

**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, April 28, 2014 at 7:00pm.**

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

**ALSO PRESENT:** Building Inspector/Code Enforcement Officer David J. Miller, Jr., Code Review Committee Chair Art Appleby, Village Attorney David F. Mayer, Joan Hamlin, Susan Smith, Pam Ketchum, Dan Donovan, Fred Webster

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.

**ITEMS FOR DISCUSSION / REVIEW:**

- With Code Review Committee Chair, BI/CEO, Village Attorney
  - Village Code Chapter 36 Minimum Housing & Buildings Code
    - 4/7 public hearing feedback

**ACTION ITEMS (time-sensitive):**

- Building/Codes Software – Three quotes ranged from \$3,000 to \$24,800. The BAS software best meets the needs of the department.

→ Trustee La Pierre moved, Trustee Hannan seconded, carried 5/0 to authorize BI/CEO Miller to purchase the \$12,500 Building/Codes software package from Business Automation Services.

- Finalize RFP re Village Attorney

Authorized the following RFP re Village Attorney:

**VILLAGE OF BROCKPORT**  
Request for Proposals  
***Village Attorney (part-time)***

The Village of Brockport invites proposals from qualified candidates/firms to serve as Village Attorney. Preferred fee arrangement is a flat/fixed fee per month per appointment term (annual appointment July 1<sup>st</sup> through June 30<sup>th</sup>). The Village Attorney serves as general counsel to the Village and does the following as needed: conducts discussions and telephone conferences with the Mayor and Village Board; provides counsel to the Zoning Board of Appeals, Planning Board and Code Review Committee; reviews correspondence and Freedom of Information requests; attends VB, ZBA, PB, CRC meetings as requested (at least once per month); prosecutes parking, traffic, and other matters brought to the Town Court by the Village Police Department or Code Enforcement Office. Note: Village Court to be opened early 2015.

Candidates/firms must have experience in municipal law, preferably in a New York State Village government setting, including experience with municipal code enforcement laws. Experience in Civil Service law also preferred.

To be considered, please forward a letter of interest, resume/law firm information, fee schedule, and names of municipal client references to:

Leslie Ann Morelli  
Village Clerk  
Village of Brockport  
49 State Street  
Brockport, NY 14420  
[lmorelli@brockportny.org](mailto:lmorelli@brockportny.org)

Proposals requested by May 30, 2014

Dated: 4/28/14

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

**ADJOURNMENT:**

→ At 8:22pm, Trustee La Pierre moved, Trustee Andrews seconded, carried 5/0 that the meeting be adjourned.

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