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, February 9, 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, Police Chief Daniel P. Varrenti, DPW Superintendent Harry G. Donahue, Building/Zoning Officer Scott C. Zarnstorff, Fire Chief Michael J. Henry, Village Attorney Michael P. Leone, Esq.

ALSO PRESENT: Jim & Joan Hamlin, Norm GianCursio, John Bush, Kevin McCarthy, Mary Jo Nayman, Tom Mangan, Bernie & Karen LoBracco, Pam Ketchum, Harry Snyder, Fred Webster, Krystina Gabalski

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."

GUESTS: None

PUBLIC COMMENT:

o Mary Jo Nayman of Carolin Drive – asked when the Village Board is going to wake up and realize the situation the Village is in. They represent the taxpayers and should be taking care of every taxpayer be them property owners or landlords. The last 10 years of Village management has put the taxpayers in a predicament. The Department Heads get their income from the Village. There is a clash of special interest groups. Board members shouldn't be representing special interest groups. Some Board members haven't even lived in the Village for long. She has lived in the Village for over 40 years and is seeing the Village taken down by special interests. She urged the Board to represent all taxpayers.

PUBLIC HEARINGS: None

Mayor Castañeda reminded everyone that the public hearing on the proposed moratorium originally scheduled for January 26th was rescheduled for 7pm Wednesday, March 9th at the Middle School Auditorium.

PUBLIC INFORMATION MEETINGS: None

CERTIFICATES OR PROCLAMATIONS: None

CONSENSUS ITEMS:

- **APPROVAL OF MINUTES:** 1/12 (tabled 2/1)

→ Deputy Mayor Kuhn moved, Trustee Blair seconded, Trustee Hunsinger opposed carried 4/1 that the minutes of the January 12, 2011 meeting be approved as written.

Mayor Castañeda recalled that these minutes were tabled at the last meeting at the request of Trustee Hunsinger. She asked Trustee Hunsinger what his concern was with the minutes since if it was stated at the meeting, it was likely in the minutes. Trustee Hunsinger said some comments by other Board members were concerning and when he contacted NYCOM they suggested that he simply not vote in favor of the minutes.

- **APPROVAL OF BILLS TO BE PAID**

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

A/P Clearing Account

	Date Paid	Amount
FUND (A): General	2/9/11	$70,807.63
FUND (F): Water	2/9/11	$2,222.43
FUND (H): Capital	-	-
FUND (T): (Trust & Agency)	-	-
		$73,030.06 grand total

CLERK & TREASURER REPORTS:

o Clerk

o Procession Application – annual Rochester Celiac Walk – Saturday, 5/21/11 9am-Noon – Clerk Morelli shared that the applicant was unable to attend and referred to the application

materials submitted. Police Chief Varrenti indicated that since it involves no street closures he has no issues.

→ Trustee Blair moved, Deputy Mayor Kuhn seconded, carried 5/0 to approve the procession application.

- 2011 Events Schedule – information to Clerk by 3/1 – Clerk Morelli referred to her

annual memo to Village leaders and community groups requesting information as to 2011 events by March 1st.

Trustee Hunsinger referred to the weekly Summer Serenades concert series that used to be sponsored by the Village. He reported that in cooperation with the Brockport Merchants Association there will be 3 concerts, 1 in July and 2 in August at no cost to the Village. They are: Julie Dunlap and High Maintenance on July 14th & August 25th and Trio Band Be Glad and Done on August 4th. All concerts will be 6:30pm to 8pm at the Welcome Center along the Canal. They hope for good weather and good crowds and may make refreshments available.

- 2011 Village Tax Collection – Lockbox & Chase branch vs. Lockbox & Village Hall – Clerk Morelli referred to her memo:

In 2008 we successfully implemented allowing payment of Village taxes by installment. We are one of 2 of the 10 Villages in Monroe County to offer this.

In 2009 we successfully implemented "lockbox" tax collection. We are one of 4 of the 10 Villages in Monroe County to offer this. Taxpayers can use the envelopes enclosed with their tax bill to mail in their payment to Chase Lockbox or they can pay in-person at the Chase branch on Main Street in Brockport.

This is at no cost to the Village and has been a great efficiency in our operations. Other than the occasional complaint from those that liked paying their bill right at Village Hall, the feedback has been positive that we now allow payment by installments and include envelopes in with the tax bills.

However, our Chase Banking representative contacted me with a concern regarding in-person payments made to the Chase branch. We are the only Village that utilize in-person payments to the Chase branch. It seems that Chase is concerned with their liability of the Tellers having to calculate late penalties since Village tax bills in Monroe County indicate the late penalty percentages, but do not calculate out the actual amounts due if late.

They have presented me with the following options:

1) Provide their legal department with a letter from the Village releasing them from any liability due to errors in calculating late payments.
2) Allow tax collection at the branch only June 1 – July 1 when there are no late penalties. Then July 2 – October 31 in-person payments would have to be made at Village Hall.
3) Cease allowing tax collection at the branch and all in-person payments would have to be made at Village Hall.

My thoughts on the options:

1) By law I do not believe we can accept anything other than the exact amount due. We do not waive late penalties or have a margin of error. The Village Attorney should probably weigh in on this. (He did & he concurs.) In 2009 and 2010 some of the Tellers gave me a quick phone call to double check the amount if they were in doubt. Chase does not want them to have to do that.
2) Doing a split season in-person payment would likely be confusing for taxpayers to pay in one place June 1 – July 1 and another place July 2 – October 31. It would also be cumbersome to word such on the bills.
3) Allowing in-person payment only at Village Hall would appease those unhappy with not being able to do so the last 2 years, but would take up more staff time, which is increasingly limited.

Regardless, I could do a press release on tax collection and encourage taxpayers to use the mail in option with the envelopes we provide.

I look forward to your feedback.

→ Mayor Castañeda moved, Trustee Blair seconded, carried 5/0 to allow in-person payment of Village

taxes only at Village Hall and cease utilizing the Chase branch for such.

Clerk Morelli encouraged taxpayers to utilize the envelopes provided with the bills as this is the most efficient method.

- Notice for Electing Village Officers – 1 Trustee seat – elections 6/21/11 - Clerk Morelli shared that Village Elections are June 21st. At the time the Board adopted its meeting schedule, she indicated that due to elections being June 14th, there would be no Village Board work session. Since they are June 21st and not June 14th, should the Board wish to have a June 14th work session that evening is now free.

Clerk Morelli read the following notice into the record. It has been forwarded to Suburban News and to the Village website.

VILLAGE OF BROCKPORT
NOTICE FOR ELECTING VILLAGE OFFICERS

PLEASE TAKE NOTICE:

That the Annual General Village Election in and for the Village of Brockport will be held on Tuesday, June, 21, 2011 with the following officers to be chosen: One (1) Trustee to complete a term to June 30, 2012, and

That the first day to circulate independent nominating petitions is Tuesday, April 5, 2011, and the last day to file said petitions at Monroe County Board of Elections is Tuesday, May 17, 2011. Petitions must indicate the office(s) and term thereto, for which it is filed, and

That the applications for absentee ballots will be accepted by Monroe County Board of Elections no earlier than February 21, 2011 and no later than June 14, 2011 for applications to be mailed or June 20, 2011 for personal applications by applicant of his/her agent. Questions should be directed to Monroe County Board of Elections at (585) 753-1550.

- Treasurer
  - Financials for period ending 12/31/10 – Treasurer Lovejoy referred to the finals for period ending 12/31/10 previously distributed.

The following is the cover memo to such.

MEMO
TO: Village Board
FROM: Mary Beth Lovejoy, Treasurer
DATE: January 24, 2011
RE: December Financial Information

General Fund Revenues

In reviewing the revenue statement I have observed the following:

1. Code correction of A2389.9000 – see budget amendment
2. Estimated Revenue totals are $109,403 greater that our original budget – I have been bringing these amendments to you as they have become known but to summarize:

Farmers Market	3,649
Monroe Cty Block Grant	40,000
Insurance Recoveries	15,728
Refund of Prior Year	21,883
Other Miscellaneous	1,636
Other State Aid-grants	7,220
Federal Grant	13,944
Monroe Cty DWI	5,000

These are all revenues with a specific purpose and/or one time shot and CANNOT be counted on in future budgets.

3. The largest outstanding revenue streams are Monroe County Sales Tax and the remaining Fire contract payments from the towns.

General Fund Expenditures

In reviewing the expenditure statement I have observed the following:

1. The entire 1420 budget (legal) is $30,000; thru 12/31/10 we have spent $26,833. It is clear that there is not enough money budgeted in this area. A budget transfer should be done soon. There are funds available in the 1910.4010 (general insurance) budget that could be transferred. Would the Board like me to prepare a transfer, if so, for how much?
2. Just as a heads up…we received our bill for Workers Compensation for the new calendar year. The total was $92,868….3410.4062 and 9040.8000 will incur the largest share of this expense.
3. I do not see the savings in the health insurance account as planned. We have spent approximately 50% or the budget (9060.8000) at half way through our fiscal year.
4. Disability insurance (9055.8000) is coming in higher than budgeted.
5. Debt Service Principal/Interest payments – it is time to discuss permanent borrowing for the project. Would the board like me to work with our advisors to get the information together?

General Fund Overall

I continue to be concerned with regards to end of year…our estimated revenues currently total $5,298,765; our estimated expenditures currently total $5,166,532 and our required contributions to reserve accounts currently total $173,000. This calculation leaves the Village approximately $40,767 short.

NOTE: This calculation assumes all estimated revenues will be received and all appropriations will be spent. This calculation does NOT reflect the impact from the loss of the ambulance service for the towns or the fact that surplus CANNOT be used for the operating budget.

Water Fund Revenues

The water fund sales/charges appear to be on target…note that revenues only reflect six months of sales as we bill after the fact. (December charges are not billed until January)

Water Fund Expenditures

Water purchases (F8320.4000) have been over encumbered. The purchase order has been reduced in January. We spent approximately $400,000 for the 2010 fiscal year.

Benefit budgets (xxxx.8000) will be impacted by the workers comp payment, proper allocation of the retirement payment, health insurance premium updates.

Debt Service will be impacted based on the outcome of permanent financing for the project.

Water Fund Overall

The fund is fiscally strong at the present.

Treasurer Lovejoy presented a short power point presentation. (posted separately to the website and attached at the end of these minutes)

Treasurer Lovejoy indicated that the ~$41,000 shortfall does not take into account anything to do with the ambulance funds and that 41 cents of every dollar collected for ambulance goes into the General Fund. She said it is now known that the Village can't use ambulance funds this way. That means there is a ~$170,000 shortfall. She said if the Village continues to bill for ambulance services they make the gap larger. She said she speaks strictly as to the financial piece, not the legal piece of creating a separate ambulance entity. She said the Village can only put ambulance revenues into reserves related to ambulance services and equipment. That means the operating budget has a hold.

Mayor Castañeda said the Village may need to suspend providing ambulance services altogether, not just eliminating paid staff.

Treasurer Lovejoy asked Fire Chief Henry if they still bill for services (use Med Ex Third Party Billing) if volunteers answer ambulance calls instead of paid staff. Fire Chief Henry said yes.

Trustee Blair said additionally, if outside ALS is involved, there is an intercept fee.

Treasurer Lovejoy said as long as there continue to be expenditures, it is not a problem.

Deputy Mayor Kuhn inquired if the ambulance were an entity of its own if they take that money with them.

Village Attorney Leone said this seems like a legal discussion regarding a NYS OSC opinion. He said there have been some statements made that you can or can't do such and such under the law. He suggested it is worth discussing with the Board in executive session and not in public as it is attorney/client privilege. He said a lot of good points have been made.

Treasurer Lovejoy said the concern she has continues to be financial. The matter was raised in the 2009 audit and in other arenas. The budget got built with this revenue built in. She said she believes it is clear that the revenues can be used for ambulance purposes, but not to balance the budget.

As to employees and retirees health insurance, Treasurer Lovejoy said she does not yet see the savings that were projected. However, the new plan did not take effect until September and then there was a rate increase in January.

As to legal, Treasurer Lovejoy said the $60,000 line was amended to $30,000 in the final budget. However, $27,000 has been spent as of 12/31/10.

As to debt service, Treasurer Lovejoy said the Main Street sewer and water project ended September 14th. Because lines are also used by the County, they agreed to reimburse the Village ~$43,000. Therefore, the Village can reduce that amount from its permanent borrowing needs. Depending on when the Village goes to permanent borrowing, it will affect this year's expenditure and next year's budget.

As to grants, Treasurer Lovejoy said it became clear when interviewing grants professionals that there is now an elongated process needed prior to spending grant money. A municipality cannot spend money until the executed contracts are back from the County, State, or Federal government involved. She said she'd like to be able to share this important point with those that currently volunteer their time with grants such as Bill Andrews for Historic Preservation efforts and Margay Blackman for Tree Board efforts.

Chief Varrenti asked to see some law or information on this and expressed that smart municipalities won't give up grants. He expressed concern that there is a stipulation in most grants that the funds have to be spent by certain dates.

Treasurer Lovejoy said she does not disagree. She is just relaying what 3 of the 4 grants finalists hit upon in their interviews. They cited examples of municipalities not being reimbursed.

→ Mayor Castañeda moved, Deputy Mayor Kuhn seconded, carried 5/0 to authorize Treasurer Lovejoy to contact those currently dealing with grants for the Village to provide them with this information and to invite them to the meeting from 6pm to 7pm Tuesday, March 8th to hear the presentations of the 2 finalists for grants services.

Chief Varrenti inquired as to the 2 finalists. Mayor Castañeda said they are Jean O'Connell and Associates and Stuart Brown Associates. Chief Varrenti commented that Stuart Brown Associates was utilized for some grants several years ago and that the Board may want to inquire as to their history with the Village.

Trustee Blair asked Treasurer Lovejoy if they could get the payroll information regarding overtime they asked for. Treasurer Lovejoy said she is working with the payroll company to generate the appropriate reports. They will soon be forthcoming. This will be done after the last payroll of each month.

- Budget Transfers Amendments –

→ Deputy Mayor Kuhn moved, Trustee Hunsinger seconded, carried 5/0 via roll call to authorize the following budget transfers / amendments.

Account Number	From: Description	Account Number	To: Description	Amount:
A5510.4010	Telephone	A1620.4070	Telephone-DPW	$2,500.00

Purpose: to move budget to where expenses are being recorded. This was a change requested by state auditors and just never moved the budget.

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o Update on Budget process to date – Treasurer Lovejoy referred to the memo regarding the 2011-2012 Budget Development Process as to steps taken to date and information needed from the Board. She included materials regarding General Fund Administration, General Fund Home and Community and IT Infrastructure Consolidation Review. She was to be involved in a budget work session February 8th. She reminded the Board that a budget is developed in stages and that it is a process. She shared that she has received the requested information from most Department Heads. The Fire Department budget was already prepared. The tentative budget will be filed with the Clerk by March 18th. Then revisions get made by the Board after that.

Trustee Blair said he believes the Board can address some of it now.

As to dispatch, Trustee Blair said count it out.

Trustee Hunsinger inquired if Sweden and Clarkson are okay with the elimination of dispatch. Mayor Castañeda said Village Attorney Leone has recommended some amendments to the fire contracts, but it seems some changes are still needed before it goes to Sweden and Clarkson, as the changes reflected ambulance but not the elimination of dispatch.

Mayor Castañeda said Trustee Blair was at the meeting with the Fire Chief and the Supervisors. She said the Supervisors indicated the decision to eliminate dispatch was that of the Village but that they would be amenable to the $43,000 in the budget to possibly be used for securing the building and clerical assistance.

Trustee Blair said he heard it slightly different. Regarding hiring someone to do the clerical/administrative work in lieu of dispatchers, there needs to be a plan put together, in writing, so everyone understands what the needs are.

Deputy Mayor Kuhn said for now, at least Treasurer Lovejoy can work with the understanding that dispatch would be eliminated.

As to ambulance, Trustee Blair said count it out. The process is underway to separate the ambulance from the Fire Department and to create it as a separate entity separate from the Village.

As to pay for non-union employees, Trustee Blair said 0% increase. Further, he believes consideration needs to be given to a 4-day work week at a reduced salary.

Treasurer Lovejoy asked if that would be just those full-time non-union employees at Village Hall or also at Police Department and DPW. (Full-time non-union without a contract currently consists of 6 employees: Village Clerk, Water Clerk, Building Inspector/Code Enforcement Officer at Village Hall, Clerk at Police Department, DPW Superintendent, and Foreman/Director of Operations at DPW. Treasurer and Deputy Clerk-Treasurer are full-time positions that were most recently filled part time.)

Trustee Blair said all full-time non-union.

Village Attorney Leone cautioned the Board that there are issues that involve employees other than just union versus non-union, but Civil Service as well.

As to Farmers Market, Deputy Mayor Kuhn said he will soon report back on this.

As to Summer Serenades, Trustee Hunsinger said there should be no Village cost for bands. He asked Treasurer Lovejoy for information on how best to handle sponsorship / take the money in.

Clerk Morelli shared that the Village gets an annual bill from ASCAP (American Society of Composers and Performers) for using music in municipal concerts. The Village paid the bill for a couple of years, but was unclear if truly obligated to do so. The Village did not pay the bill last year, since it did not schedule a Summer Serenades concert series. Village Attorney Leone asked for a copy of the bill so he could look into. He said if the Village doesn't have a contract with them, he is not sure of its obligation to pay. Trustee Hunsinger referred to bars and restaurants having to pay fees for playing music.

Trustee Blair referred to the financial report for period ending 12/31/10 and questioned the accuracy of

the percentages in the far column.

Treasurer Lovejoy tried to explain the Village's financial software system and the fact that we are now using purchase orders and encumbrances. Sometimes there is a timing difference as to when the allocation takes place.

Trustee Hunsinger expressed concern that these reports are being made available to the public by posting on the Village website. He said the public wouldn't necessarily understand and they would rightly assume that it appears worse than it really is.

Treasurer Lovejoy said this goes back to a technology issues.

Clerk Morelli commented that financials were never posted to the website until recently. She asked the Board for direction as to whether she should continue to forward them to the Webmaster for posting.

Chief Varrenti questioned the need to post it. He said he practically had a heart attack when he reviewed the document. He can only imagine a member of the public, not being familiar with such, would interpret the worst.

Treasurer Lovejoy said it is only as good as the data put into it. If a department isn't including P.O.'s or if they are using P.O.'s they determine the amounts. Part of the process is to get the coding correct. She said she does not take authority away from Department Heads. She believes they know what their needs are and what the amounts are.

Trustee Blair and Trustee Hunsinger suggested discontinuing the recent practice of posting financials to the website, but allowing citizens to review them at Village Hall and ask questions.

Clerk Morelli said she and the limited staff would not be able to field questions related to the financials.

Mayor Castañeda said Board members, Department Heads, employees; citizens are encouraged to contact the Treasurer when they have questions on the financial documents.

DEPARTMENT REPORTS:

- Building / Zoning / Code Enforcement
  - 2010 Report – S. Zarnstorff shared that his office is working on compiling the information and analysis for his 2010 report. This will be presented at the next Village Board meeting that Department Heads attend.
  - Recent fires – S. Zarnstorff reported on his part of response and follow up regarding the recent fires, one on Main Street in the business district, and one on Fair Street.
  - 173 Main Street - Trustee Hannan suggested S. Zarnstorff update the Board on the status of 173 Main Street which was the subject of a fire in January 2010. S. Zarnstorff reported that the property owners and their insurance company went through many gyrations to settle, but after a year, the owners have given up the fight. They have no money to rebuild. Therefore, they sold the property to the neighboring property owner, a local business who obtained a demolition permit and will use the property for possible future expansion. The house will be coming down very soon.
  - Possible national trend – Trustee Hunsinger shared that he has heard of a possible national trend in college towns where homes not worth sustaining are getting knocked down and made into parking lots in an effort to sell parking spots. Trustee Hunsinger asked if the Village Code has mechanisms in place to prevent this from happening here.

S. Zarnstorff said he hasn't heard of this trend. Village Attorney Leone said there are, indeed, mechanisms in the Village Code to prevent this such as green space percentage requirements to serve as some protection. S. Zarnstorff concurred, but commented that there is room for improvement in the Village Code in many regards. At its next meeting, the Code Review Committee is going to lay out a plan to review Chapter 58 – the big zoning chapter.

- South Avenue – Trustee Blair suggested S. Zarnstorff update the Board on the status of the 50+ acre parcel on South Avenue. S. Zarnstorff shared that the property was sold to another trucking firm. A church had been interested in it, but it didn't work out.

- Police

- Financials – Chief Varrenti apologized for speaking out of turn earlier in the meeting. He said he shouldn't have said "spend as we go", but instead that he will work with the Treasurer and Village regarding encumbering funds. He shared that they deal with several vendors and even break down the encumbrances by vendor. The department checks that there are sufficient funds in a line before spending and then subtracts it from the line as they spend it. He is confident that they know at all times where there department budget stands. He expressed concern that while people are encouraged to ask questions of the Treasurer, they don't always do so, and then they make assumptions.

- Quarterly Report – Chief Varrenti referred to the quarterly report previously distributed to the Board.

Trustee Hannan questioned the term gang assault. Chief Varrenti said there is a relatively new law in which 2 or more people attacking or assaulting another person is considered a gang assault. There is lots of paperwork by the time the investigation is done.

- Change of Use Permit – Chief Varrenti referred to an officer having been complained about regarding woodcutting on a lot. He had not followed proper procedures and established a small business without a permit. This has been rectified.

- Concern of Retaliation – Chief Varrenti referred to comments made by Mayor Castañeda and Deputy Mayor Kuhn at a recent Board meeting when discussing investigation of allegations via blogs. He said be assured there will never be any retaliation other than what is legal.

- Genesee/Orleans Council on Alcoholism and Substance Abuse – Chief Varrenti shared a note and tip line totals from David Markham, Executive Director of the Genesee/Orleans Council on Alcoholism and Substance Abuse. He mentioned Trustee Blair having said something about needing a tip line in Brockport. D. Markham shared that there is a tip line in operation since 2007 in Monroe County. Chief Varrenti said he was approached as President of the Monroe County Chiefs of Police Association. They will increase their efforts to get the word out about the tip line. It is on the Brockport Police Department website. It will be added to the Chiefs Association website and stickers will be made. People can call anonymously. It may save a life. He thanked D. Markham for helping to market the tip line.

- Calls for Service – Chief Varrenti said he has been accused of inflating the Police Department's numbers for calls for service. He asked other Chiefs on their numbering and confirmed that we are in concert with every other Police Department in Monroe County. Chief Varrenti said he came here in 2002 and revised how the department takes report numbers. In 2001 there were 19,818 calls for service. In 2002 there were 12,234 calls for service. Therefore they actually decreased the numbers his first year.

- Police Contract – Chief Varrenti said Mayor Castañeda and former Deputy Mayor Martin took some heat when the Stetson Club contract settled last spring. However, they did a nice job with it. For people to say it is not a good contract is simply not right. He shared that Brighton just settled and a Lieutenant's base pay is $95,467 compared to Brockport at $70,000. Their Sergeant's base pay is $87,583 compared to Brockport at $69,000. Their Officer's starting base pay is $56,739 compared to Brockport at $35,000. Their Officers top base pay is $76,000 compared to Brockport at $67,000. He suggested people review other Police contracts and compare them to Brockport's.

- Chief's Letter of Commendation to Lieutenant Cuzzupoli and Officer VanDervort – Chief Varrenti read the following into the record:

I would like to take this opportunity to commend, and recognize both of you for a job well done.

In order to do so I would like to summarize the events that occurred on January 21, 2011. At about 2:15pm a staff member of Strong Memorial Hospital contacted 911 and stated that they had just received a call from a patient who related they were having trouble breathing and were in the process of taking their own life. At about 2:17pm you were both dispatched to an address in the Village of Brockport to check on the welfare of this individual.

Officer VanDervort arrived within 3 minutes and Lt. Cuzzupoli arrived seconds later. You both approached the door of the person in question and upon attempting to open it; found it to be locked. Officer VanDervort immediately called Brockport Ambulance and a key for the Knox Box. While doing so Lt. Cuzzupoli attempted to gain entry via exterior windows but was unable to do so. Lt. Cuzzupoli then retried the door and was able to overcome the locking mechanism. While Officer VanDervort searched the general area of the residence, Lt. Cuzzupoli went to the bathroom. Upon opening the

door to the bathroom he discovered a person hanging from the shower head by a bathrobe belt. The person was unconscious and blue in color. Lt. Cuzzupoli immediately called for Officer VanDervort and both officers lowered the person from the shower head onto the floor. Lt. Cuzzupoli attempted to locate a pulse but found none. You both then worked franticly to cut the belt from the person's neck. Upon doing so a sternum rub was used and the person began to breath. You both then placed this person in a "recovery position" and protected their airway until EMS help arrived and transported them to a hospital for medical and psychological attention.

Rather than calling me to notify me of what just occurred the Lt. Chose to leave me a voice mail. Other than that notification neither of you have even mentioned this event to me. While your humble approach to doing your respective jobs is not unusual for either of you, I believe this incident bears recognition.

On the day in question you both acted as true professionals and in doing so you in fact saved a person's life.

Your actions on that day are commendable and in my opinion at least worthy of this letter. I will place this letter in your respective personnel folders to act as a permanent record of your actions on a day in your lives that you will both remember forever. I will also forward this letter to the Awards Committee for future consideration and read it into the record at the next Village Board meeting I attend.

Again, congratulations on a job well done.

Sincerely,
Daniel P. Varrenti
Chief of Police

Trustee Hannan commented that this is not the first such lifesaving effort by Officer VanDervort. Chief Varrenti said it is his third. It also shows what a 2 to 3 minute response time does.

- Complimentary letter and donation – Chief Varrenti read the following letter into the record from Sweden resident William M. Covell:

Dear Chief Varrenti,

I have only been a resident of the Brockport area for the past four years, but in that time have been impressed by the operation and demeanor of your department and it's personnel. In addition I have become quite concerned with the increased violence on a national level that seems to be directed specifically toward the police. That said, it seems as if it's time for me to put my money where my mouth is.

Enclosed, you will find my check in the amount of five hundred dollars ($500) which I request be used by the Brockport Police Department for ballistic armor, training or in any other way that will keep you and the other officers safer.

It's a dangerous world chief, and it appears that it's going to get worse before it gets better. The people of Brockport need you, your families need you, and even us passers-through need you. We need you whole and healthy and safe so you can keep us safe. You do a commendable job and I just wanted to do my part to make sure you are all able to continue your great work. If there's ever anything else I can do for you or your department, please do not hesitate to call on me. In the mean time, you and yours keep your heads down and keep moving.

Sincerely,
William M. Covell, PT
Physical Therapist

Chief Varrenti read his response letter into the record:

Dear Mr. Covell,

Please allow me to sincerely thank you for the $500 donation you recently made to the Brockport Police Department and more so for the kind words contained in the letter that accompanied the donation.

By law this money must be deposited and recorded in the general fund of the Village of Brockport. Rest assured however that we will exceed a particular line in our budget by the amount donated to assure that your donation is spent in the manner specified in your letter; namely to enhance the safety of our officers.

Mr. Covell it's not every day that people make donations to a police department and especially not so in the amount you did. More over I rarely receive letters that contained the complements and appreciation that your letter contained. As such, I will be reading your letter and providing your check at tonight's board meeting.

Thank you again for everything and we look forward to serving you and the Brockport community for many years to come.

Sincerely,

Daniel P. Varrenti
Chief of Police

Trustee Blair mentioned that he ran some stats on line of duty deaths in law enforcement. 2010 entailed 44 motor vehicle accidents and 59 gunfire. 2011 year to date is 11 from gunfire. The majority of line of duty deaths occurs in the everyday stop that turns bad and often are not in communities you'd expect.

Chief Varrenti said his mother used to say she hated him being in narcotics and preferred him on the road. However, it is actually safer there. On the road you are usually alone and traffic stops can be very dangerous.

- Public Works
  - CHIPS Funding – DPW Superintendent Donahue shared that he plans to go to Albany with the Association again this year March 8th and 9th to fight for CHIPS funding. They hope to secure the same or more from the State.

- Fire / Ambulance / Dispatch
  - Chief's Report -

Chiefs Report

February 9, 2011

2010 Final	Fire: 918	Ambulance: 2047	Total: 2965
Calls YTD 2011	Fire: 127	Ambulance: 91	Total: 218

Calls of Significance

- **On Wednesday December 29th** during the Village Board Meeting we were dispatched to 4th Section Road west of Redman Road for a 3 car 1 person trapped MVA. We asked for Mercy Flight but they could not fly that night. We were able to extricate the patient in under 15 minutes.
- On **Sunday January 3rd** we had a car versus tree MVA on Brockport Spencerport Road just east of Campbell Road. We had the patient extricated within 15 minutes. We had a good extrication with good vehicle stabilization, protection over sharp objects and communications between crews.
- **Tuesday January 4, 2011 at 11:24** we were dispatched for a structure fire at 7 Cherry Drive, at a member's house. The crews had a great stop keeping the fire to the exterior wall of the house and the garage limiting extension into the rest of the house. The fire was caused by dis-guarded ashes in a garbage can next to the structure igniting the garbage. The homeowner was not displaced
- **Monday January 17, 2011** At 3 AM, we responded for a reported structure fire at 103 Holley Street, a multi-tenant occupancy, located on the southwest corner of Holley and Perry Street in the Village. BPD and one of our ambulances were on scene fairly quickly. We had heavy smoke from the attic upon arrival; the PD reported the occupants and their dog were in their vehicles. Crews were able to knock down the fire keeping it to the attic space over two bedrooms on the second floor and the fire was kept from extending into the rest of the structure within our first 20 minute mark the fire was under control. There were 4 occupants and a dog home displaced by the fire and stayed with friends refusing Red Cross assistance. Codes Officer Zarnstorff took over the building when we went in service.
- **Also on Monday January 17, 2011** at 8:10 we were called to 244 Beadle Road for the reported roof fire, upon arrival we downgraded the call to a chimney fire.
- **Again on Monday January 17th** at 9:53 AM the fire department was dispatched to 8455 West Ridge Road for the water leaking from the ceiling. Crews found water gushing from the Utility Room entry pipes and multiple locations in the center building of the complex. The crews alertly shut off the water and electric in the building. 30+ Residents were displaced and assisted by the Red Cross. The cause appears to have been frozen service pipes into the complex in a unheated utility room.

- **On Sunday Night January 23rd,** we were dispatched at 11:39 for a series of Carbon Monoxide Calls caused by brown out type electrical issues in the village. The calls were on Utica, State Street, King and Clinton Streets. The cause of the brown out was a downed primary line on West Avenue found by Officer Wheat. When I went to call the pole number into our dispatcher the National Grid Truck pulled up
- **On Saturday February 5th at 3:26 PM** we were dispatched to 4342 Sweden Walker for a motor vehicle accident with a person trapped. We extricated the passenger within 18 minutes of arrival, 4 people transported to the hospital from that scene.
- **On Tuesday February 8th at 7:45 AM** to 556 Church Road, Hamlin, Walker Fire District for the structure fire. P-2325 was dispatched as the RIC Team.

Note:

- Fire Report Information for 2010:
  - Most calls were on Fridays with 146, followed by Tuesday with 137 and Saturday with 136
  - 9105 Total Man-hours in 2010
  - 3,740 man-hours involved with Rescue and Emergency Medical
  - 1,826 man-hours involved with Fire Related calls
  - 1,444 man-hours hours involved in hazardous conditions with no fire
  - 122 Motor vehicle accidents with injuries

- Bid Results – AED units maintenance/servicing – discussion took place on the single bid received in response to the bid notice. Trustee Blair was surprised another vendor did not respond. Chief Henry clarified that the units referenced are the ones on the vehicles, not in the buildings. Trustee Blair asked who maintains/services the ones in the Village buildings. Fire Chief Henry said he did not know. Clerk Morelli said someone from Brockport Ambulance used to check the batteries and provided initial training of Village Hall staff at that time. Due to staff changes, she would recommend a new training. Chief Varrenti said he'd be glad to include Village Hall staff in the AED training for the Police Department.

Trustee Hunsinger referred to the opt out clause on page 3 of the sole bid requiring 60 days notice. Board agreed to table decision to further consider as the sole bid submitted was a lot of money.

- **PERSONNEL**
  - Terminations
    - Resignations –
      - Larry Vaughan as part time Assistant Building Inspector –

→ Trustee Hunsinger moved, Trustee Blair seconded, carried 5/0 to accept the resignation of Larry Vaughan as part time Assistant Building Inspector with regrets and thanks for his service.

- Retirements - none
- Terminations – none

  - Vacancies –
    - Full time DPW laborer – search committee recommendation – DPW Superintendent shared that the search committee for a replacement laborer has made a recommendation. The Village received 35 applications. Out of those 12 had a class A license and 14 had a class B license. The remaining individuals only had a class D license. Of the 26 applicants that met the minimum qualifications, the committee narrowed the field to 6 finalists. This was based on past experience in several areas that pertain to the job specifics. They did interviews last week and narrowed the field to 2 finalists. They both were almost equally qualified. Their final recommendation was based upon one being a Village resident. This will provide a quick response time during an emergency call situation. The committee recommends the hiring of Keith Marshall. Filling this vacancy will start at half the pay that was budgeted for the laborer that resigned. A new laborer starts at $11.96 per hour or $24,876.80 per year as opposed to the annual salary of the outgoing Laborer at $49,774.40. This will also be a savings for the next six years as he works his way up the wage scale.

→ Trustee Hunsinger moved, Trustee Blair seconded to hire Keith Marshall to fill the full time DPW Laborer vacancy at a starting wage of $11.96 per hour.

Discussion:
Trustee Blair recommended hiring on a temporary basis and then re-evaluating at a later date. Clerk Morelli commented that the position was not advertised as temporary or seasonal. DPW Superintendent Donahue concurred and added that temporary hiring may go against the CSEA contract.

Mayor Castañeda said she has nothing against the individual or the DPW, but is against hiring to fill vacancies at this time.

Call to Question upon roll call vote:

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

Carried 4/1.

- Vendor re Grants Services – search committee recommendation – Mayor Castañeda shared that the Village received 4 responses to the RFP. The interview committee consisted of her, Treasurer Lovejoy and Deputy Clerk-Treasurer Johnson who interviewed all 4 applicants. It became very clear after listening to each of them that there is going to be a cost involved. It is not allowed and/or on a very limited basis that administrative overhead can be built into grants. It also became clear that if allowed, it can only be for the administration of the grant and not all of the prep work necessary to apply for the grant. It is the decision of the committee that the Board needs to hear about the process, the required involvement, and the timelines involved in doing grant writing properly. I will be asking two of the most qualified candidates to come just prior to the March 8th workshop to discuss these issues and to answer any questions the Board may have. This will clearly impact our 2012 budget and I want to be sure that everyone has a complete understanding of the process and all of the facts so that we can make an informed decision. The Board agreed to a special meeting at 6pm Tuesday, March 8th prior to the scheduled 7pm work session. J. O'Connell and Associates, Inc. is scheduled for 6pm. Stuart I. Brown Associates, Inc. is scheduled for 6:30pm.

- Appointments –
  - Re-appoint Seymour Library Board member Lynne Gardner to 12/31/15 –

→ Deputy Mayor Kuhn moved, Trustee Blair seconded, carried 5/0 to re-appoint Lynne Gardner as a Village representative on the Seymour Library Board of Trustees for a five-year term to December 31, 2015.

- Volunteer Drops/Adds
  - Accept additional slate of officers per January FD elections –

→ Trustee Blair moved, Trustee Hannan seconded, carried 5/0 to accept the additional slate of officers per the January Fire Department elections:

Station 1 Ambulance Lieutenant – Ken Tully
Station 3 Lieutenant – Scott Smith
Station 4 Captain – Christopher Mros
Fire Police Lieutenant – George Klump
Fire Police Lieutenant – Bob Zimney
Safety Officer – Andy Burkharzmeyer
Safety Officer – Tim Henry
Safety Officer – Michael Menear

- Fire / Ambulance –

→ Deputy Mayor Kuhn moved, Trustee Hannan seconded, carried 5/0 to approve the following membership changes: Drops: Jordan Diaz, Daniel Mros; Adds: Byron Green to fire and ambulance, Bartholomew Johnston to fire only, Jacob Moore to fire only, Timothy Smith to fire and ambulance.

- Police Explorers – none
- SPARTAC – none
- Welcome Center Greeters – none
- Walk Bike Brockport Action Group members – none

OLD BUSINESS:

- Status – elimination of part time paid EMT and EMT Advanced and Senior EMT Advanced positions – set effective date –

→ Mayor Castañeda moved, Trustee Blair seconded, carried 5/0 via roll call to eliminate the part time

paid EMT and EMT Advanced and Senior EMT Advanced positions effective March 11, 2011.

Clerk Morelli will prepare the required notices to the 21 individuals affected.

o Status – elimination of part time dispatcher positions – Board agreed to table this until a memorandum of understanding is in place with the Towns of Sweden and Clarkson as it relates to the 2011 Fire contracts.

NEW BUSINESS:

o Monroe County Public Safety Communication Project – SEQR – designation of County as Lead Agency – Mayor Castañeda referred to correspondence regarding the Monroe County Public Safety Communication Project. She asked Chief Varrenti if he has any reservations or concerns about the proposal with regards to stipulating the County be lead agency on SEQRA. Chief Varrenti said no and that he was a member of the Committee regarding the project.

→ Trustee Hunsinger moved, Trustee Blair seconded, carried 5/0 via roll call to relay to the County that based on the information provided, the Village of Brockport has no objection to the County assuming lead agency status for the Monroe County Public Safety Communication Project.

9pm - 5 minute recess

VILLAGE BOARD REPORTS:

o Mayor M. Connie Castañeda

- Fire District – Mayor Castañeda thanked Ray DiRaddo, Esq., special counsel for the Towns of Sweden and Clarkson as well as Dave Goddard and Jim McKinney from the Spencerport Fire District for speaking with the Board at their February 8th work session and answering questions about the process should the Village Board decide to join the Towns of Sweden and Clarkson in forming a Fire District. Mayor Castañeda reminded the Board that a decision has been requested by March 10th.

o Trustee / Deputy Mayor Daniel P. Kuhn

- Farmers Market – Deputy Mayor Kuhn said as liaison to the Farmers Market, he will soon be reporting back as to the upcoming season.

- Meeting with Bill Andrews – Deputy Mayor Kuhn shared that he recently met with Bill Andrews regarding some projects. He felt it was a productive meeting with some common ground.

o Trustee Kent R. Blair

- Correspondence suggesting apology needed – Trustee Blair referred to a recent letter from Tony Perry to the Board. Trustee Blair said it was never his intention to insult any law enforcement agency or police officer. He said he comes from a long line of public servants. He said he was trying to get the point across that when comparing the Monroe County Sherriff's Department and the Brockport Police Department it is not comparing apples to apples. Due to the limited area covered, the Brockport Police Department has a very fast response time. Trustee Blair said he apologizes.

- Code Enforcement/Police Consolidation – Trustee Blair shared that the relocation of Code Enforcement Officer Zarnstorff and part time Clerk Krahe will require some slight modifications to the Police Department offices. The cost for materials for moving the office will be approximately $1,935. Chief Varrenti got the ok to utilize Police Department asset forfeiture funds which come from things like drug busts, for modifications at the Police Department. They can use up to $3,000 for materials. Trustee Blair said they met with DPW Superintendent Donahue as to the work that needs to be done. He is putting together an estimate regarding labor. There is a budget line for labor A1620.1000 for Village buildings maintenance that has hardly been used. They plan to start after February 23rd. He showed a copy of the floor plan and read the following into the record:

Both CEO Zarnstorff and Clerk Krahe will need a key to 1 Clinton Street.
The total cost of moving the Code Enforcement Office to 1 Clinton Street is as follows:
$1,935 cost for materials – paid for by Police Department Asset Forfeiture funds
Labor provided by the DPW (40 hours x 2 employees) - charged to Custodian/Buildings A1620.1000 – currently $29,000 in this line
Timeline – scheduled to start around February 23, 2011 and be completed around March 4, 2011.
Phone lines will be moved to the new codes office
Computer lines and IT set up and support will be utilized as needed
Codes Office personnel will pack up existing office of needed materials to begin the physical operation at 1 Clinton St. Periodically as desks, chairs, filing cabinets, etc become empty or available to move,

DPW will be asked to move them over as needed.
Customer interactions:
Codes Clerk Krahe will be assigned to the desk adjacent to Police Clerk Zimmerman's desk.
All applications i.e. building permits, planning/zoning applications, etc. will be received at Village Hall.
Application forms will continue to be available both at Village Hall as well as from the Village website.
Appointments can be made with the Codes Officer in advance to meet applicants at Village Hall.
Village
Hall staff can call the Codes Officer to come to Village Hall if he is available.
On a daily basis, any applications received at Village Hall will be sent via interoffice mail and/or
scanned
and e-mailed to Codes Office.
Applications will be reviewed as needed; notices of the actions of the application will be forwarded to
the
applicant for either pick up at Village Hall and/or procedures that will follow such as meeting dates, plan revisions, etc.
If applicable, the approved permit, application, or certificate will be prepared and the applicant notified
to
stop at Village Hall or forward payment to obtain.

All payments will be made at Village Hall.
Note: this is pretty much the current procedure.
Operational functions:
Complaints can be received at Village Hall or 1 Clinton Street at the front service counters of both. A complain form can be easily designed that would allow the complainant to leave his or her complaint with any staff, or via mail or email. This will additionally create a paper trail for recordkeeping
purposes.

Mayor Castañeda questioned using the $1,935 for Code Enforcement from Police Department asset forfeiture funds. Trustee Blair said the project is a combination of also providing a secured room for police files and a small Lieutenant's office. He said it has been entirely approved by Washington.

Mayor Castañeda said she remains unclear as to all the restructuring entails. She referred to the Village Attorney's opinion as to relocation. Village Attorney Leone said the relocation can occur.
Mayor
Castañeda referred to November 10th meeting minutes which indicate the relocation would be at no cost. She questions having Police Officers help with Code Enforcement. Village Attorney Leone said a Police Officer is qualified to do citations for violations of codes. However, a Code Enforcement Officer/Building Inspector can do things Police Officers can't such as inspect buildings and issue Certificates of Occupancy. He said it is not uncommon for Police Officers to assist with Code Enforcement.

Mayor Castañeda said she is not convinced this relocation or restructuring is necessary, particularly in light of the Village's financial situation. The funds from the building maintenance line can be used more appropriately. She will continue to question Trustees Blair and Hunsinger on this matter.

- o Trustee Carol L. Hannan
  - Consider developing an RFP – concept of contracting out lawn mowing – Trustee Hannan shared that she talked with DPW Superintendent Donahue about this idea. She said her intent is not to trample on the Union contract or to reduce employees, but to give them work appropriate to their pay scale. She said paying a DPW laborer at the top of the wage scale $31 per hour to cut grass may not be the best way to use our skilled employees. She shared that the Village's mowing season is typically May 1st to October 1st which equals 20 weeks. Factors to consider are wages, equipment maintenance/replacement needs and gas. She contacted 2 people who mow lawns at $100 to $150 per acre. Corbett Park alone is 9 acres. Contracting out lawn mowing might save money and put a DPW laborer on jobs such as infrastructure (curbs, sidewalks, etc). We need to better utilize the employees we have and show the taxpayers we are being cost effective.

  - Liaison assignments – Trustee Hannan reported meeting with SUNY and a landlord group re Code Enforcement. Trustee Hannan reported attending Brockport Merchants Association meetings whenever possible.

  - Proposed moratorium on conversion of residential or commercial properties into residential rentals – Trustee Hannan reminded all of the public hearing to be held at 7pm on Wednesday, March 9th at the Middle School Auditorium. She said she has begun to work on the

essence of what would need to be done if the moratorium were adopted. She has begun to review the concept with the Code Review Committee and the Tree Board.

- Ad-hoc committee on Water – Trustee Hannan said the committee has met and is collecting information. One large expense involves updating meters. She has not yet heard back from Monroe County Water Authority.

- Ad-hoc committee on feasibility of sewer user fee – presentation – Trustee Hannan said she has reported regularly on this and provided detailed information that has been posted to the Village website. The information has been "prettied up" and placed into a power point presentation. She had planned on presenting it tonight, but due to this being a rather long meeting, she suggested that it be posted to the Village website. It would be presented at the public hearing, should one be called for in the future.

Mayor Castañeda commented that this is the second time the presentation has been postponed. Trustee Hannan said she has no new information. The information previously provided was simply put into visual form.

Mayor Castañeda referred to page 2 of the information packet previously provided. She said the Village pays Monroe County Pure Waters fees via the County tax bill. DPW Superintendent Donahue said the Village system runs into the MCPW system. Those fees help maintain their treatment plant. Treasurer Lovejoy said it is partly for capital improvement for ongoing maintenance and is based on water consumption. The County gets the water consumption information from the Village Water Clerk. The fee shows up on the County tax bill. Trustee Blair asked about charge backs. DPW Superintendent Donahue referred to out of district sewer users. The Water Clerk bills out of district sewer bills annually.

Mayor Castañeda referred to page 5 of the information packet previously provided. She said it indicates establishing a sewer user fee will not guarantee the Village tax rate will go down. She questioned why not. Treasurer Lovejoy responded that if everything remained equal it would. However, many things impact a budget in any given year. There are too many variable to make such a guarantee. There may be a reduction. There may not.

Trustee Blair said the Village's sewer system is over 100 years old. Maintenance of it needs to either be built into the budget and create a reserve. Regardless of whether it is through taxes or user fees, money needs to be raised to maintain the sewer system. DPW Superintendent said and to also pay the bond for the sewer portion of the Main Street water and sewer project that was completed not long ago. Treasurer Lovejoy the proposal recommended by the ad-hoc committee is to establish reserves and move the money into those reserves.

Trustee Hannan said the Village has no plan. It needs a plan to maintain the aging system and to find the fairest way to raise the money.

Treasurer Lovejoy said posted estimates will change as the bonding process moves forward. The numbers are not cast in stone. They represent a best guess with the information available at the time. Trustee Hannan concurred.

- o Trustee Scott W. Hunsinger
  - Investigation of Police Department matter – Trustee Hunsinger shared that the packet of materials was forwarded to the District Attorney's office who has confirmed receipt and promised to get back to him soon.

  - Fire District – Trustee Hunsinger said he appreciated representatives from the Spencerport Fire District attending last evening's work session.

  - Next Agendas - Trustee Hunsinger asked that the Village Court be placed on the next meeting agenda and that 2006 Capital Improvement Plan be placed on the next work session agenda.

EXECUTIVE SESSION:

→ At 9:37pm, 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 a personnel matter involving the Code Enforcement Office. CEO Zarnstorff and Village Attorney Leone were invited to join the Board.

→ At 10:00pm, Trustee Hunsinger moved, Trustee Blair seconded, carried 5/0 that the Board of Trustees re-enter the regular meeting.

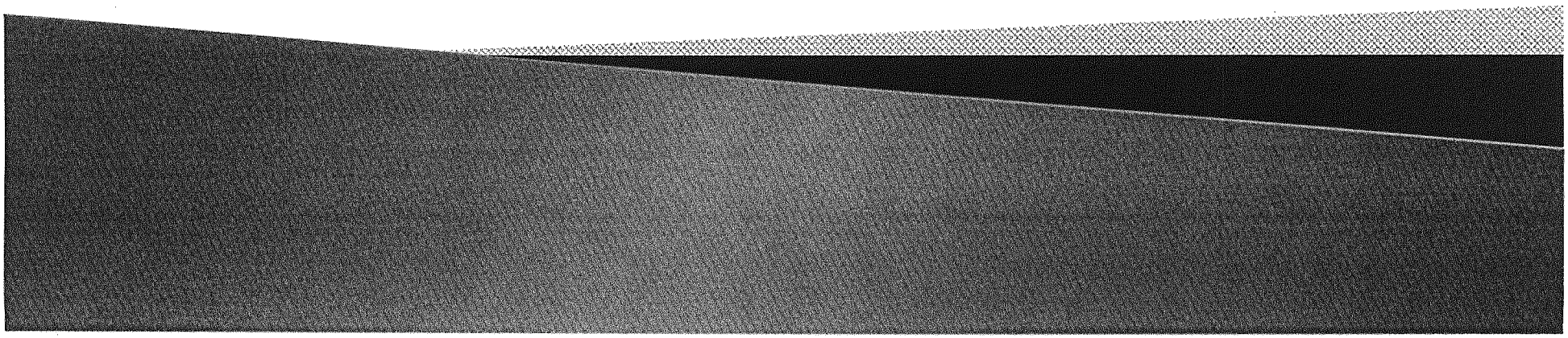
MEETING SCHEDULE CHANGE:
→ Trustee Hunsinger moved, Trustee Blair seconded, carried 5/0 that due to Trustees Blair and Hannan each planning to be out of town for February recess week, that the Board meeting scheduled for February 23rd be cancelled and replaced with March 2nd.

ADJOURNMENT:
→ At 10:05pm, Trustee Hunsinger moved, Trustee Blair seconded, carried 5/0 that the meeting be adjourned.

_____
Leslie Ann Morelli, Village Clerk

Treasurer's Report

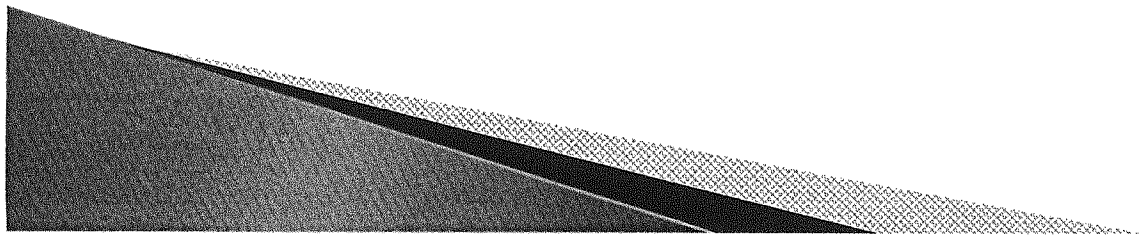
Presented by
Mary Beth Lovejoy, Treasurer
January 26, 2011



General Fund

Estimated Revenues	$5,298,765
Appropriations	5,166,532
Payments to reserves	173,000

SHORTFALL $40,767

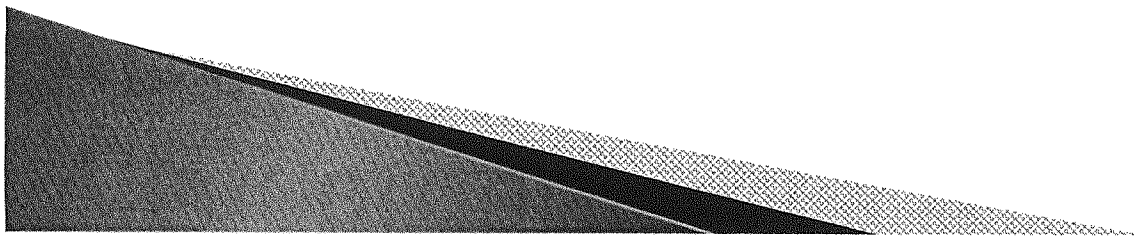


Calculation assumes....

All estimated revenues will be received

All appropriations will be spent

DOES NOT reflect the impact from loss of the ambulance service for the towns or the fact that surplus CANNOT be used for the operating budget



Projected Impact from Ambulance Service

- Village budget was built with a $132,261 surplus from Ambulance Revenues
- As of November 30th the Village had realized approximately $70,000 of said surplus
- NO budgetary cuts have been made to date so both expenditures and revenues continue to increase

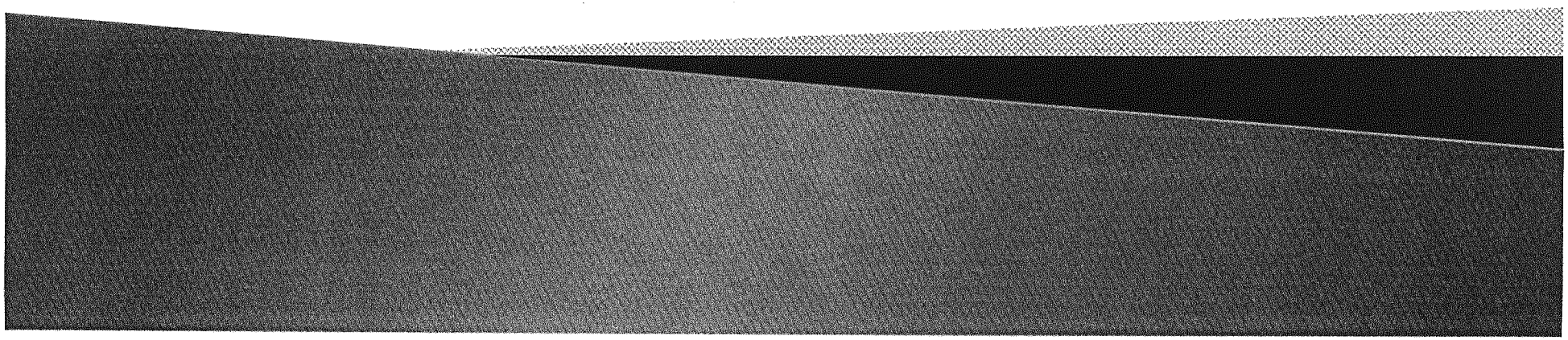
Projected Impact from Ambulance Service

- Postponing layoff decisions continues to increase expenditures as the time required to process said layoffs is a minimum of 30 days from date of board resolution
- Impact of the Ambulance Service is significant for the 2011-2012 budget planning- $132,261 of revenue will be missing (5.86%)

Other areas of concern

- Health Insurance – currently do not see savings promised
- Legal – budget is $30,000 and we have spent approximately $27,000 as of 12/31/10
- Disability Insurance is coming in higher than budgeted
- Debt Service – discussions with our financial advisors need to take place

QUESTIONS????



Submitted
by
Harry Donahue, Department of Public Works Superintendent
Harley Perry, Former Village Board Trustee, Board of Water Commissioners
Carol Hannan, Trustee

Current Status

- Aging sewer system
- Needs repair
- Needs to be maintained and updated
- Need to plan for the future
- Debt repayment i.e. sewer reconstruction
- Need to establish a funding source

Current funding

- Funded by property taxes
- Out of district pay as they go
- Tax exempt properties use the system

Rationale for sewer rental rates

- Other municipalities use sewer rentals to fund sewers i.e. Holley, Bergen, Spencerport, Hilton, Webster, Canandaigua and Churchville, Fairport and East Rochester.
- Fairness
- Conservation of resources

Rates of other municipalities

- Spencerport- $2.80 per 1000 gal. plus flat fee of $156.00 per unit
- Canandaigua- 2011 proposed- $3.40 per 1000 gal.
- Churchville- $31.00 per month, per unit for residential
- Bergen-residential $45.00 per quarter plus 0-15k per gallons of water $75.00 per unit per quarter. 15k 001 to 40k gal. $90 per unit per quarter, 40k+ is $100 per unit per quarter.

Fairness

- Wear and tear on sewer systems is directly related to the amount of water used.
- No relationship between property taxes and stress placed on system.
- The single occupant of a highly assessed home for example, may pay more in taxes to support the sewer system than the owner of a property assessed lower but occupied by a larger number of residences.
- Tax exempt properties do not pay anything

Assessment methods

- Flat fee-fee per user
- Equivalent Dwelling Units(EDU's)-is based on single family residential units.
- Water consumption-per thousand gallons of water
- Water consumption per thousand gallons and flat fee i.e. Spencerport

Recommendations

- Need for short and long term repair
- Need to plan for funding in a more equitable way
- Need for long term planning with goals

Allocation of funds

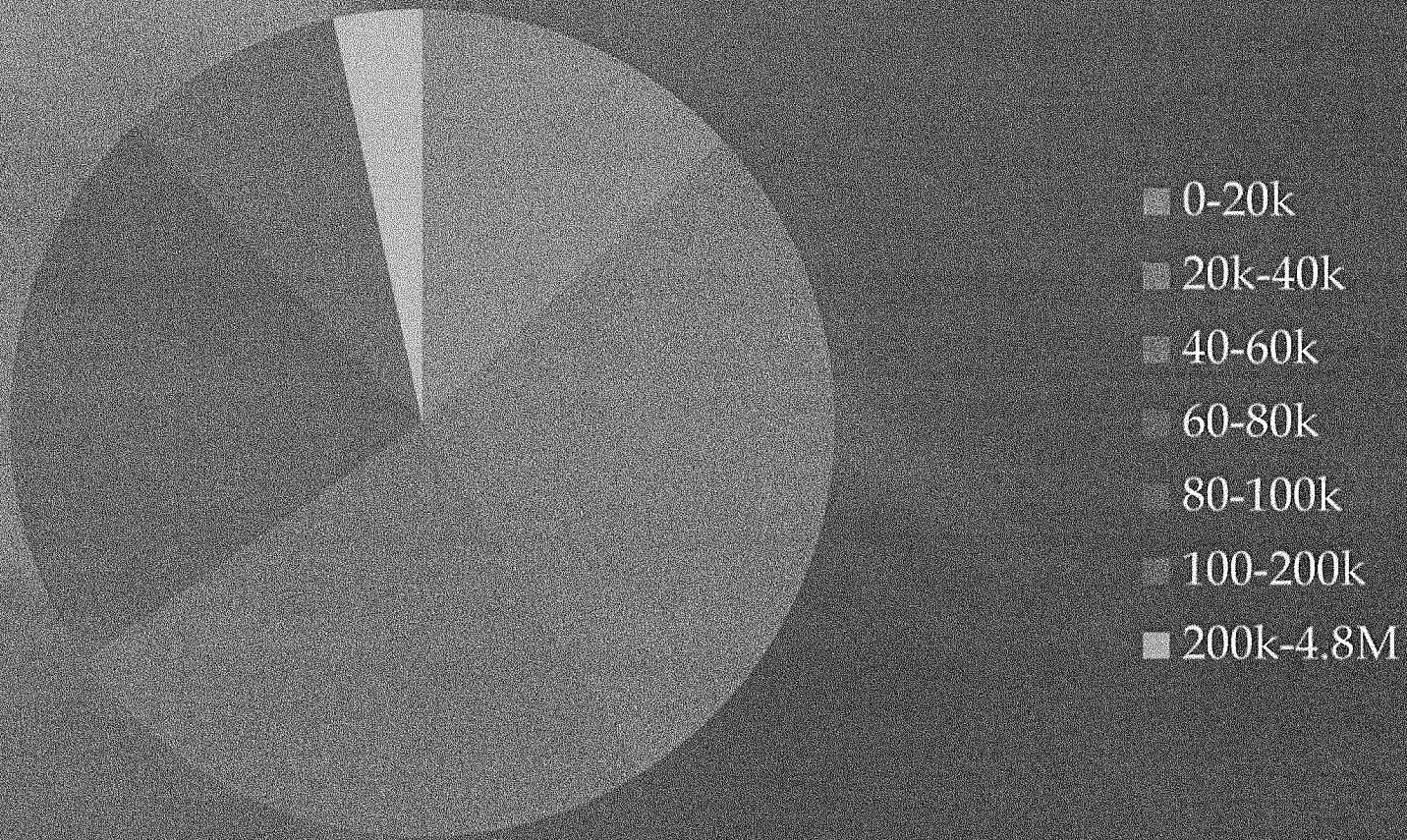
- Debt service
- Reserve
- Maintenance
- Equipment reserve
- One time Bond Administration fee(Main Street Reconstruction Project)

Conclusion

- A sewer user rental fee, based solely on water consumption for operational expenses and debt services(Main Street Sewer and Water Project)
- A reserve fund for capital improvements
- A reserve fund for equipment
- A timeline and plan of immediate and long term system improvements(Chatfield Engineer)

Brockport Water Users subject to Proposed Sewer Use Fee
July 1, 2009 to June 30, 2010 use in gallons

Customers and their water usage



Water usage subject to proposed sewer fee

- 1730 Customers use 134 million gallons

Median usage: 46,000 gallons(half of customers use less, half use more)