

**Work Session of the Village Board of the Village of Brockport was held in the Village Hall Conference Room 49 State Street Brockport, New York, January 27, 2014 at 7:00pm.**

**PRESENT:** Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Valerie A. Ciciotti, Trustee Carol L. Hannan, Trustee John D. La Pierre, Treasurer Daniel P. Hendricks, Police Chief Daniel P. Varrenti, DPW Superintendent Harry G. Donahue

**ALSO PRESENT:** Pam Ketchum, Art Appleby, Kevin McCarthy, Kent Blair, Marcy Stickles, Joan Hamlin, Fred Webster

This was a work session, not a regular meeting. No public comment. Intended for Board discussion, not action. Therefore, meeting minutes are not required. If any action is taken, Mayor takes notes & provides to Clerk.

**ITEMS FOR DISCUSSION / REVIEW:**

- o With Treasurer & Department Heads
  - o Financial reports for period ending 12/31/13
  - o 06/01/14-05/31/15 Budget
    - Department Heads – present budget requests/estimates
    - Treasurer – Wages & Benefits
    - Treasurer – PILOT – Park Place Apartments – status update
- o Town / Village Comprehensive Plan – proposed updates
  - o Village Board & Planning Board feedback due to Pat Connors 1/28

Trustee Andrews will coordinate responses from the Village Board, Planning Board, Police Department, Code Enforcement and DPW and ensure that it gets included in the final draft.

- o Incentive Zoning – Trustee Andrews

**EXECUTIVE SESSION:**

- Search Committee recommendation – Building Inspector/Code Enforcement Officer

→ At 9:00pm, Trustee La Pierre moved, Trustee Andrews seconded, carried 5/0 that the Board of Trustees of the Village of Brockport enter into executive session to discuss the search committee recommendation for the appointment of a person as Building Inspector/Code Enforcement Officer.

Chief Varrenti was invited in to drop off a letter from Search Committee Member Lt. Cuzzupoli and then he left.

→ At 9:53pm, Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 that the Board of Trustees of the Village of Brockport re-enter the regular meeting.

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

- Approval of bills to be paid (1/21 & 1/27)

→ Trustee La Pierre moved, Trustee Hannan 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>	1/21/14	\$27,760.59
FUND (F): <u>Water</u>	1/21/14	\$42,714.93
FUND (G): <u>Sewer</u>	1/21/14	\$1,477.20
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust &amp; Agency</u>	-	-
		\$71,952.72 grand total
	<u>Abstract Date</u>	<u>Amount</u>
FUND (A): <u>General</u>	1/24/14	\$58,609.38
FUND (F): <u>Water</u>	1/24/14	\$355.58
FUND (G): <u>Sewer</u>	1/24/14	\$122.82
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust &amp; Agency</u>	-	-
		\$59,087.78 grand total

- Budget Transfers & Budget Amendments – Treasurer Hendricks referred to the Items included in the packet.

→ Trustee Hannan moved, Trustee Andrews seconded, to authorize the following budget transfers:

**MINUTES OF VILLAGE BOARD MEETING HELD January 27, 2014 continued.....page 2**

Account #	From	Account #	To	Amount	Explanation of Transfer
A1010.4000	Trustees-contractual	A1010.4090	Trustees Misc	\$55.00	(1)
A1325.4030	Clerk/Treas computer supplies	A1325.4020	Clerk/Treas office supplies	\$750.00	(2)
A1990.4000	Contingency	A1325.4100	Clerk/Treas publications	\$750.00	(3)
A1990.4000	Contingency	A1670.4000	Mailing	\$1,000.00	(4)
A1990.4000	Contingency	A3120.4032	Police-Fleet supplies	\$400.00	(5)
A1990.4000	Contingency	A5110.4010	Telephone	\$500.00	(6)
A1990.4000	Contingency	A5110.4180	St Main. Travel/Training	\$800.00	(7)
A1990.4000	Contingency	A3120.4000	Police-contractual	\$1,860.00	(8)
A1990.4000	Contingency	A1325.4070	Copier expenses	\$675.00	(9)

Purpose:

- (1) Transfer to pay for cost for new business cards
- (2) Office supplies
- (3) Funds for ads/legal notices
- (4) Funds for postage
- (5) Funds for vehicle repairs
- (6) Funds for telephone expenses
- (7) Funds for conference expenses
- (8) Funds for tuition reimbursement payment per Stetson Club contract
- (9) Cost to return 2 copiers and scrub hard drives – copier lease ended

→ Trustee La Pierre moved, Trustee Andrews seconded, carried 5/0 to authorize the following budget amendments:

Account	Description	Amount
A1325.4090	Clerk/Treas Misc	\$5,000.00 (1)
A5182.4030	Snow Plowing/Plow Parts	\$3,649.00 (2)

Purpose:

- (1) Expenditures associated with collection of parking tickets (Fundamental Business Services)
- (2) Expenditures associated with insurance recover, damages to snow plow

- Appointment of Building Inspector/Code Enforcement Officer

→ Mayor Blackman moved, Trustee La Pierre seconded, carried 5/0 that David J. Miller be appointed provisionally as Building Inspector/Code Enforcement Officer conditioned on successful completion of a background check at a salary range to be negotiated between \$50,000 and \$60,000/year with benefits to start as soon as he is able.

- Clerk IV (part time DPW)

→ Trustee Ciciotti moved, Trustee Andrews seconded, carried 5/0 to accept the resignation of Linda Baker as part time DPW clerk effective 1/30/14 with regret and thanks for her 7+ years of service since September 2006.

→ Trustee La Pierre moved, Trustee Andrews seconded, Trustee Hannan opposed, carried 4/1 that the part time DPW clerk vacancy be filled at the current hourly rate of \$11.09/hour and at the current 24 hours per week.

→ Trustee La Pierre moved, Trustee Andrews seconded, carried 5/0 authorizing the Village Clerk to work with Civil Service to determine the appropriate title for the position as the Clerk IV title is no longer used.

→ Trustee La Pierre moved, Trustee Andrews seconded, carried 5/0 since time is of the essence to fill the vacancy, to waive Employee Handbook Section 402 Procedure for Filling Vacancies – Position Vacancy Posting and instead encourage DPW Spt. Donahue to interview the Search Committee’s runner up finalists in the recent Deputy Clerk-Treasurer search who have expressed interest in being considered for other clerical positions that become available with the Village of Brockport.

If DPW Spt. Donahue prefers to advertise the vacancy, a notice will be included in the 2/3 Village Board meeting packet for approval.

**ADJOURNMENT:**

→ At 10:17pm, Trustee Andrews moved, Trustee Ciciotti seconded, carried 5/0 that the meeting be adjourned.

---

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