

**Regular meeting of the Board of Trustees of the Village of Brockport was held in the Village Hall Conference Room 49 State Street Brockport, New York, November 13, 2012 at 7:00pm.**

**PRESENT:** Mayor M. Connie Castañeda, Trustee William G. Andrews, Trustee Margaret B. Blackman, Trustee Kent R. Blair, Trustee Carol L. Hannan, Clerk Leslie A. Morelli

**ALSO PRESENT:** Brian Winant, Linda Ketchum, Pam Ketchum, Dan Donovan, Kevin McCarthy, Norm Giancursio, Fred Webster

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

**MOMENT OF SILENCE:** to honor those that serve our Country, enforce our laws, & respond to emergencies

**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:** None

**CONSENSUS ITEMS:**

- **APPROVAL OF MINUTES:**

→ Trustee Andrews moved, Trustee Blackman seconded, carried 5/0 that the minutes of the 10/23 meeting be approved as amended.

- **APPROVAL OF BILLS TO BE PAID**

→ Trustee Blair moved, Trustee Blackman seconded, carried 5/0 that the bills be allowed and paid upon audit.

A/P Clearing Account

	<u>Abstract Date</u>	<u>Amount</u>
FUND (A): <u>General</u>	10/26/12	\$28,192.28
	11/13/12	\$103,646.60
FUND (F): <u>Water</u>	11/13/12	\$3,128.61
FUND (G): <u>Sewer</u>	11/13/12	\$425.16
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>(Trust &amp; Agency)</u>	-	-
		\$135,392.65 grand total

**CLERK REPORT:**

- Clerk – Leslie Ann Morelli
  - Surrender of delinquent 2012 Village taxes to Monroe County – Clerk Morelli shared that Village tax collection has concluded. The last day to pay the 2012 Village taxes was October 31<sup>st</sup>. She collected ~96% of the \$2,457,626.86 tax warrant. She referred to the information as to the properties that had not paid their 2012 Village taxes. The surrender of unpaid 2012 Villages taxes was due to the County November 7<sup>th</sup>. It was forwarded with indication that the Board would sign off on the certificate at tonight's meeting. The account of unpaid taxes, including interest through October 31<sup>st</sup> has been so compared and found to be correct. The total amount of the unpaid tax, including accumulated interest is \$98,355.14 (\$91,069.57 unpaid tax and \$7,285.57 accumulated interest). The amounts are re-levied onto the 2012 Town/County tax bills. The County forwards payment to the Village in April. She said the delinquents encompass 68 properties who either paid only the 1<sup>st</sup> installment or nothing at all.

→ Trustee Hannan moved, Trustee Blackman seconded, carried 5/0 authorizing said certificate of village tax surrender.

- HR & Employee Benefits – Client Resource Center access – Clerk Morelli shared that the Board, Department Heads, Treasurer and clerical staff have been set up with log-in credentials for a website offered via our employee insurances Broker of Record: Titan Insurance & Employee Benefits Agency. This is a resource re HR and benefits.

- 2013 Employee Benefits rates: health, dental, life, short term disability – Clerk Morelli shared that she has received the 2013 rates and has reviewed them with our employee insurances Broker of Record. The memo included in the packet detailed the 2013 rates and various recommendations. The annual statements to employees and retirees will be going out 11/16.

o Adopt 6/1/13-5/31/14 holiday schedule – Clerk Morelli shared that she solicited and received feedback from the Union Presidents as to their selection of floating holidays for the next fiscal year. Since this has been accomplished earlier than usual, if the Board adopts the schedule, she can include it in the materials she will be preparing regarding employee benefits.

→ Trustee Hannan moved, Trustee Blackman seconded, carried 5/0 to adopt the 6/1/13-5/31/14 holiday and floaters schedule as follows:

**VILLAGE OF BROCKPORT  
HOLIDAY SCHEDULE  
*June 1, 2013 – May 31, 2014***

*Adopted by Village Board 11/13/12*

*To be distributed to employees & posted to Village website*

Employees: refer to Employee Handbook or Union contract regarding pay eligibility.

<b><u>HOLIDAY</u></b>	<b><u>OBSERVED ON</u></b>
Independence Day:	Thursday, July 4, 2013
Labor Day:	Monday, September 2, 2013
Columbus Day:	Monday, October 14, 2013 ( <i>non-Union only</i> )
Veterans Day:	Monday, November 11, 2013
Thanksgiving Day:	Thursday, November 28, 2013
Day after Thanksgiving:	Friday, November 29, 2013
Christmas Day:	Wednesday, December 25, 2013
New Year's Day:	Wednesday, January 1, 2014
Martin Luther King Day:	Monday, January 20, 2014
Presidents Day:	Monday, February 17, 2014 ( <i>non-Union only</i> )
Good Friday:	Friday, April 18, 2014
Memorial Day:	Monday, May 26, 2014

**+ 3 FLOATING HOLIDAYS per employee groups:**

**Non-Union:**

- 1) Friday, July 5, 2013
- 2) Friday, August 30, 2013
- 3) Friday, May 23, 2014

**CSEA (DPW) & Non-Union DPW Management:**

- 1) Friday, July 5, 2013
- 2) Friday, August 30, 2013
- 3) Friday, May 23, 2014

**Stetson Club (Police):**

- 1) Friday, July 5, 2013
- 2) Tuesday, December 24, 2013
- 3) Tuesday, December 31, 2013

• **PERSONNEL ITEMS:**

- o Building Inspector Part Time – search committee to review applications submitted

by 11/13 deadline - Mayor Castañeda shared that today was the application deadline. The Search Committee is comprised of her, Trustee Hannan, Building Inspector Zarnstorff and Building/Codes Clerk Krahe. She asked that each committee member review the applications and advise her of their suggestions of those who should be interviewed as well as their availability. She will review their recommendations and select the finalists.

• **OLD BUSINESS:**

o Approve & authorize Mayor to sign contract with J. O'Connell & Associates, Inc. Grants Consultants – Mayor Castañeda shared that Jean O'Connell and Gary Rouleau met with each Department Head, the Clerk, Treasurer, Trustee Andrews, as well as Historian and some Museum Committee members on 11/7 and provided a summary of those meetings and possible grants needs. Trustee Blackman replied to the O'Connell folks with some additions to the list of grants needs.

→ Trustee Blackman moved, Trustee Andrews seconded, carried 5/0 to approve and authorize the Mayor to sign the contract with J. O'Connell & Associates, Inc. Grants Consultants.

**THIS AGREEMENT**, made this 13<sup>th</sup> day of November, 2012 by and between **J. O'CONNELL & ASSOCIATES, INC., GRANTS CONSULTANTS**, having its principal place of business at 10646 Main Street, Clarence, New York 14031, hereinafter referred to as "J. O'CONNELL & ASSOCIATES, INC.," and the **VILLAGE OF BROCKPORT** having its principal place of business at 49 State Street, Brockport, NY 14420, hereinafter referred to as "THE ORGANIZATION."

**WITNESSETH:**

**WHEREAS**, J. O'CONNELL & ASSOCIATES, INC. is engaged in the business of grants consultation; and

**WHEREAS**, THE ORGANIZATION is desirous of retaining the professional services of J. O'CONNELL & ASSOCIATES, INC.;

NOW, in consideration of the mutual promises and covenants contained herein, it is agreed between the parties hereto as follows:

1. That THE ORGANIZATION retains the professional services of J. O'CONNELL & ASSOCIATES, INC. for a period commencing November 1, 2012 and ending on May 31, 2013.
2. That THE ORGANIZATION agrees to pay J. O'CONNELL & ASSOCIATES, INC. for professional services rendered hereunder, the sum of Sixteen Thousand (\$16,000.00) Dollars, payable as follows: the sum of Eight Thousand (\$8,000.00) Dollars upon signing of contract and Eight Thousand (\$8,000.00) Dollars on March 1, 2013 upon presentation of invoice for professional services performed by J. O'CONNELL & ASSOCIATES, INC.
3. In consideration of the sums to be paid by THE ORGANIZATION, J. O'CONNELL & ASSOCIATES, INC. agrees to:
  - (1) Conduct a needs assessment of the ORGANIZATION, to identify potentially fundable programs;
  - (2) Present identified programs into a form that becomes acceptable to the grant reviewer;
  - (3) Conduct an on-going review of available funding sources that allows the ORGANIZATION immediate knowledge of multiple sources;
  - (4) Prepare organizational background statements, and formal letters of intent to submit to the granting agencies;
  - (5) Develop COMPLETE proposals into written form that keeps them in compliance with the grant guidelines;

- (6) Follow-up on all grant applications that have been submitted on the ORGANIZATION'S behalf;
- (7) Attend meetings with the ORGANIZATION, ORGANIZATION staff, ORGANIZATION board members, government officials; and,
- (8) Prepare periodic status reports that keep the ORGANIZATION informed as to the progress of the grants activities.

4. This Agreement can be terminated if J. O'CONNELL & ASSOCIATES, INC., breaches or violates any of the contract terms, both parties will attempt to negotiate a settlement that is acceptable to all parties. If an acceptable settlement or arrangement cannot be agreed upon by both J. O'CONNELL & ASSOCIATES, INC., and the ORGANIZATION, each party will have available to them any and all appropriate legal remedies.

5. This Agreement may be terminated by the ORGANIZATION by providing notification in writing delivered via the U.S. mail, overnight courier service or in person, stating said contract is being terminated. The ORGANIZATION will be responsible for payment to J. O'CONNELL & ASSOCIATES, INC. for all work performed until J. O'CONNELL & ASSOCIATES, INC. receives such written termination.

6. This Agreement may not be changed, modified or altered except upon the express written consent of the parties hereto.

7. If the ORGANIZATION requests the presence of J. O'CONNELL & ASSOCIATES, INC. at an out of town meeting, travel is billable at the IRS rate or coach class airfare (which ever is less). Out of town travel would be outside of the Western New York Area, or 200 miles round trip from the offices of J. O'CONNELL & ASSOCIATES, INC.

8. J. O'CONNELL & ASSOCIATES, INC. is a professional grants consulting firm, and as such is an independent contractor, and in no way shall be deemed as an employee of the ORGANIZATION.

- o Bid results from Auctions International for sale of 2006 Scag Turf Tiger Mower –

→ Trustee Blair moved, Trustee Hannan seconded, carried 5/0 to accept the high bid of \$3,900 via Auctions International, Inc. for the sale of the 2006 Scag Turf Tiger Mower. Should the high bid fall through, the next highest bids from different bidders of \$3,850 then \$3,650 shall be accepted.

- o Status update – replacement of police vehicle(s) – Trustee Blair suggested placing this on the next agenda when Chief Varrenti is in attendance and can provide his recommendation.

**• NEW BUSINESS:**

- Consider Adopting Updated Emergency Operating Plan (original version adopted in 2002) –

→ Mayor Castañeda moved, Trustee Blair seconded to adopt the Emergency Operating Plan as amended.

Trustee Blair said he believes the plan is close, but not quite ready for adoption. Just yesterday, Fire Commissioner Larry Vaughan forwarded some additional items for inclusion. Further, the Mayor should make the following appointments: Deputy Mayor or Designated Trustee, Emergency Coordinator, Public Information Officer. Then the Public Information Officer appoints a Site Media Spokesperson.

→ Trustee Blair moved, Trustee Blackman seconded to table.

**VILLAGE BOARD REPORTS:**

- Mayor M. Connie Castañeda
  - Veterans – Mayor Castañeda referred to Veterans Day and thanked all Veterans for protecting our freedoms.

- Local Merchants – Mayor Castañeda encouraged shopping local and mentioned Small Business Saturday after Black Friday.

- Trustee William G. Andrews
  - Monika W. Andrews Creative Volunteer Leadership Award – appoint selection committee member -

→ Trustee Andrews moved, Mayor Castañeda seconded, carried 5/0 to appoint Mary Ann Thorpe as Village representative on the selection committee for the Monika W. Andrews Creative Volunteer Leadership Award.

Trustee Andrews said a representative for the Town of Sweden and a representative for the Town of Clarkson will be appointed by their respective Town Boards. He will be in contact with all after the December 28<sup>th</sup> nomination deadline.

→ Trustee Andrews moved, Mayor Castañeda seconded, to authorize the Village Attorney to review and modify a proposed draft of a trust fund agreement between the Village and Chase Bank for the funds that will support the Monika W. Andrews Creative Volunteer Leadership Award.

Trustee Blair asked Trustee Andrews if he had inquired of Attorney Leni how many hours this might require. Trustee Andrews did not. However, he spoke with Attorney Leni who advised making such motion for out of cap approval. Trustee Andrews said he had his personal attorney begin to draft it, then he made some changes, so one is already started. He cannot imagine it taking more than a couple of hours.

→ Trustee Andrews moved, Mayor Castañeda seconded, carried 5/0 to authorize the Village Attorney as out of cap not to exceed 2 hours to review and modify a proposed draft of a trust fund agreement between the Village and Chase Bank for the funds that will support the Monika W. Andrews Creative Volunteer Leadership Award.

- Billboard – resume lighting – Trustee Andrews said the restoration of the billboard by the train tracks on Main Street is complete. It is time to restore the lighting. He said in talking with Electrician Chris Marks it is just a matter of getting it turned back on.

Mayor Castañeda asked what the cost would be. Trustee Andrews said he did not know. Trustee Blair suggested he contact DPW Superintendent Donahue for an idea of any costs involved.

- Brockport Food Shelf – Trustee Andrews shared that he participated in the recent 5K fundraiser for the Brockport Food Shelf.

- Brockport Community Museum – Trustee Andrews shared that a display case is being installed at Dollinger’s Motel on the history of firefighting in Brockport. The various display cases throughout the community are being rotated.

- Village to Village Rowing Challenge - Trustee Andrews shared that he

volunteered at the recent rowing event from Brockport to Spencerport. He is hopeful they return and do more events here.

**MINUTES OF VILLAGE BOARD MEETING HELD November 13, 2012 continued.....page 6**

o Trustee Margaret B. Blackman

- Bicycle Lending Program – Trustee Blackman shared that SUNY College at Brockport has a bicycle lending program. She and Walk Bike’s Ray Duncan and Richard and Joan Fenton met with some SUNY representatives recently. One of the ideas that came out of the recent Mark Fenton talks was about extending this beyond the College and the possibility of state and federal transportation funds.
- Student Leadership Development Program - Trustee Blackman shared that she was contacted about starting up a Village recycling program. She responded that there is no Village budget for such but contacted Al Plumb of Alpro Recycling since he indicated having experience with such. He will help them develop their ideas.
- Village to Village Rowing Challenge – Trustee Blackman reported on the success of this event held 11/3. Despite less than stellar weather, there were 25 participants and categories of men, women, singles, doubles. The participants and spectators were welcomed with coffee, cider, donuts, bagels. Thanks to the Stetson Club contribution. Thanks to Police Department on duty and off duty appearance including Chief Varrenti. Thanks to Brockport Fire Department and Spencerport Fire Department.
- Canal Season Opening Celebration - Trustee Blackman shared that Jean McKay of the Erie Canal National Heritage Corridor encourages the Village to apply for a grant that will be announced in January. If selected, the event gets promoted. She said she proposed the idea to the Brockport Merchants Association at their monthly meeting and they are supportive of the idea. She also proposed it to the organizers of the Village to Village Rowing Challenge. They are interested in participating. She has proposed it to Spencerport Mayor Joyce Lobene. They are interested in collaborating.
- Murals - Trustee Blackman shared that she and Alicia Fink of Walk Bike Arts & Aesthetics Committee took a photo tour 11/4 through the Village for potential sites for murals. She referenced Mural Mania started in Lyons.
- Farmers Market - Trustee Blackman shared that she and Farmers Market Managers Ruthann Tryka and Charlene Veltz met with Fire Chief Mike Henry, Deputy Fire Chief Don Marenus and EMS Supervisor Byron Green. While the Fire Department would prefer that the Farmers Market not be on Market Street, they shared what needs to be improved for it to continue there. Set up on both sides of the street is fine as long as it stops prior to the ambulance bays. They would like no parking signs indicating such. This will all be taken into consideration in planning for next season.

o Trustee Kent R. Blair

- Brockport Fire District Elections – Trustee Blair referred to Brockport Fire District Elections scheduled for 12/11 from 6pm to 9pm at the Exempts. To run for Commissioner, petitions must be filed by 11/21.
- Emergency Operating Plan - Trustee Blair encouraged doing a mock drill of the EOP after the amendments are adopted. It is laid out in the plan to do annually. An EOP is helpful for situations such as the recent Hurricane Sandy.
- Brockport Ambulance - Trustee Blair shared that David Rice of Brockport Ambulance met with the Clarkson Town Board recently. They are still trying to win back the Towns of Clarkson and Sweden that contracted with Monroe Ambulance. They discussed equipment, membership status, call coverage, information on reasons for missing calls, etc. They will be providing quarterly updates. Trustee Blair encourages residents of Clarkson and Sweden to encourage their Town Boards to contract with Brockport Ambulance. He said he would hate to see it have to fold. It is tough to maintain dedicated volunteers when there are few calls for service.
- Newsletter - Trustee Blair referred to having mentioned the need for a Village newsletter. He said he talked with Clerk Morelli who reminded the Board that she did one for several years until then-Manager Coyle did it for a short time and then it died. He said Clerk Morelli indicated to him a willingness to help. Clerk Morelli said this is if the Mayor so directs and as time allows. He said it is important to get information out to those who may not necessarily visit the Village website and to have some stories of good things happening. This would be non-political in nature. It could include

information from Departments, PD statistics, Codes outreach, brush pickup and hydrant flushing notices, tax collection info, highlight personnel, events, parades, parks, museum, welcome center, statistics, etc. He suggested it be placed on the next work session for discussion. He'd like to see one out in the first quarter of 2013. It could either be done in-house or printed as an insert through Suburban News – whichever is more cost effective.

Trustee Blackman said it could also be made available on the website.

**MINUTES OF VILLAGE BOARD MEETING HELD November 13, 2012 continued.....page 7**

- Holiday Parade - Trustee Blair said registration forms have been coming in for the 12/2 parade with 13 so far. Brian Winant said New York State Canal Corporation has granted a permit approving the fireworks. It's coming together nicely.

- Meeting Minutes - Trustee Blair referred to having reviewed and researched some Sweden and Clarkson Town Board meeting minutes. He commended Clerk Morelli for taking and transcribing such detailed meeting minutes. She does not have to and reminds the Board of that each year at the organizational meeting. Brockport Village Boards have appreciated the detail she provides.

Clerk Morelli said if that is what is desired she will continue to do so. However, such detail has its pros and cons and is rather time consuming. She appreciates the acknowledgement.

- Grants - Trustee Blair said he is impressed with the Grants Consultants for getting off to a good start and meeting with key folks and providing the overviews of the meetings. He said he was impressed with the thought out detail regarding the Police Department. In contrast there wasn't much from DPW. There are so many funding opportunities to take advantage of. This is great for the Village.

Clerk Morelli said she seems to be a point person of sorts for the Grants Consultants and has gathered and provided them with much requested information.

Trustee Andrews said the Town of Clarkson uses the same firm and has had great success including a recent award for solar panels.

- Trustee Carol L. Hannan

- Seymour Library – Trustee Hannan shared that she attended the After Hours @ the Library fundraising event. The Village Board personally sponsored a food station. The Village basket sold well at the silent auction.

- Project House - Trustee Hannan referred to her project house on Fayette Street and having donated to the museum several boxes of photos, a few artifacts and some signage from the late 1800's of merchants. She thanked Trustee Blackman for making signs about the project house.

**ADJOURNMENT:**

→ At 7:45pm, Trustee Blair moved, Trustee Blackman seconded, carried 5/0 that the meeting be adjourned.

\_\_\_\_\_  
Leslie Ann Morelli, Village Clerk