

**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, August 5, 2013 at 7:00pm.**

**PRESENT:** Mayor Margaret B. Blackman, Trustee Valerie A. Ciciotti, Trustee Carol L. Hannan, Trustee John D. La Pierre, Clerk Leslie Ann Morelli

**EXCUSED:** Trustee/Deputy Mayor William G. Andrews

**ALSO PRESENT:** Joan Hamlin, Linda Ketchum, Sriram Bakshi, Brian Winant, Marcy Stickles, Fred Webster, Michele Reed, Mike Furness, Matt Barone, Will Mitchell, Tyler Loveless, Joshua Fegley

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

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

Mayor Blackman also expressed sympathies for the recent passing of former DPW employee Gerry Bower.

**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 provided Mayor Blackman with the following to share:

Because this village recently underwent an election, it may be interesting to take a look at its first elections. Whereas we now elect four trustees and a mayor for 4-year terms, under our original 1829 charter, we elected 5 trustees, 3 assessors, a clerk, a treasurer, a tax collector, a pound keeper, an overseer of highways for each of the three road districts, and two constables – a total of 17 officials, for one-year terms. Only those residents who owned their own homes could hold office. The election took place at a public meeting by show of hands or viva voce. Any person who was elected to office and refused to serve was fined \$10.00

**PUBLIC COMMENT:**

- Sriram Bakshi of Evergreen Road said where he is from the Mayor would be referred to as "Your

Worship". He commented that the 7/15 Village Board meeting was exciting with a different and positive attitude. He said in Congress, the outgoing Speaker of the House passes the torch to the incoming Speaker of the House. In regards to Brockport Volunteer Ambulance, he believes it is important to support them and he hopes the community will convince the Sweden Town Board and Clarkson Town Board to contract with Brockport Volunteer Ambulance as their primary provider.

**GUESTS:**

- SUNY's Michele Reed – Saturday Day of Service 8/24/13 1:30pm-4pm – M. Reed, Student Conduct Coordinator introduced Josh Fegley, Assistant Director of Prevention Outreach Services, Sean Ferguson, BSG President, Will Mitchell BSG VP, Tyler Loveless BSG Treasurer.

She said the Off Campus Relations Team comprised of representatives from the College, Village, landlords, etc thought it would be a great idea to reach out to neighbors in the Village. Students in their first year participate in the annual Saturday Day of Service in which students go out into the community and help in agencies, nursing homes, etc.

Michele distributed a proposal and a draft of a handout entitled "Creating Community: Helpful Hints for College at Brockport Students and Members of the Brockport Community Welcome Week 2013". The proposal indicated:

"Students will go door to door and share helpful resources alongside Village officials, Brockport faculty/staff and other key partners. Students will meet and greet local residents and share helpful information. Students will walk alongside local Brockport officials, landlords and campus leadership in an effort to educate, enhance town/gown relationships and disseminate helpful information related to campus services and resources. This service initiative will create an opportunity for students to engage with families, agencies and local businesses in a positive manner. They will come with a smile, great attitude and ready to educate the Brockport Community regarding all aspects of our campus resources as well as the many ways in which the campus can connect and serve the village residents."

M. Reed said the routes shown were some selected from information provided by Code Enforcement

Officer Zarnstorff. They have only two and a half hours to cover a lot of territory.

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They invited Village Board members to participate in the door to door walk and are willing to add to the handout materials or the suggested routes.

VB members made suggestions to the routes, were glad the door to door would cover a mix of single-family and multi-family homes, and suggested a door hanger to leave if people aren't home. The SUNY reps were also made aware that they cannot leave anything in or touching a mailbox that doesn't go through USPS. VB suggested listing an e-mail address on the flyer so residents have a "go-to" contact at the College when there are concerns.

The BSG reps indicated that BSG is taking a more active role this year and will partner more significantly. One way is by having an off campus resource fair during welcome week from 11:30am-1:30pm on 8/29.

- SUNY's Matt Barone – parade permit application (Village streets) – Homecoming Parade Saturday, 9/28/13 – M. Barone, Will Mitchell, Mike Furness shared that they decided not to pursue the newly required NYSDOT special permit to close a portion of Route 19 (Main Street) for this year's parade. There are pros and cons to having it on Main Street versus Village streets and on-campus roads. They reviewed the application submitted and indicated a change in the end of the route. They plan to have a family-friendly fair/festival open to the community in front of Hartwell Hall which will be fun as the parade passes by there. They have and will continue to meet with Brockport Police and SUNY University Police regarding the road closures.

→ Mayor Blackman moved, Trustee Hannan seconded, carried 4/0 to grant the parade permit for Noon to 1pm (line up at 11am) on Saturday, 9/28/13 route to start at SUNY parking lots D & D-1 on Holley Street, head East on Holley Street, turn right onto Monroe Avenue, turn right onto Utica Street, turn right onto Residence Drive. End just past SUNY parking lot N-1.

**CONSENSUS ITEMS:**

- **APPROVAL OF MINUTES:**

→ Trustee La Pierre moved, Trustee Ciciotti seconded, carried 4/0 that the minutes of the 07/15/13 meeting be approved as amended.

→ Trustee Ciciotti moved, Trustee Hannan seconded, carried 4/0 that the simple minutes of the 07/22/13 work session be approved as written.

Clerk Morelli shared that it was brought to her attention that the resignation of Deputy Clerk-Treasurer was discussed in Executive Session 7/9/13 but that no motion was made on the record.

→ Trustee Hannan moved, Trustee Ciciotti seconded, carried 4/0 that as discussed in Executive Session on 7/9/13, the 7/8 resignation of Ann Draper as Deputy Clerk-Treasurer be accepted with severance pay up to 7/19/13.

- **APPROVAL OF BILLS TO BE PAID**

A/P Clearing Account

	<u>Abstract Date</u>	<u>Amount</u>
FUND (A): <u>General</u>	8/05/13	\$84,396.06
FUND (F): <u>Water</u>	8/05/13	\$4,454.62
FUND (G): <u>Sewer</u>	8/05/13	\$1,164.69
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust &amp; Agency</u>	8/05/13	\$100.00
		\$90,115.37 grand total

**CLERK REPORT:** Clerk – Leslie Ann Morelli

- Authorize letter of support for NYS LGRMIF to release grants -

→ Trustee Hannan moved, Trustee Ciciotti seconded, carried 4/0 authorizing the following letter:

August 2013

Hon. Andrew Cuomo  
Governor of the State of New York  
Executive Chamber, State Capitol  
Albany NY 12224

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Hon. George D. Maziarz  
New York State Senate  
Legislative Office Building [room #708]  
Albany NY 12247

Hon. Steve Hawley  
New York State Assembly  
Legislative Office Building [room #329]  
Albany NY 12248

I am writing you concerning the New York State Local Government Records Management Improvement Fund ("LGRMIF") Grant Program which was created in the late 1980's to receive monies collected by each county and to distribute grants for records management to local governments across our state. These funds have been dedicated by law to be used only to promote good records management practices. LGRMIF Grants are highly competitive: only \$4.60 of every \$10 requested was recommended for funding in the current cycle, and are overseen by the State Education Department's Archives unit. Grants are awarded for the July 1 – June 30 period typical of all Education Department programs. I am given to understand that we were recommended for one of these grants, but official notification has been held up.

New York State has recognized the economic and social value of establishing dynamic records management programs at the local government level in the state as a way to assist local officials in improving the services to its citizens. The LGRMIF grants program has been instrumental in allowing local governments to operate more efficiently and in providing increase access to government information necessary for local officials to make wise decisions. The program continues to allow local governments to take a leadership role in how records and information are managed at the local government level in New York State. This has made the local government records management programs in New York State role models for other local governments across the country.

Unfortunately, it appears that our state government has not valued this program as highly as local governments have. The necessary Budget Division approvals of grants from this dedicated fund routinely languish for months past the date these projects are supposed to start. This year, for example, not a single one of the 236 recommended grants has been approved by Budget, though these grants were supposed to be effective on July 1. Most local governments will not permit any expenditures to be made under these projects until after the official notification has been received, and since the state rarely allows time extensions on these grants, all of the work to be performed will have to be compressed into the months remaining before June 30, 2014.

I am asking for your help in securing Budget Division authorization to release our grant and the others. Each week is another week lost due to this delay, and your help in getting us back on track would be much appreciated. I ask that you send me a copy of any correspondence on this issue, and would be glad to provide any further information you may need. Thank you very much for your efforts on behalf of our local government's efforts to improve the way records and information is managed in our government.

Sincerely,

Leslie Ann Morelli, Village Clerk

Xc: Commissioner John B. King, Jr. – NYSED 89 Washington Avenue Albany, NY 12234

• **PERSONNEL ITEMS:**

○ DPW Laborer Vacancy – Search Committee to review applications – Clerk Morelli said 20 applications were received by the deadline. Trustee La Pierre reported that the Search Committee is meeting tomorrow to review the applications and determine who to interview.

Trustee Hannan questioned whether it is necessary to fill the vacancy right now as there are seasonal laborers on duty and fall into winter tends to be a slower time for DPW. Mayor Blackman said the seasonal laborers will be wrapping up soon. There is no reason to put it off.

○ Deputy Clerk-Treasurer Vacancy – Search Committee to review applications – Mayor Blackman said 28 applications were received by the deadline. The Search Committee will be comprised of Mayor Blackman, Trustee La Pierre, Clerk Morelli, Treasurer Hendricks and Deputy Clerk Herzog. Each will review the applications and the committee will come to consensus on whom to interview. If the rest of the VB wishes to review the applications, they can see Clerk Morelli for copies. The applications of the finalists will be shared with the entire VB. A hiring recommendation will come late September or early October.

○ Authorize advertising – Building Inspector Part Time Vacancy – Mayor Blackman reminded the Board of this vacancy and that it was advertised last year but the Search Committee was not enthused with the applications and did not bring forth a hiring recommendation. It is time to re-

advertise.

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→ Trustee Hannan moved, Trustee La Pierre seconded, carried 4/0 authorizing the following vacancy notice:

**BUILDING INSPECTOR – Part Time  
VILLAGE OF BROCKPORT**

The Village of Brockport seeks qualified individual to assist the full time Building Inspector in a variety of functions. This is a non-competitive Civil Service position. Part time. No benefits. \$8,000/year. \$20/hour. Approximately 8 hours/week.

Download job specifications with detailed minimum qualifications from [www.brockportny.org](http://www.brockportny.org). Must possess current New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program.

If you qualify, download an employment application from [www.brockportny.org](http://www.brockportny.org). Send cover letter and résumé with completed employment application by e-mail to: [lmorelli@brockportny.org](mailto:lmorelli@brockportny.org) or by mail to: Village of Brockport Attention: Village Clerk 49 State Street Brockport, NY 14420.

**Application deadline: Noon, August 29, 2013**

Leslie Ann Morelli  
Village Clerk  
Village of Brockport

Dated: 8/6/13

For publication in Suburban News and posting on Village website and at Village Hall

Also to notify Monroe County Department of Human Resources (Civil Service)

○ Appointment – Historic Preservation Board – complete a 3-year term in progress to 6/30/15 –

→ Trustee La Pierre moved, Trustee Hannan seconded, carried 4/0 to appoint Tiffany Rawlings, Archeologist as a member of the Historic Preservation Board to complete a 3-year term in progress to 6/30/15.

○ Drops/adds: Welcome enter Greeters –

→ Trustee La Pierre moved, Trustee Ciciotti seconded, carried 4/0 to drop Amy Crowe, Margay Blackman and add Melany Fleming, Traci O’Sullivan, and Tom O’Sullivan as Welcome Center Greeters.

**• OLD BUSINESS:**

○ Approval of Village Board liaisons to departments/areas/boards/committees/outside entities –

→ Trustee Ciciotti moved, Trustee Hannan seconded, carried 4/0 to adopt the following as Village Board liaisons to departments / areas / boards / committees / outside entities:

**VILLAGE OF BROCKPORT  
VILLAGE BOARD LIAISONS  
TO DEPARTMENTS / AREAS / BOARDS / COMMITTEES / OUTSIDE ENTITIES**

**JULY 2013 – JULY 2014**

**Adopted 8/5/13**

Mayor Blackman, Trustee/Deputy Mayor Andrews, Trustees Ciciotti, Hannan, La Pierre

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Personnel / Human Resources

Blackman

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Budget & Finance

Blackman  
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Town/Gown Relations  
(SUNY College at Brockport)

Blackman

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Intergovernmental Relations  
(Towns of Sweden & Clarkson)

Blackman & Andrews

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Police Department

Hannan & La Pierre

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Building / Zoning / Code Enforcement  
Planning Board  
Zoning Board of Appeals  
Code Review Committee

Ciciotti & Hannan

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Department of Public Works  
Parks Committee

Ciciotti & La Pierre

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History

Historic Preservation Board  
Emily L. Knapp Museum & Library of Local History  
Brockport Community Museum

Andrews  
Hannan  
Andrews

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Economic Development

Farmers Market  
Welcome Center Management Committee  
BMA (Brockport Merchants Association)  
GBCoC (Greater Brockport Chamber of Commerce)  
GBDC (Greater Brockport Development Corporation)  
BISCO (Brockport Integrated Service & Community Org)

La Pierre  
Andrews  
Hannan  
La Pierre  
Andrews  
Ciciotti

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Seymour Library Board

Andrews

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Tree Board

Blackman

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Walk Bike Brockport Action Group

Andrews

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• **NEW BUSINESS:**

○ Authorize DPW to install a drop line on the light pole and a secured outlet by the Corbett Park pavilion (summer serenades rain site) –

→ Trustee La Pierre moved, Trustee Ciciotti seconded, carried 4/0 to authorize DPW to install a drop line on the light pole and a secured outlet by the Corbett Park pavilion.

○ Authorize Mayor to execute STOP-DWI enhanced enforcement agreement –

→ Trustee Ciciotti moved, Trustee La Pierre seconded, carried 4/0 to authorize the Mayor to execute the 1/1/13-12/31/13 STOP DWI Enhanced Enforcement Agreement with Monroe County in an amount to receive \$11,474.

○ Authorize letter of support to name Brockport Post Office in memory of Staff Sergeant Nicholas J. Reid – Mayor Blackman shared that Congresswoman Louise Slaughter’s office asked for this letter of endorsement. The Sweden Town Board has sent an endorsing letter and as announced in the D & C, the Senate has already passed a bill and the House intends to follow.

→ Trustee La Pierre moved, Trustee Ciciotti seconded, carried 4/0 authorizing the following letter:

Dear Chairman Issa and Ranking Member Cummings:

I write in support of H.R. 1451, which would name the Post Office located at 14 Main Street in Brockport, New York in the memory of Staff Sergeant Nicholas J. Reid.

Our community was deeply saddened by the death of Staff Sergeant Reid, who was killed on December 13, 2012, at the age of 26, from the injuries he suffered from an improvised explosive device in Sperwan Village, Afghanistan during his second deployment.

Staff Sergeant Reid was born and raised in Brockport, having graduated from Brockport High School in 2004. He enlisted in the U.S. Army as an Explosive Ordnance Disposal specialist in August 2006. Following his training, SSG Reid was assigned to the 53<sup>rd</sup> Ordnance Company of the 3<sup>rd</sup> Ordnance Battalion based in Yakima  
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Training Center in Washington.

While serving in the Army, SSG Reid earned the following medals: the Purple Heart, the Army Commendation Medal, Army Achievement Medal, Army Good Conduct Medal (2nd Award), National Defense Service Medal, Afghan Campaign Medal, Global War on Terrorism Service Medal, Non-Commissioned Officer Professional Development Ribbon, Army Service Ribbon, Overseas Service Ribbon, NATO Medal, the Senior Explosive Ordnance Badge and the Combat Action Badge. SSG Reid was also posthumously awarded the Bronze Star Medal for his service in Afghanistan.

The Village of Brockport would be proud to be the home of the Staff Sergeant Nicholas J. Reid Post Office Building and we believe that this would be a fitting tribute to honor the memory and contributions of this young man that so many in our community knew and loved. We proudly support H.R. 1451, and respectfully request that you consider this legislation at your earliest convenience.

Sincerely,

Margaret B. Blackman, Mayor

#### **VILLAGE BOARD REPORTS:**

- Mayor Margaret B. Blackman
  - Petition to support Brockport Volunteer Ambulance – encourage Sweden & Clarkson Town Boards – Mayor Blackman said Brockport Ambulance is the first responder for the Village and for the College. They have met a bar the Towns of Sweden and Clarkson set – 24 hour paramedic, call coverage up to 90%. The advantages of Brockport Ambulance over Monroe Ambulance:
    1. Brockport Ambulance does standby coverage for free – events for schools, non-profits. They covered the recent youth soccer tournament and will be covering the Brockport Arts Festival. Every time Monroe does something, they bill for it.
    2. Brockport Ambulance is non-profit. Monroe Ambulance is not.
    3. Brockport Ambulance is community oriented. Their members are people we know and they know the community.
    4. Brockport Ambulance has 3 ambulances and the fly car staged at the Brockport Fire Hall. Monroe Ambulance is staged at Sweden Town Hall and Clarkson Court House, but those ambulances serve Clarendon, Holley, Murray, Kendall, Hamlin and parts of Parma in addition to Sweden and Clarkson.
    5. Brockport Ambulance response time from the time of the call to arrival on scene is only 2 and a half minutes.

Mayor Blackman said on behalf of the Village Board, they urge the Sweden and Clarkson Town Boards to sign a contract with Brockport Ambulance as their first responder. She said she has meetings scheduled with the Supervisors of both towns before their decision deadline.

- Notice of Claim filed by M.C. Castañeda V Village of Brockport – insurance attorney reviewing – Mayor Blackman shared that on July 26, 2013 former Mayor Connie Castañeda filed a lawsuit against the Village of Brockport in respect to the official misconduct and falsifying business records charges against her that were dismissed by Ogden Court Judge David Murante in June. The damages and injuries claimed include: false arrest, abuse of process, humiliation, damage to reputation, loss of elected office, attorney’s fees, out of pocket expenses, aggravation and the value of time wasted by the prosecution. Mayor Blackman said as with all claims against a municipality, this one has been turned over to the Village’s insurance broker and the insurance carrier and its attorneys for handling. This does not involve the Village Attorney. It is because of lawsuits like this that municipalities carry insurance.

- Meet and Greets – Mayor Blackman said since taking office as Mayor she has held individual meetings with various Village employees (Department Heads, Clerks, Treasurer, Foreman) and with the Historian and some committee Chairs. She said she has learned a lot – sometimes more than she wanted to know – and appreciates employee candor. She said people that work for this Village truly care about it and take pride in the work they do. She said she believes these meetings will help her to do her job better. She has also met with the Village’s Website and I.T. folks, a representative from Congresswoman Louise Slaughter’s Office. Clerk Morelli will continue to set up various meetings with key people that serve the Village in one form or another.

- Canals New York – Mayor Blackman said the Village of Brockport once belonged to and is re-joining this alliance of municipalities and canal focused businesses which include Lockport,

Medina, Albion, Spencerport, Pittsford, Fairport, Palmyra. This alliance is putting pressure on NYS CC regarding the short staffing of lift bridges and closures on the eastern section of canal. Because of this, boat traffic is noticeably down. We are down 43% from last year. Some communities are down more **MINUTES OF VILLAGE BOARD MEETING HELD August 5, 2013 continued.....page 7**

than 50%. This has an impact on local businesses.

- Update on delinquent parking tickets – Mayor Blackman said per FBS, parking ticket monies for July were \$18,800 which compares with the recent normal take for July of \$2,000.

The Sweden Court was backlogged and June’s take was \$6,000, but they have now caught up.

- Susan & Pete Smith – Mayor Blackman shared that Susan and Pete Smith have generously purchased the video camera now being used to film Village Board meetings. The camera is the property of Pro Brockport.

- Support the Brockport Arts Festival – Mayor Blackman reminded everyone to support the Brockport Arts Festival August 10<sup>th</sup> and 11<sup>th</sup>. Clerk Morelli had sent notices to property owners of the impacted sections of street closure.

- Trustee/Deputy Mayor William G. Andrews (excused)

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- Trustee Valerie A. Ciciotti

- Getting acclimated – Trustee Ciciotti shared that she has been familiarizing herself with the box of various materials provided to her by Clerk Morelli. She has also been acquainting herself with her various liaison assignments, had a tour of DPW, had a tour of PD, and met with the Treasurer.

- Trustee Carol L. Hannan

- Fences for Garden Squares on Main and Market Streets – Trustee Hannan referred to this beautification project that is at no cost to taxpayers. It is collaboration between Pro Brockport and Brockport Merchants Association. She encouraged citizens to contact her for information on how to sponsor a garden square and plaque if so desired.

- Trustee John D. La Pierre

- Getting acclimated – Trustee La Pierre shared that he has been familiarizing himself with the box of various materials provided to him by Clerk Morelli. He has also been acquainting himself with his various liaison assignments, had a tour of PD and has a tour with DPW tomorrow.

**ADJOURNMENT:**

→ At 7:48pm, Trustee La Pierre moved, Trustee Hannan seconded, carried 4/0 that the meeting be adjourned.

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Leslie Ann Morelli, Village Clerk