

**Special Meeting of the Village Board of the Village of Brockport was held in the Village Hall Conference Room 49 State Street Brockport, New York, July 30, 2014 at 8:30am.**

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

**EXCUSED:** Mayor Margaret B. Blackman

**ALSO PRESENT:** BI/CEO David J. Miller, Fred Webster

Trustee/Deputy Mayor Andrews called the meeting to order at 8:35am.

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 / ACTION (time sensitive):**

- o Fee Schedule – section re Rental Property Certificate of Occupancy / Operational Permit fees –

→ Trustee Hannan moved, Trustee Ciciotti seconded, carried 4/0 to amend and adopt the particular section of the fee schedule as follows:

**RENTAL PROPERTY CERTIFICATE OF OCCUPANCY / OPERATIONAL PERMITS**

- Residential rental registration.....\$125.00 per building per year
- Single family rental Code 210.....\$150.00
- Two family rental Code 220.....\$250.00
- Three family rental Code 230.....\$350.00
- Townhouses Code 411.....\$250.00 or \$25.00 per unit whichever is greater
- Apartment building Code 411.....\$250.00 or \$25.00 per unit whichever is greater
- Inn / rooming house Code 418.....\$350.00
- Inspection deficiency – 3 or more non life-safety items.....\$50.00 each item
- Inspection deficiency – any life-safety items.....\$150.00 each item
- Re-inspections for non-compliant results after 30 days will double the C of O fee

Trustees requested BI/CEO Miller prepare a report at the end of the fiscal year in order to prepare for the July annual organizational meeting in which the fee schedule is reviewed and amended if needed. Said report should provide an accounting of BI/CEO time expended for inspections related to rental property certificates of occupancy and operational permits. BI/CEO agreed.

**ADJOURNMENT:**

→ At 9:12am, Trustee La Pierre moved, Trustee Hannan seconded, carried 4/0 that the meeting be adjourned.

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Leslie Ann Morelli, Village Clerk  
From notes of William G. Andrews, Trustee/Deputy Mayor