Health and Dental Benefits – Chief Varrenti said every municipality has kind, honest people and mean, dishonest people. He has encountered some of each. He said someone went to the Irondequoit Police Department, his former employer from which he retired, and told them he is eligible for health and dental benefits from the Village but doesn’t take them. These benefits cost ~\$11,000 per year and in the 9 years he has been employed by Brockport, the Village has saved a lot of money. He said he was one of 2 finalists for the position and each were told they would have to retire from their current positions and accept health and dental benefits from those positions - that the Village of Brockport would not be providing health or dental insurance. He said his understanding is that the Village of Brockport is not offering him health or dental insurance.

Mayor Castañeda said that is correct. She said it is laid out in his contract – the terms and conditions of employment.

Chief Varrenti asked that this be placed on the record in the form of a motion.

→ Trustee Blair moved, Trustee Hunsinger seconded, carried 5/0 via roll call to confirm that Daniel P. Varrenti was never offered and will not be offered in the future health and or dental insurance through the Village of Brockport.

A letter and copy of the resolution will be forwarded to the Irondequoit Town Supervisor and copied to Chief Varrenti.

o Public Works

- Flooding – DPW Superintendent Donahue reported on flooding due to the heavy rains 5/15 and crews having to pump sewers.
- Clinton Street Sewers – DPW Superintendent Donahue said they have started to revamp the storm sewers on Clinton Street.



- Retirements – none
- Terminations – none
- Appointments – none
- Vacancies –
  - Village Manager – application deadline: 5/25/11 – Mayor Castañeda shared that 33 applications were received by the close of business today. She has asked Deputy Mayor Kuhn and Treasurer Lovejoy to join her as the Search Committee. They will review all applications, select those to interview and bring back a hiring recommendation to the Board for the next meeting.

**MINUTES OF VILLAGE BOARD MEETING HELD May 25, 2011 continued.....page 8**

Trustee Hunsinger said sometimes in the past, interested Village Board members were notified of interview times and welcomed to sit in.

Mayor Castañeda said this is a Mayoral appointment and she has set the Search Committee.

Trustee Hunsinger asked Village Attorney Leni if other Board members are allowed to sit in.

Village Attorney Leni responded that there could be an open meetings issue if more than 2 Village Board members are present.

- Seymour Library Board – to complete term to 12/31/13 – application deadline: 5/31/11

- Volunteer Drops/Addds
  - Fire / Ambulance – none
  - Police Explorers – none
  - SPARTAC – none
  - Welcome Center Greeters –

→ Trustee Hunsinger moved, Trustee Blair seconded, carried 5/0 to appoint the following as Welcome Center Greeters: Becky Empey, Jennifer Rowley.

- Walk Bike Brockport Action Group members – none
- Emily L. Knapp Museum & Library of Local History volunteers -

**OLD BUSINESS:**

- Proposed new radio read water meters – authorize advertising for bids – DPW Superintendent Donahue asked for authorization to advertise for bids for the new radio read meters.

Mayor Castañeda noted that he did not provide the Clerk with proposed bid specifications and asked if he had provided the Village Attorney with such for review. DPW Superintendent Donahue said he had not. Mayor Castañeda asked that he provide the necessary information to Clerk Morelli so that she can forward such for Attorney review. The item will need to wait until this is done.

- Proposed phone/cell phone policy for Employee Handbook – Deputy Mayor Kuhn referred to the proposed language to be added to Section 511 of the Employee Handbook entitled Computer Systems and Internet/Online Service and to Section 517 entitled Personal Property.

Under Section 517, Personal Property, a new subparagraph inserted as follows:

Personal Electronic Devices – for safety, productivity and efficiency reasons, the use of personal wireless phones, PDAs, handheld videogames, personal music/video players, and other personal electronic devices are limited to break and meal periods. This includes use for voice, data, text, video, and picture communications. At all times except emergencies, including break and meal periods, such devices should not be used in view of the public. All personal electronic devices, including but not limited to wireless phones, should be placed on either silent or vibrate mode during work hours. Costs for use of personal electronic devices to conduct Village Business shall not be reimbursable except where prior approval is granted by contract or by permission of the employee's supervisor.

Under Section 511, Computer Systems and Internet/Online Service, Paragraph Internet/Online Service, a new subparagraph inserted (after "Proper Usage" subparagraph as follows:

Personal Use of Internet – During work hours, use of the internet for personal tasks including but not limited to personal email, social networking/media, news, gaming, instant messaging, and general internet use, is prohibited. Use of internet for personal tasks is allowed during break/meal time, but should be done out of view of the public wherever possible. During break/meal time usage, all other rules for use of Village computer systems continue to apply.

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→ Deputy Mayor Kuhn moved, Mayor Castañeda seconded to adopt said amendments to the Employee Handbook effective 6/1/11.

Discussion:

Trustee Hunsinger said he might like more time to review how the new language fits with the current policies.

Trustee Blair asked if the new language is in addition to what currently exists.

Deputy Mayor Kuhn said yes.

Treasurer Lovejoy suggested that the Employee Handbook be reviewed in its entirety. She said Police Chief Varrenti had expressed willingness to help streamline it since he is versed in putting out Administrative/General Orders.

Mayor Castañeda said the Employee Handbook would be worked on.

Clerk Morelli said she would be happy to provide the Board and Department Heads with information and history on the Employee Handbook. No such document existed before her arrival. In 2000, she and the Mayor and Department Heads worked with a professional Human Resources Consultant to put the Village's practices down in writing and developed the Employee Handbook. Employees all received a copy and were asked to sign a receipt. The Stetson Club asked to be exempt. The CSEA endorsed it. A review and update was conducted and the document was amended in 2006 and 2008. Employees were notified of the changes and asked to sign a receipt. Some failed to do so and the Board was notified of such.

Call to question:

Trustee Blair	yes
Trustee Hannan	yes
Trustee Hunsinger	yes
Deputy Mayor Kuhn	yes
Mayor Castañeda	yes

Carried 5/0

- E.A.P. (Employee Assistance Program) Proposals – Mayor Castañeda referred to the information provided to the Board by the Clerk and reviewed at the May 10<sup>th</sup> work session.

→ Mayor Castañeda moved, Deputy Mayor Kuhn seconded to go with URM C EAP for Fire Department only and with EHS EAP for all non union, CSEA and Stetson Club employees noting that the Police Chief has authorization to solicit URM C EAP assistance on an as-needed basis for the Police Department.

Discussion:

Mayor Castañeda said it is important that all employees have access to EAP.

Chief Varrenti asked for clarification.

Mayor Castañeda re-read the motion.

Chief Varrenti expressed concern that EHS is not equipped to handle emergency crisis cases.

Clerk Morelli clarified that EAP is for a myriad of reasons.

Mayor Castañeda concurred and said that is why he is being given authorization to solicit URM C assistance on an as-needed basis.

Call to question:

Trustee Blair	yes
Trustee Hannan	yes

Trustee Hunsinger	yes
Deputy Mayor Kuhn	yes
Mayor Castañeda	yes

Carried 5/0

Clerk Morelli will contact both EAP providers and request contracts based on the correct numbers.

- MedEx Billing, Inc. (3<sup>rd</sup> Party Billing re Ambulance) – hardship cases – Mayor Castaneda referred to the information provided to the Board by the Clerk and reviewed at the May 10<sup>th</sup> work session.

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→ Trustee Blair moved, Deputy Mayor Kuhn seconded, carried 5/0 to honor the written requests of 2 individuals to reduce their ambulance service charges, but only to the amount Medicare would allow for services.

- Lunch hour for non-union employees – corrective resolution – Mayor Castañeda referred to the motion adopted unanimously at the 4/27/11 meeting and then the motion adopted 3/2 at the 5/11/11 meeting exempting 2 employees.

→ Deputy Mayor Kuhn moved, Mayor Castañeda seconded to rescind the motion approved at the 5/11/11 meeting to exclude the DPW Superintendent and DPW Foreman from the reduction from 40 to 37.5 hour paid work week.

Discussion:

Mayor Castañeda said this was part of the budget work session and presentation and was approved by all on April 27<sup>th</sup>. To change that motion would have an increased effect on the 2011-2012 budget and put us out of balance before the year even begins.

Trustee Hunsinger said that the DPW Superintendent and Foreman work an 8 ½ hour day with a ½ hour unpaid lunch. The other full time non union employees work an 8 hour day with a 1 hour paid lunch.

Treasurer Lovejoy referred to the Employee Handbook and that an employer cannot treat individuals within an employee class differently. Non-union employees can be treated differently than Union employees, but non-union employees must all be treated the same.

DPW Superintendent Donahue said there was a gentleman’s agreement from long ago. Mayor Castañeda said the Village has had difficulty with many of the gentleman’s agreements of the past.

Deputy Mayor Kuhn reminded the Board that Counsel has stressed not breaking apart a class of employees.

Village Attorney Leni confirmed that all non-union employees need to be treated the same.

DPW Superintendent Donahue expressed concern that there would be a period of the day where the DPW laborers would have no supervision.

Treasurer Lovejoy suggested the DPW Superintendent and Foreman stagger their lunch hours just as is done in other departments.

Call to question:

Trustee Blair	no
Trustee Hannan	yes
Trustee Hunsinger	no
Deputy Mayor Kuhn	yes
Mayor Castañeda	yes

Carried 3/2

- Discontinue further consideration of Fire District per 5/9 special meeting – rescind 4/27 motion

→ Deputy Mayor Kuhn moved, Trustee Hunsinger seconded to rescind the 4/27 motion to participate in an intermunicipal meeting with the Towns of Sweden and Clarkson on 5/10.

Discussion:

Trustee Blair said the date has already passed.

Mayor Castañeda said she realizes that, but the proper thing would have been to rescind the 4/27 motion at the 5/9 special meeting or to attend the 5/10 intermunicipal meeting and vote no on moving forward with consideration of a Fire District.

Call to question:

Trustee Blair	yes
Trustee Hannan	yes
Trustee Hunsinger	yes
Deputy Mayor Kuhn	no
Mayor Castañeda	no

Carried 3/2

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- o Letter to Sweden & Clarkson Supervisors per 5/9 special meeting – corrective resolution

→ Deputy Mayor Kuhn moved, Trustee Blair seconded to rescind the motion made at the 5/9 special meeting to send the proposed letter to the Supervisors of the Towns of Sweden and Clarkson.

Discussion:

Call to question:

Trustee Blair	yes
Trustee Hannan	yes
Trustee Hunsinger	no
Deputy Mayor Kuhn	yes
Mayor Castañeda	yes

Carried 4/1

- o Fire Department rental of F.F. Capen Hose truck bay – proposed lease agreement & invoice –

→ Deputy Mayor Kuhn moved, Trustee Blair seconded to approved the proposed lease agreement for the rental of the F.F. Capen Hose truck bay and authorize the Treasurer to pay the 2010 payment out of the 2011 fiscal year and the 2011 payment out of the 2012 fiscal year.

Discussion:

Mayor Castañeda said splitting the payment between the two fiscal years helps us to stay within our budget in both years.

Village Attorney Leni indicated that this is not subject to SEQR as it is Type II – a continuation.

Trustee Hunsinger said he and Mayor Castañeda met with Capen Hose representatives Norm Knapp and Deb Hoy quite some time ago to discuss the lease the Village came up with. It was made clear that the Capens should really come up with the lease as the Village would be the tenant. It was up to Deb Hoy. The Village received no response. Now, when they want payment for two years totaling \$8,000, the Village receives a cookie cutter lease that doesn't pertain to the specialty of the building.

Treasurer Lovejoy expressed concern that the Village pays for the utilities for this building and does not own it.

Clerk Morelli said the same could be said for the Village paying the utilities for the fire station owned by Clarkson. DPW Superintendent confirmed.

Trustee Hunsinger recalls informing the parties that the Village could not pay the utilities and that any lease should spell that out.

Village Attorney Leni said the utilities issue should be addressed.

Mayor Castañeda said former Deputy Mayor Martin took care of a utility issue at the Capen building.

→ Trustee Hunsinger moved, Deputy Mayor Kuhn seconded, carried 5/0 to table approval and payment of the lease and to have the Mayor communicate the issues with the Capens and with Clarkson regarding utilities.

- o Sustainability of Brockport Fire Department for Village only – Mayor Castañeda said currently the Village of Brockport only raises \$132,667 in taxes for fire protection and an

additional \$30,360 for transfer to the various Fire Department reserve accounts. She said she is unable to see how the Village can financially support the Fire Department without the partnership of the Towns of Sweden and Clarkson. She said she is also concerned about the impact on insurance rates for residents per the recent letter in the Suburban News from Fire Chief Henry. She questioned whether the Board really understands how this potential split will impact the residents as well as overall safety. She said she knows the Village Board liaisons (Trustees Blair and Hunsinger) have met with the Fire Chiefs. However, it is important that the entire Board be in on the discussion.

Trustee Blair said the Fire Chiefs are under recent e-mail order from the Mayor not to discuss with Trustees. Trustee Hunsinger concurred and stated that Chief Henry followed the Mayor's directive.

**MINUTES OF VILLAGE BOARD MEETING HELD May 25, 2011 continued.....page 12**

Mayor Castañeda stressed the importance of the whole Board being involved in discussions and in making decisions. Trustee Hunsinger said the liaisons simply have conversations and do not make decisions on behalf of the whole Board.

→ Deputy Mayor Kuhn moved, Trustee Blair seconded to authorize the Fire Chief to prepare a Village-only budget for January to May 2012 and review such with the Village Treasurer prior to presenting to the Board.

Discussion:

Trustee Hannan said it is important to determine what assets are needed for the Fire Department to service only the Village.

Deputy Mayor Kuhn concurred.

Fire Chief Henry suggested bringing in a consultant. He is unsure how many volunteers would stay.

Mayor Castañeda asked the status of the site survey by consultant Holman.

Trustee Blair said he would be willing to amend the motion to authorize the use of a consultant.

Mayor Castañeda said a consultant cost is unknown. The Board already authorized such through Holman.

Call to question:

Trustee Blair	yes
Trustee Hannan	yes
Trustee Hunsinger	yes
Deputy Mayor Kuhn	yes
Mayor Castañeda	yes

Carried 5/0

- Referendum re Village Code Chapter 59 per Village Attorney – Village Attorney Leni shared with the public what he recently shared with the Board – that after review and consultation, we will be unable to have the mandatory referendum on June 21<sup>st</sup> because it is required that the referendum be held at a general election at least 60 days from the passage of the law. The Board passed the local law on April 27<sup>th</sup>, which is less than 60 days, and the election on June 21<sup>st</sup> does not qualify as a general election. The next Village general election is June 2012.

→ Trustee Blair moved, Trustee Hunsinger seconded, carried to remove the mandatory referendum from the June 21, 2011 election.

Discussion:

Trustee Hunsinger asked if there is time to notify Monroe County Board of Elections. Clerk Morelli said yes. Further, the legal notice had not yet been published.

Trustee Blair said \$1,080 in Village Attorney fees was spent. Will there be additional fees for June 2012?

Village Attorney Leni said his work is done and he would not anticipate any additional fees.

Treasurer Lovejoy suggested an article be placed in the local paper.

Reporter Kristina Gabalski from Suburban News was in the audience and will get something in the paper.

Call to question:

Trustee Blair	yes
Trustee Hannan	yes
Trustee Hunsinger	yes
Deputy Mayor Kuhn	yes
Mayor Castañeda	yes

Carried 5/0

**MINUTES OF VILLAGE BOARD MEETING HELD May 25, 2011 continued.....page 13**

**NEW BUSINESS:**

- Agree to continue membership in Monroe County’s Consolidated Plan Consortium 10/1/11-9/30/14 – Mayor Castaneda referred to the correspondence from the County and shared that participation allows the Village to continue to apply for Community Development Block Grants (CDBG).

→ Deputy Mayor Kuhn moved, Trustee Hunsinger seconded, carried 5/0 via roll call to continue membership in Monroe County’s Consolidated Plan Consortium for the three-year period of October 1, 2011 through September 30, 2014.

**VILLAGE BOARD REPORTS:**

- Mayor M. Connie Castañeda
  - Canal Heritage Weekend – Mayor Castañeda reported that she attended the press conference held at the Welcome Center to kick off Canal Heritage Weekend.
  - 8<sup>th</sup> Grade Awards Ceremony – Mayor Castañeda reported that she attended the 8<sup>th</sup> grade awards ceremony.
  - Middle School Memorial Ceremony – Mayor Castañeda shared that she plans to attend the Middle School ceremony May 27<sup>th</sup>.
  - Vets Club Ceremony – Mayor Castañeda shared that she plans to attend the May 28<sup>th</sup> ceremony at Brockport Area Vets Club and hopes fellow Board members will attend as well.
  - Unions – Mayor Castañeda reported that she received a response from CSEA and is awaiting a response from the Stetson Club regarding a meeting to consider opening contracts to discuss potential savings opportunities.
  - Fire District – Mayor Castañeda reported that she attended the Towns of Sweden and Clarkson meeting moving forward on a Fire District. Both Towns have had Fire Protection Districts for many years and have the authority to purchase equipment. The Town of Sweden stands prepared to fund the construction of a station.
- Trustee / Deputy Mayor Daniel P. Kuhn
  - Middle School Memorial Ceremony – Deputy Mayor Kuhn shared that he plans to attend the Middle school ceremony May 27<sup>th</sup>.
  - Seymour Library – Deputy Mayor Kuhn shared that the Library Board has done an exhaustive line by line review of the by-laws and made some amendments. They are also discussing possible fundraising initiatives.
  - Executive Session – Deputy Mayor Kuhn said he has one Library personnel item to be discussed in executive session.
- Trustee Kent R. Blair
  - Fire District – Trustee Blair stated that he is not necessarily opposed to a Fire District, but was opposed to being rushed by the Towns to make such an important decision. The Board has rushed to judgment in the past and it has come back to bite them. The process was simply moving way too fast.
  - Medical Director – Trustee Blair shared that Dr. Steven Wolfe will no longer be

able to serve in the volunteer capacity as Medical Director for the Fire Department / Ambulance Corps. Dr. Davidoff is willing to do so and will forward an agreement for consideration. More information will be forthcoming.

o Trustee Carol L. Hannan

- Brockport Merchants Association – Trustee Hannan commended the merchants for coordinating donations and for the community for making donations for flowers in the downtown historic commercial district. Flower baskets will soon go up on the poles and flowers will soon be planted around the trees.
- SUNY – Trustee Hannan said she and Code Enforcement Officer Zarnstorff continue to collaborate with SUNY. There are plans for a summer workshop.
- Fire District – Trustee Hannan stated that she concluded that the Town Boards of Sweden and Clarkson ignored the advice of their own study group when they decided to press forward with a Fire District. She said a Fire District will more than likely be more

**MINUTES OF VILLAGE BOARD MEETING HELD May 25, 2011 continued.....page 14**

costly and less accountable. She said it is her feeling that no amount of public discussion could make a Fire District cost effective. She suggested revisiting the idea of a review group to oversee the Fire Department. She proposed establishing a committee comprised of elected officials, Fire Department leadership and citizens.

Mayor Castañeda suggested letting the Fire Chief do what the Board has authorized him to do and then go from there.

o Trustee Scott W. Hunsinger

- Brockport Merchants Association – Trustee Hunsinger said he is glad “flower gate” is not a topic this spring like it was at this time last year. He commended the merchants for coordinating donations. It seems the baskets will not be ready for hanging on May 27<sup>th</sup> as first thought. Sarah’s needs more time. They will be ready for pick up and hanging on June 3<sup>rd</sup>. As to the flowers around the trees, Trustee Hunsinger said he will be digging up the beds June 1<sup>st</sup>-3<sup>rd</sup>.
- 10 King Street – Trustee Hunsinger commended the departments for their work related to the collapse and subsequent need for demolition of 10 King Street. It is sad to see a building go that provided many with a lot of memories.
- State Street – Trustee Hunsinger shared that periodic sampling is going on at the former Kleen Brite properties. This is routine and no cause for alarm.
- Executive Session – Trustee Hunsinger said he has one personnel issue for executive session that he would like Police Chief Varrenti to sit in on.

**EXECUTIVE SESSION:**

→ At 9:08pm, Trustee Blair moved, Deputy Mayor Kuhn seconded, carried 5/0 that the Board of Trustees of the Village of Brockport enter into executive session to discuss personnel and Union contract matters. Village Attorney Leni, Police Chief Varrenti and Treasurer Lovejoy were invited to sit in on pertinent topics.

→ At 10:25pm, Trustee Hunsinger moved, Trustee Blair seconded, carried 5/0 that the Board of Trustees of the Village of Brockport re-enter the regular meeting.

Memorandum of Understanding with the Stetson Club and with CSEA re longevity:

→ Deputy Mayor Kuhn moved, Trustee Blair seconded, to authorize the Mayor to sign the Memorandum of Understanding with the Stetson Club and with CSEA regarding longevity as follows:

This agreement is made between the Village of Brockport and the Stetson Club. The MOU will modify the current collective bargaining agreement between the two parties that is due to expire on May 31, 2015.

The modification will be to Article 14, Section 2 – Longevity Payment Date. The modification will be as follows:

All longevity lump sums are to be paid on the last payroll during the month of June in the year the member is entitled to longevity.

If agreed upon, the MOU will go into effect on June 1, 2011 and expire on May 31, 2015. All the terms

and conditions of the original agreement will remain in full force and effect.

This agreement is made between the Village of Brockport and the CSEA, Local 1000 AFSCME, AFL-CIO Village of Brockport Unit 7408. The MOU will modify the current collective bargaining agreement between the two parties that is due to expire on May 31, 2015.

The modification will be to Article 16 – Longevity. The modification will be added as follows:

All longevity lump sums are to be paid on the last payroll during the month of June in the fiscal year the member is entitled to longevity.

If agreed upon, the MOU will go into effect on June 1, 2011 and expire on May 31, 2015. All the terms and conditions of the original agreement will remain in full force and effect.

**MINUTES OF VILLAGE BOARD MEETING HELD May 25, 2011 continued.....page 15**

Call to question:

- Trustee Blair                    yes
- Trustee Hannan                yes
- Trustee Hunsinger            yes
- Deputy Mayor Kuhn            yes
- Mayor Castañeda              yes

Carried 5/0

Authorize Treasurer and Deputy Clerk-Treasurer to work additional hours in June 2011:

→ Trustee Blair moved, Trustee Hunsinger seconded, to authorize part time Treasurer Mary Beth Lovejoy and part time Deputy Clerk-Treasurer Pauline Johnson to work more than 24 hours per week up to 40 hours per week through the end of their appointments June 30<sup>th</sup>.

Call to question:

- Trustee Blair                    yes
- Trustee Hannan                yes
- Trustee Hunsinger            yes
- Deputy Mayor Kuhn            yes
- Mayor Castañeda              yes

Carried 5/0

Police Chief Daniel P. Varrenti 211 Waiver:

Trustee Hunsinger shared that Chief Varrenti’s 211 waiver expires on June 30, 2011. Upon receiving this waiver, the New York State Civil Service Commission mandated that the Village of Brockport call for a Police Chief’s exam to ascertain if any non retired individuals are qualified and interested in the position of Brockport Police Chief prior to filing for another 211 waiver for Chief Varrenti. Said exam was given and the results were made public last week.

→ Trustee Hunsinger moved, Trustee Blair seconded, to adopt the following resolution:

Be it resolved that in accordance with NYS Civil Service Law, if less than 3 non-retired individuals from Civil Service certification of eligibles lists are interested in said position, the Village of Brockport shall apply for a 211 Waiver for Police Chief Daniel P. Varrenti.

Be if further resolved that both the Mayor and Police Chief will sign said waiver, which will be prepared by Chief Varrenti and Clerk Morelli, within three business days of said results being received by Clerk Morelli and that Clerk Morelli will then forward, without delay, said 211 Waiver application to the Office of Commission Operations and Municipal Assistance in Albany, NY for consideration.

Call to question:

- Trustee Blair                    yes
- Trustee Hannan                yes
- Trustee Hunsinger            yes
- Deputy Mayor Kuhn            yes
- Mayor Castañeda              yes

Carried 5/0

**ADJOURNMENT:**

→ At 10:28pm, Trustee Hunsinger moved, Trustee Blair seconded, carried 5/0 that the meeting be adjourned.

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Leslie Ann Morelli, Village Clerk

5/25/11

**URMC Collaborating  
Institution Agreement**

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**Collaboration Relationship**

- Retain separate identities and governance
- Agree to a minimum of three joint service collaborations
- \* Provides access to specialists we would not have without the help and support of URMC
- Lakeside may use URMC's name and trademarks in promotional materials that are specific to URMC services provided at Lakeside

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**Joint Service Collaborations**

- Orthopedic Surgeon-Dr. Gable
- Neurologist beginning in July
- Perinatologist TBD
- Pulmonologist TBD
- Nephrologist TBD

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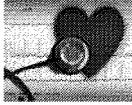
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 **Quality Compare**



**Overall Heart Attack care**

**What these numbers mean:** A heart attack happens when the arteries leading to the heart become blocked and the blood supply is slowed or stopped. The measure show how often a hospital gave recommended care to their patients who were having heart attacks

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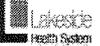
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 OVERALL HEART ATTACK CARE

LAKESIDE MEMORIAL	100.0%
STRONG MEMORIAL (URMC)	99.69%
ROCHESTER GENERAL	99.02%
UNITY (PARK RIDGE)	98.34%
<b>STATE AVERAGE</b>	<b>97.06%</b>
HIGHLAND	97.01%
MEDINA MEMORIAL	85.71%

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 **Quality Compare**

**Overall Surgical Care:**



**What these numbers mean:** Hospitals can reduce the risk of wound infection after surgery by making sure patients get the right medicines at the right time on the day of surgery. These measures show how often the hospital gave these medicines to its surgery patients within defined time periods.

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Lakeside Health System OVERALL SURGICAL CARE IMPROVEMENT	
STRONG MEMORIAL (URMC)	98.41%
ROCHESTER GENERAL	98.24%
LAKESIDE MEMORIAL	97.57%
HIGHLAND	96.96%
<b>STATE AVERAGE</b>	<b>94.88%</b>
UNITY (PARK RIDGE)	94.60%
MEDINA MEMORIAL	91.57%

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Lakeside Health System <u>Quality Compare</u>	
	
<b>Overall Pneumonia Care</b>	
<p><b>What these numbers mean:</b> Pneumonia is a serious lung infection that causes difficulty breathing, fever, cough, and fatigue. These measures show how often a hospital gave recommended treatments to their patients who had pneumonia.</p>	

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Lakeside Health System OVERALL PNEUMONIA CARE	
HIGHLAND	97.24%
LAKESIDE MEMORIAL	95.43%
UNITY (PARK RIDGE)	94.84%
MEDINA MEMORIAL	93.19%
<b>STATE AVERAGE</b>	<b>92.48%</b>
ROCHESTER GENERAL	91.95%
STRONG MEMORIAL (URMC)	85.45%

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**Lakeside Health System**

## Quality Compare



**Overall Heart Failure Care:**

**What these numbers mean:** Heart failure is a weakening of the heart's pumping power. These measures show how often a hospital gave recommended treatments to patients who had heart failure.

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**Lakeside Health System** OVERALL HEART FAILURE

<b>LAKESIDE MEMORIAL</b>	98.58%
UNITY (PARK RIDGE)	98.16%
STRONG MEMORIAL (URMC)	98.01%
HIGHLAND	97.38%
ROCHESTER GENERAL	96.37%
<b>STATE AVERAGE</b>	<b>93.89%</b>
MEDINA MEMORIAL	85.02%

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## Emergency Volume

- Jan-April 5,499
- Jan-April Emergency Medical Services 790

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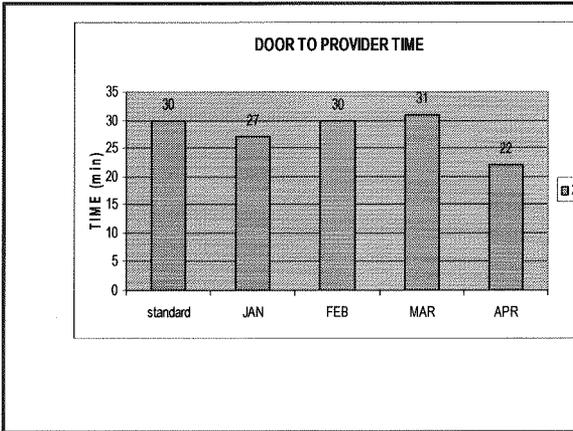
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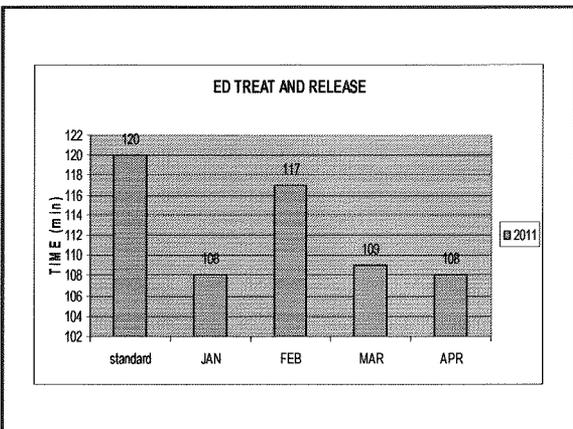
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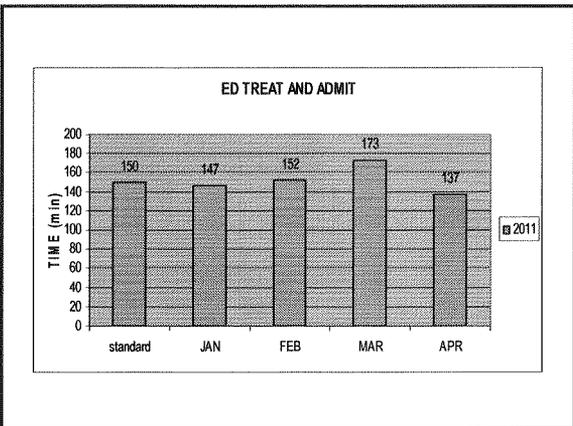
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**Lakeside Health System**

- 730 employees
- \$30,881,000 Salaries & Benefits

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