

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, December 16, 2013 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, Clerk Leslie Ann Morelli, Treasurer Daniel P. Hendricks, Police Chief Daniel P. Varrenti, DPW Superintendent Harry G. Donahue, Attorney Amanda Insalaco, Esq

ALSO PRESENT: Pam Ketchum, Joan Hamlin, Fred Webster, Kevin McCarthy, Carl Gouveia, David Brannigan, members of Brockport Police Department

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

Mayor Blackman was to have been absent this evening, but her flight was delayed due to weather.

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

Mayor Blackman expressed sympathies to the family of DPW/Water retiree Chester Good Sr. who recently passed away.

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

Brockport Historical Moment: Trustee/Deputy Mayor Andrews shared the following:

He attended the re-dedication of the Capen Hose Fire Museum to the memory of Scott Warthman who was the BFD Historian. He referred to a 1/6/1916 newspaper article that mentioned the first motorized fire engine.

"Although no one heard fire bells or whistles on Monday noon, many residents rushed to windows and doors; firm in their belief that some terrible conflagration had broken out in the village, when the striking new auto truck of Harrison Hose went madly dashing past shrieking at the top of its whistle's pitch. The effect was sensational to say the least and there were few streets from the southern village limits to Clarkson village that were not aroused by the arrival of the new truck driven at a speed of from thirty to thirty-five miles per hour."

PUBLIC HEARING: None

PUBLIC COMMENT: None

CERTIFICATES & PROCLAMATIONS:

- o Retirement Proclamation – Sergeant Mark Philippy effective 10pm 12/28/13

PROCLAMATION

WHEREAS; Mark Philippy has been employed by the Village of Brockport Police Department since December 3, 1991; and

WHEREAS; he has worked devotedly on behalf of the people of the Village of Brockport, regardless of the peril or hazard to himself; and

WHEREAS; by the enforcement of our laws, he has safeguarded lives and property; and

WHEREAS; he was promoted to the rank of Sergeant on April 7, 2003 and thereafter demonstrated his supervisory and leadership abilities on a daily basis; and

WHEREAS; Sergeant Philippy supervised numerous units within the Brockport Police Department, to include, but not be limited to, the Special Enforcement Unit, Bicycle Unit, Information Technology Unit, Background Investigative Unit, Honor Guard Unit, and Safety and Health Unit; and

WHEREAS; Sergeant Philippy was also the Brockport Training Coordinator and, as such, was tapped on numerous occasions to familiarize private citizens and students who rode with Sergeant Philippy on the duties and responsibilities of a Brockport Police Officer; and

WHEREAS; Sergeant Philippy, as Training Coordinator, ensured that all members of the department were properly trained in accordance with New York State Accreditation Standards and in fact was one

WHEREAS; Sergeant Philippy wrote numerous grants for the Brockport Police Department that afforded the police department the ability to purchase state of the art equipment at no expense to the tax payers and additionally completed applications that allowed the Brockport Police Department to be recognized for above average efforts in the field of DWI arrests and pedestrian safety programs; and

WHEREAS; as a direct result of Sergeant Philippy's efforts, the Brockport Police Department has a proactive sex offender program that ensures the safety of our community,

WHEREAS; December 28, 2013 will effectively mark the occasion of Sergeant Philippy's retirement from the Brockport Police Department,

NOW, THEREFORE, I, Margaret B. Blackman, by virtue of the authority vested in me as Mayor, and on behalf of the Village Board, do hereby tender this proclamation on December 16, 2013, and congratulate Mark Philippy on his retirement and encourage all our citizens to extend to him their best wishes.

IN WITNESS WHEREOF, we have here unto set our hands and caused the Corporate Seal of the Village of Brockport to be affixed.

PERSONNEL ITEMS:

- o Promotion of Officer Stephen Mesiti to Sergeant effective 1/1/14

→ Trustee La Pierre moved, Trustee Ciciotti seconded, carried 5/0 to promote Officer Stephen Mesiti to Sergeant effective 1/1/14.

- o Hiring of Officer Nicole Sarratori to full time effective 1/1/14

→ Trustee La Pierre moved, Trustee Andrews seconded, carried 5/0 to hire Officer Nicole Sarratori from part time to full time effective 1/1/14.

- o Hiring of Officer Tyler Dawson to full time effective 1/1/14

→ Trustee La Pierre moved, Trustee Hannan seconded, carried 5/0 to hire Officer Tyler Dawson from part time to full time effective 1/1/14.

- o Hiring of Officer Josh Sime to full time effective 1/1/14

→ Trustee La Pierre moved, Trustee Andrews seconded, carried 5/0 to hire Officer Josh Sime from part time to full time effective 1/1/14.

OATH OF OFFICE:

- o Ceremonial Swearing In – Stephen Mesiti, Nicole Sarratori, Tyler Dawson, Josh Sime

GUESTS:

- Family Energy – 6 month peddling application (re-scheduled from 11/18) – No show.

CONSENSUS ITEMS:

- **APPROVAL OF MINUTES:**

→ Trustee Andrews moved, Trustee La Pierre seconded, Trustee Ciciotti abstained due to absence, carried 4/0/1 that the minutes of the 12/2/13 meeting be approved as written.

Trustee Andrews said he realizes the 11/18/13 minutes were already approved, but when he re-read them, he noticed that on page 4 Treasurer Hendricks was referred to as Trustee Hendricks. He kidded that this would likely be considered a demotion.

- **APPROVAL OF BILLS TO BE PAID**

→ Trustee Hannan moved, Trustee La Pierre seconded, carried 5/0 that the bills be paid upon audit.
A/P Clearing Account

	<u>Abstract Date</u>	<u>Amount</u>
FUND (A): <u>General</u>	12/13/13	\$30,442.61
FUND (F): <u>Water</u>	12/13/13	\$41,584.95
FUND (G): <u>Sewer</u>	12/13/13	\$226.79
FUND (H): <u>Capital</u>	-	-

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DEPARTMENT REPORTS:

- Treasurer – Daniel P. Hendricks

- A.U.D. – annual update document re FYE 5/31/13 filed with NYS - Treasurer Hendricks referred to the AUD included in the packet. He said the Village is in pretty good shape. There is a 2.3 million cash balance and a 1.8 million fund balance. The fund balance represents surplus accumulated over time. He noted that they didn't add or decrease fund balance last year. He said it is very easy to spend it down, but very hard to build it up. Reserves are in good shape. There is \$157,000 in the Workers Compensation Reserve which would be helpful if there were a catastrophic claim. There is money in the employee benefits reserve and the capital reserve. Other funds include the Shafer Trust (benefits the Seymour Library and the Emily L. Knapp & Library of Local History) with \$600,000 in principal and \$117,000 in interest earnings. He noted the Seymour Library has spent most of their share of interest earnings, but the Knapp Museum has not. He said the Water Fund revenues and expenses are pretty close. The Sewer Fund was re-established – a good thing to do. It accumulates for sewer maintenance or major repairs down the road.

Treasurer Hendricks said the Wager folks – external auditors – are here this week. They are checking the A.U.D. and internal controls to safeguard the assets of the Village.

- Building / Zoning / Code Enforcement –

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- Police – Police Chief Daniel P. Varrenti

- Recent homicide – Chief Varrenti shared that the grand jury came down with a murder in the 2nd degree indictment.

- Staffing – Chief Varrenti thanked the Board and Trustee La Pierre in particular for justifying the impact of the 3 part time officers going full time. The Department will be down one officer due to Sgt. Phillipy's upcoming retirement.

- Serve & Protect – Chief Varrenti said the phrase “serve and protect” isn't just a phrase on the side of the police cars. The philosophy to serve is taken seriously and he is a big believer of prevention. He urged citizens to not drive while impaired. Have a designated driver or call a taxi. If that is not possible, call 911 to have a Brockport Police car get you home safely. That is better than driving drunk. Further, if a disabled senior citizen cannot get out to pick up a prescription or have a family member or friend do so for them, call 911 to have a Brockport Police car pick it up. They are willing to help in emergency situations such as these and happy to help where they can.

- Happy Holidays!

- Public Works – Superintendent Harry G. Donahue

- Authorize Mayor to execute CDBG grant contract for Monroe Avenue sewer project – DPW Spt. Donahue clarified that this is a storm sewer project, not sanitary sewer project as listed on the agenda. It entails 750' of replacement on Monroe Avenue from Main Street to Utica Street. It is the last piece of that puzzle.

→ Trustee La Pierre moved, Trustee Hannan seconded, carried 5/0 to authorize the Mayor to execute the CDBG grant contract with Monroe County for the Monroe Avenue storm sewer project.

RESOLVED, to accept the CDBG grant and authorize the Mayor to sign the agreement between Monroe County and the Village of Brockport for the Monroe Avenue Storm Sewer Project.

- Authorize transfer of \$5,500 Water Contingency F1990.4000 to F8340.2040 to purchase water meters – DPW Spt. Donahue said there is \$60,000 in the line for water meter replacement. However, the EPA law 1/1/14 requires use of low lead brass in meters which increases the cost to \$65,500.

→ Trustee Hannan moved, Trustee La Pierre seconded, carried 5/0 to authorize the transfer of \$5,500 from Water Contingency F1990.4000 to F8340.2040 to purchase water meters.

- Authorize purchase of water meters -

→ Trustee La Pierre moved, Trustee Hannan seconded, carried 5/0 to authorize the purchase of the

water meters.

- Happy Holidays!

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OLD or NEW BUSINESS:

- Library Board request that 3 municipalities rotate trash pickup & lawn mowing as is done re snow plowing – Mayor Blackman referred to the request since all 3 municipalities kept library funding flat. DPW Spt. Donahue said adding Seymour Library trash pickup to pickup of trash from Village properties Monday – Friday would likely not be problematic. He does not know if Sweden and Clarkson have daily pickup of trash from Town properties like the Village does. As to lawn mowing, however, that may prove costly and time consuming. The Library has a lot of lawn and would likely need it mowed twice per week.

Seymour Library Director Carl Gouveia clarified they are just speaking of lawn, not landscaping and that the current vendor mows once per week with a 2 man crew for approximately 45 minutes. He said he used to work for Monroe County Parks Department and asked what size mower the Village uses.

DPW Spt. Donahue said the Village has a 60” zero turn mower and 1 laborer dedicated to mowing.

Trustee La Pierre said the Village Board funded the Library to the level it desired. He said he would not be in favor of the proposal.

DPW Spt. Donahue said he could talk with the Sweden and Clarkson Highway Superintendents for their feedback.

Trustee Hannan said if there is not Village Board support for the proposal, there might be no sense in pursuing.

Mayor Blackman said there might be Village Board support if there was more information.

Trustee La Pierre said the municipalities are essentially being asked for more funding by way of services.

DPW Spt. Donahue said this would certainly add to labor and equipment costs.

Trustee Hannan suggested thinking long and hard before committing to lawn mowing at DPW Union rates. She said she believes it can be done cheaper by contracting with an outside vendor as the Library has done in the past.

Mayor Blackman said she would be open to a motion on the proposal, but more information would be worthwhile.

- Amend Village Board liaison listing – re liaison to Seymour Library – Mayor Blackman reminded the Board that Trustee Andrews recently stepped down from being Board liaison to the Seymour Library. She asked if any other Trustee would be willing to act as such.

Trustee Ciciotti said she would decline for the same reasons Trustee Andrews stepped down.

Trustee Hannan said she previously served as such.

Trustee La Pierre said he has enough liaison assignments for the time being.

Mayor Blackman said the position will remain vacant and considered at the next organizational meeting.

- Decision on proposed amendments to Village Code Chapter 34 & 19B (public hearing held 11/18 & 12/2) –

Mayor Blackman said payload tonnage of vehicles will continue to be investigated as the Code Review Committee looks at all the different kinds of vehicles that fall into this big category and makes recommendations. The clarification on parking on Clinton Street was previously discussed and determined. She asked if the Board wished to act on the proposed Village Code amendments to Chapter 34 & 19B. Clerk Morelli said the Board has 62 days from the close of the public hearing to render a decision.

→ Trustee Hannan moved, Trustee La Pierre seconded, carried 5/0 to adopt the following resolution:

ADOPTION BY THE VILLAGE BOARD OF THE VILLAGE OF BROCKPORT

LOCAL LAW NUMBER 4– 2013

WHEREAS, a resolution was duly adopted by the Village Board of the Village of Brockport for a public hearing to be held by said Village Board on November 18, 2013 and December 2, 2013 at 7:00 p.m. at the Brockport Village Hall Conference Room at 49 State Street Brockport, NY 14420 to hear all **MINUTES OF VILLAGE BOARD MEETING HELD December 16, 2013 continued.....page 5**

interested parties on a proposed Local Law regarding:

- Amendments to Village Code Chapter 34 entitled Parking
- Deletion of Village Code Chapter 19B Fire Lanes (absorb into Chapter 34)
- Minor amendment to Village Code Chapter 58 Zoning – 58-8(A)(1) Application

WHEREAS, notice of said public hearing was duly advertised in the Suburban News, the official newspaper of the Village, on November 10, 2013 and November 24, 2013, and was also duly posted on the Village Clerk’s signboard at Village Hall and on the Village website; and

WHEREAS, said public hearing was duly held and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said proposed Local Law, or any part thereof; and

WHEREAS, the Brockport Village Board of Trustees has determined that adoption of said proposed local law is a Type II action under the State Environmental Quality Review Act (SEQRA), pursuant to 6 NYCRR § 617.5, for which no further action is required under SEQRA; and

WHEREAS, the Village Board of the Village of Brockport, after due deliberation, finds it in the best interest of said Village of Brockport to adopt said local law – at this time the amendments to Village Code Chapter 34 entitled Parking and the deletion of Village Code Chapter 19B Fire Lanes (absorb into Chapter 34).

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Brockport hereby adopts said local law number 4-2013 entitled Amendments to Village Code Chapter 34 entitled Parking and the deletion of Village Code Chapter 19B Fire Lanes (absorb into Chapter 34); and

BE IT FURTHER RESOLVED, that that Village Clerk be and is hereby directed to enter said local law in the minutes of this meeting and in the Local Law Book of the Village of Brockport, and to give due notice of the adoption of said Local Law to the New York Secretary of State.

VILLAGE BOARD REPORTS:

- Mayor Margaret B. Blackman
 - I.T. / Website – Mayor Blackman said the transfer of Village email to Office 365 is on track for December 31st. Village Hall and DPW I.T. vendor, Chris Zelak of Synnova Solutions is handling this. It will later result in the transfer of the Village website as well.
 - Startup NY - Mayor Blackman reported having attended VP for Finance at the College at Brockport Beau Willis’ presentation at the College on Startup NY, the tax free zone business incentive. This program is still evolving since his presentation to the Village Board a few weeks ago. In fact, he described it as “building an airplane as you are flying it.” She also spoke with the founder of Precision Optics, the first of the startup businesses, who will be locating in a vacant storefront on Market Street.
 - RPTL 421-m - Mayor Blackman shared that she attended the Brockport Central School District School Board meeting December 5th which was a joint meeting with the Sweden Town Board to consider the 421-m tax abatement the Village is urging both boards to adopt so that 60 Clinton Street can be developed. Trustee Andrews and GBDC President Jo Matela and GBDC Attorney Lynda Vandenberg are preparing a document for both boards that addresses questions that were raised. It will be shared with the Village Board and public.
 - Village Court - Mayor Blackman said she had a conversation with Maryclaire Frank, special counsel to the supervising judges regarding Village Court and will have more to say in January.
 - Sales Tax - Mayor Blackman shared that she had a conversation with Tony Feroce, Controller for Monroe County regarding sales tax. How it works is a complex formula, but 3 components (total sales tax that Monroe County takes in which is parceled out to school districts, towns, villages after county takes its cut. The Village of Brockport is in the pool of the 10 Monroe County Villages. The amount is based on two factors: population and total assessed valuation. Sales tax

comprises almost a third of Brockport's revenue.

- Building Inspector/Code Enforcement Officer Search – Mayor Blackman said the search committee will meet January 2nd as the deadline for applications is December 31st. It is comprised of her, Trustee Ciciotti, Lt. Cuzzupoli, Michele Reed (Off Campus Student Relations Coordinator at the College), Pam Krahe and Village resident Marcy Stickles. Clerk Morelli will be e-mailing and hard copying materials for the search committee. Trustees not on the committee are welcome to see Clerk Morelli to review the applications and provide feedback and suggest interview questions to the committee.

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- Holiday Parade - Mayor Blackman said the holiday of lights parade and fireworks was another huge success this year with more than 30 entrants. Thanks to the Stetson Club organizers, the judges, participants and donors. It's a festive celebration that Brockport can rightly be proud of.

- Happy Holidays!

- Trustee/Deputy Mayor William G. Andrews

- Brochure – Trustee Andrews reported that the 4th edition of the walking tour brochure of historic properties and such has gone to the printer. The 1st and 2nd editions were funded by a CLG grant. The 3rd and 4th editions were funded by advertisers. The 3rd edition featured the Canal mural above Lift Bridge Book Shop. The 4th edition will feature the Canal mural on the DPW building.

- Salvation Army - Trustee Andrews shared that he is serving as a bell ringer at Wal Mart.

- Brockport Community Museum – Trustee Andrews said he and Buck Noble are re-circulating the displays in the Museum Without Walls display cases throughout the community.

- Capen Hose Fire Museum – Trustee Andrews shared that he attended the recent re-dedication of the fire museum. It has been expanded and refurbished. He commended College student and BFD member Riley Shurtleff for taking this on. He commended The Magic Monkey, a store on Main Street, for donating display cases. He urged citizens to visit.

Mayor Blackman asked the hours for visiting. Trustee Andrews said he was not sure if there are set hours, and suggested contacting Norm Knapp.

- Sweden Singers - Trustee Andrews shared that he is a member of the Sweden Senior Center Chorus and they performed twice last week.

- Main Street Grant Award - Trustee Andrews shared that the Village has received unofficial word that it's \$200,000 grant application was successful. He commended J. O'Connell Associates for doing an extraordinary job writing the grant application. The award includes funding to hire a grant administrator. J. O'Connell Associates may be able to undertake that work. This grant covers the northern part of the historic commercial district - Main Street from King Street to Clinton Street and from Market Street to the Canal. If all goes well, another grant could be applied for the southern part of the historic commercial district.

- RPTL 421-m – Trustee Andrews concurred with Mayor Blackman's earlier comments on encouraging the Brockport Central School District School Board and the Sweden Town Board to consider the 421-m tax abatement the Village is urging both boards to adopt.

- Holiday Parade – Trustee Andrews shared that he participated in the parade as a member of the Town of Sweden Bicentennial Celebration Committee.

- Happy Holidays!

- Trustee Valerie A. Ciciotti

- Happy Holidays!

- Trustee Carol L. Hannan

- Propose formalization structure of Emily L. Knapp Museum & Library of Local History Committee – Trustee Hannan said she will provide to Clerk Morelli for the next agenda packet a draft proposal. She said the Committee has worked somewhat informally for many years. Some members are Village residents, some are not. Part of her proposal is to establish an Executive Committee with voting rights be Village residents. She said the museum is fortunate to have a couple of very dedicated volunteers that do not live in the Village.

- Building/Codes Property Files – Trustee Hannan said she continues to volunteer time in organizing and property files and will have some notes for the new Building Inspector/Code Enforcement Officer once hired.

- New Projects – Trustee Hannan said she has some possible new projects to tackle after the holidays.

- Holiday Parade – Trustee Hannan commended organizers and participants for making the parade such a success.

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- Happy Holidays!

- Trustee John D. La Pierre
 - Happy Holidays!

EXECUTIVE SESSION:

→ At 8:00pm, Trustee Hannan moved, Trustee Ciciotti seconded, carried 5/0 that the Board of Trustees of the Village of Brockport enter into executive session to discuss a personnel matter involving the employment history of particular persons.

Chief Varrenti and Treasurer Hendricks were invited to sit in.

→ At 8:53pm, Trustee Andrews moved, Trustee Ciciotti seconded, carried 5/0 that the Board of Trustees of the Village of Brockport re-enter the regular meeting.

ADJOURNMENT:

→ At 8:53pm, Trustee Ciciotti moved, Trustee Hannan seconded, carried 5/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk