

**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, February 2, 2015 at 7:00pm.**

**PRESENT:** Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Valerie A. Ciciotti, Trustee John D. La Pierre, Trustee Katherine J. Kristansen, Clerk Leslie Ann Morelli

**ALSO PRESENT:** Pam Ketchum, Kermit Mercer, Linda Ketchum, Robert Westbrook, Norm & Diane Frisch, Sue Savard, Charles & Mary Edwards, Doug & Dianne Hickerson, Allan Berry, Jackie Smith

**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

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

**BROCKPORT HISTORICAL MOMENT:** Trustee/Deputy Mayor Andrews shared the following:

From the April 13, 1899 Brockport Republic:

"A horseless carriage hailing from Buffalo attracted considerable attention at the Tremont House Sunday and Monday. The horseless carriage will, some day, be extensively used by those who care merely to get over ground, but it will never take the place of the horse in the minds of those who find so much satisfaction and enjoyment in pulling the rains (sic) over a fleet roadster. We confess to a penchant for hearing the rhythmic clatter of the swiftly moving hoofs and seeing the dust fly – in t'other fellar's eyes."

**OATH OF OFFICE:** none

**CERTIFICATES & PROCLAMATIONS:**

- Selection Committee results & presentation – Monika W. Andrews Creative Volunteer Leadership Award – Trustee Andrews shared that this award is in memory of his wife Monika W. Andrews who had a small retirement fund and legacy insurance that he used to establish a trust fund to finance this annual award. He said the first two years the fund lost money and they had to dip in to the capital. However, Treasurer Hendricks transferred it to an equity fund and it is now earning money. The proceeds fund the annual \$250 award and \$150 donation to the Brockport Food Shelf. Therefore, Monika's mission of serving the needy continues. Trustee Andrews introduced and thanked Selection Committee Chair Kermit Mercer and Members Linda Ketchum and Robert Westbrooke who were in attendance to present the award to Norm Frisch and the certificates of merit to Sue Savard and Mary Edwards.

Regarding Norm Frisch: "Over a period of many years Norm Frisch has exemplified the spirit of the Monika W. Andrews Creative Volunteer Leadership Award by accepting and completing an enormous number of projects as creative consultant and as working manager. It is evident to the Selection Committee that our three communities are fortunate to have Norm Frisch who brought us creativity, art, leadership and noble humility." Mayor Blackman thanked Norm for creating the brochure for the Low Bridge High Water Festivals. She mentioned that when they were colleagues at the College, Norm helped with maps and graphics for 3 of her books. Clerk Morelli thanked Norm for formatting the annual village events schedule into poster form. Norm designed brochures for the Sweden Bicentennial Committee events and for Walk Bike Brockport. Norm designed the interpretive panels and dedication brochures for Brockport Community Museum. He also created the Brockport Community Museum's website [www.brockportcommunitymuseum.org](http://www.brockportcommunitymuseum.org). Norm provided scanning and photography services for the Emily L. Knapp Museum and Library of Local History.

Norm said he was shocked to learn of his nomination and selection and is very thankful. He said he is one of many who volunteer their time and talents – his being graphic design. He thanked mentors like Bill Andrews and Allan Berry who got him involved

with the Brockport Community Museum. He said volunteers work off the energy of one another. He especially thanks his wife, Diane, for understanding his "letting some stuff go" while working on projects as well as giving critical advice on some of the design work. He said for many community service is life-long, his has been in retirement.

Regarding Sue Savard: Sue led a team of volunteers over 18 months in organizing the collection at the Emily L. Knapp Museum and Library of Local History. She had found it in disarray on a visit and with approval of the museum folks she organized, cleaned and catalogued materials, refurbished displays and transcribed script diaries. A grand open house showcased the work during Old Home Week 7/5/14.

Sue said she was shocked to have been nominated and receive a certificate of merit. She said she may have taken the lead, but she had a really great group of friends help with the work.

Regarding Mary Edwards: Mary provided outstanding leadership with the Clarkson Historical Society and opened the doors of the Clarkson School House to Brockport 4<sup>th</sup> and 5<sup>th</sup> graders for field trips and development of curriculum of the 1853 period. She raised awareness of the importance of cursive writing coordinating Summer Cursive Writing Camps and Sunday Cursive Writing Workshops at the old schoolhouse as well as a handwriting contest in area schools as part of the "Campaign for Cursive movement.

Mary thanked Jackie Smith for nominating her and for the selection committee for the certificate of merit. It is a touching recognition. She said Clarkson is the fourth smallest town in Monroe County, but the only Town with a restored academy building. She also thanked the Brockport Historic Preservation Board for nominating the Clarkson Historical Society for an Excellence in Historic Preservation award.

**PUBLIC HEARINGS:** none

**PUBLIC COMMENT:**

- Charles Edwards of Ridge Road Clarkson commented that he is happy with the way the Village is operating under the Mayor and Board's leadership. Mayor Blackman thanked him for the comment and shared that he is a former colleague of hers from the College at Brockport.

**GUESTS:** none

**CONSENSUS ITEMS:**

- **APPROVAL OF MINUTES:**

→ Trustee Andrews moved, Trustee LaPierre seconded, carried 5/0 that the minutes of the 1/26/15 work session be approved as written.

- **APPROVAL OF BILLS TO BE PAID**

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

**A/P Clearing Account**

	<u>Abstract Date</u>	<u>Amount</u>
FUND (A): <u>General</u>	2/2/15	\$50,094.63
FUND (F): <u>Water</u>	2/2/15	\$6,423.05
FUND (G): <u>Sewer</u>	2/2/15	\$128.58
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust &amp; Agency</u>	-	-
		\$56,656.26 total

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

o 2015 Events Schedule – need information by 3/7 – Clerk Morelli referred to the copy of the letter included in the packet that went to officials and community organizations requesting information by 3/7 for the 2015 Events Schedule. Since Norm Frisch has retired from much of his volunteer work with graphic design, she hopes to tackle the formatting of the

events schedule in-house.

o Notice for Electing Village Officers – Clerk Morelli shared the following notice:

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, 16, 2015 from Noon to 9pm with the following officers to be chosen: One (1) Trustee to complete a term to 06/30/17.

That the first day to circulate independent nominating petitions is Tuesday, March 31, 2015, and the last day to file said petitions at Monroe County Board of Elections is Tuesday, May 12, 2015. 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 Monday, February 16, 2015 and no later than Tuesday, June 9, 2015 for applications to be mailed or Monday, June 15, 2015 for personal applications by applicant or his/her agent.

That questions should be directed to Monroe County Board of Elections at (585) 753-1550.

Leslie Ann Morelli  
Village Clerk  
Village of Brockport

DATED: 2/2/15

Suburban News: Please publish in 2/8/15 edition.

Also posted on Village website and Village Hall bulletin board.

• **PERSONNEL ITEMS:**

o Seasonal Clerks – LGRMIF grant project in ELK Museum – hiring per search committee recommendation - Clerk Morelli thanked the Search Committee for their work having narrowed the 152 applications to 34 then 8 then 3. Trustee Andrews said the project and the fact that 2 of those recommended for hiring are local with ELK Museum involvement will provide long term benefit and continuity to the museum and the community. He further shared that one of those recommended for hiring has an advanced degree in Museum science from the College at Brockport which will help to strengthen the connection and partnership between the Village and College.

→ Trustee Andrews moved, Trustee LaPierre seconded, carried 5/0 to accept the recommendation of the search committee comprised of Deputy Clerk-Treasurer Erica Linden (who will be overseeing the project), Trustee Andrews, and ELK Museum Board Vice Chair Allan Berry as to the hiring of Amy J. Pepe and Sarah Cedeño and Sue Savard as Part Time Seasonal Clerks to complete the LGRMIF grant project regarding historical records in the ELK Museum. Pay rate is \$18 per hour. No benefits. These are part time positions to share a total of 720 hours of work between February and May 2015. On-site training will be provided by the New York State Archives.

o A few vacancies remain on various Boards/Committees – Mayor Blackman said none of the Boards or Committees are in jeopardy of lacking a quorum to conduct business. She said Clerk Morelli will re-advertise the few vacancies in late winter or early spring.

**OLD or NEW BUSINESS:**

o Award sale via Auctions International – 3 display cases with glass –

→ Trustee Andrews moved, Trustee LaPierre seconded, carried 5/0 to accept the top bids of \$26, \$57.50, \$47.50 for display case #1, #2, #3 respectively with the next highest runner up bids should those fall through.

o Authorize purchase of 2015 Chevy Silverado 2500 \$33,091.50 to replace Truck #1 (DPW Spt.) – Trustee LaPierre reminded the Board that this purchase is in the current budget and that the 2005 truck and plow it would replace has approximately 60,000 miles (hard snowplowing miles) with substantial work needed on it.

→ Trustee LaPierre moved, Mayor Blackman seconded, carried 5/0 to authorize the purchase of a 2015 Chevy Silverado 2500 pickup truck with plow at a cost of \$33,091.50 to replace

current Truck #1 used by the DPW Spt.

- o Declare surplus & authorize advertising on Auctions International 2005 Chevy Silverado current Truck #1 (DPW Spt.) –

→ Trustee LaPierre moved, Trustee Kristansen seconded, carried 5/0 to declare surplus and authorize advertising on Auctions International the 2005 Chevy Silverado pickup truck with snow plow currently known as Truck #1 used by the DPW Spt.

- o Authorize Mayor to attend NYCOM Legislative Meeting in Albany 2/8-2/10 not to exceed \$800 - Mayor Blackman referred to the information in the packet and shared that she attended this meeting last year and found it very worthwhile. Like last year, she will follow up with a written report on it.

→ Trustee LaPierre moved, Trustee Kristansen seconded, carried 5/0 to authorize the Mayor to attend the NYCOM Legislative Meeting in Albany 2/8-2/10 at a cost not to exceed \$800.

- o Cleaning of Village Buildings – authorize letter to Pro Squared Facility Services as to 6/1/15 non-renewal -
- o Cleaning of Village Buildings – authorize RFP for cleaning services –

Trustee LaPierre said the current contract with Pro Squared Facility Services for weekly cleaning of Village Hall and the Police Department year round and weekly cleaning of the Welcome Center May 1<sup>st</sup> through October 15<sup>th</sup> totaling \$7,596 per year requires written notice of non-renewal at least 60 days but not more than 90 days before the end of the contract (5/31/15). While satisfied with the services of the people that do the actual cleaning, the Village could consider putting out an RFP (request for proposals) for cleaning services to see if better pricing can be garnered. Plus, there is a bit more to clean at Village Hall now due to the accommodations for Village Court. Additionally, the ELK Museum Board was interested in semi-annual cleaning of the museum. Welcome to respond to an RFP would be the current vendor, Pro Squared Facility Services, the people doing the actual cleaning via their own company, Hand to Hand Cleaning, (PSFS apparently takes 21% off the top for them cleaning under their brand name), and other services. Clerk Morelli said the other option would be to assign the weekly cleaning of Village buildings as a function of the Village of Brockport DPW utilizing an existing laborer at entry level pay. She shared that for many years a part time employee was on the payroll to clean all Village buildings – first on a Monday through Friday basis then 2 to 3 times a week. There are, of course, pros and cons to hiring an employee versus contracting a service. If a current employee wished to add to their hours, they would be encouraged to respond as a service with a DBA and proper insurance. Trustee LaPierre said the intention is to potentially lower the cost while increasing the work, not necessarily change the people doing the actual work. It is a matter of due diligence as some other services have been obtained in recent years by putting out RFP's. Trustee Andrews said he would like the Board to compare the responses received to the cost of assigning the work to DPW. Trustee LaPierre agreed.

→ Trustee LaPierre moved, Trustee Kristansen seconded, carried 5/0 to adopt the following resolution:

RESOLVED, to authorize the Village Clerk to send a letter to Pro Squared Facility Service (required by contract at least 60 days but not more than 90 days before 6/1) to not renew the current contract.

FURTHER RESOLVED, to authorize the Village Clerk to draft a Request for Proposals (RFP) for the weekly cleaning of Village buildings (with the exception of semi-annual carpet cleaning done by another vendor) and to post said RFP on the Village website and in all editions of Suburban News and to copy the current vendor on it.

- o Grants –
  - o Erie Canalway National Heritage Corridor – approved application for Sagawa Park Mural Project: Portraits of our Past – authorize Mayor to sign the grant contract – Mayor Blackman shared the good news of the grant approval. The matching component will come from Pro-Brockport and Walk Bike Brockport fundraising and BISCO.

→ Trustee Andrews moved, Mayor Blackman seconded, carried 5/0 to adopt the following resolution:

RESOLVED, to accept the Erie Canalway National Heritage Corridor grant and authorize the Mayor to sign the contract between the Erie Canalway Heritage Fund, Inc. and the Village of

Brockport for the Sagawa Park Mural Project: Portraits of our Past.

- o Erie Canalway National Heritage Corridor – authorize application for Low Bridge High Water –

→ Trustee Andrews moved, Mayor Blackman seconded, carried 5/0 to adopt the following resolution:

RESOLVED, to authorize application for a 2015 Erie Canalway National Heritage Corridor's 2015 Event and Festival Sponsorship Program to help fund "Low Bridge, High Water: A Canal Opening Celebration the week of April 26<sup>th</sup> to May 3<sup>rd</sup>". Funding from Erie Canalway National Heritage Corridor in the amount of \$500 will be used toward the cost of entertainment, programming, and marketing.

- o CDBG – Monroe Avenue storm sewer project – authorize Mayor to sign amendatory agreement-

→ Trustee LaPierre moved, Trustee Ciciotti seconded, carried 5/0 to adopt the following resolution:

RESOLVED, to accept and authorize the Mayor to sign the CDBG YR 38 amendatory agreement between Monroe County and the Village of Brockport for the Monroe Avenue Storm Sewer Project.

- o CDBG – West Avenue water main replacement phase I – authorize Mayor to sign contract –

→ Trustee LaPierre moved, Mayor Blackman seconded, carried 5/0 to adopt the following resolution:

RESOLVED, to accept the CDBG YR 39 grant and authorize the Mayor to sign agreement between Monroe County and the Village of Brockport for the West Avenue Water Main Replacement Project Phase I.

- o CDBG – West Avenue water main replacement phase II – authorize application & SEQR resolution –

→ Trustee Kristansen moved, Mayor Blackman seconded, carried 5/0 to adopt the following resolutions:

RESOLVED, to authorize application due 2/13/15 for a Community Development Block Grant (CDBG) from Monroe County for Phase II of the West Avenue Water main Replacement Project for the replacement of the existing 6" cast iron water main with approximately 1,200 linear feet of new 12" ductile iron water main and appurtenances along West Avenue between Kimberlin Drive and Smith Street.

AND

RESOLVED, that in accordance with the New York State Environmental Quality Review (SEQR) procedures, the Village Board of the Village of Brockport has reviewed the significance of and potential environmental impact of the replacement of the existing 6" cast iron water main with approximately 1,200 linear feet of new 12" ductile iron water main and appurtenances along West Avenue between Kimberlin Drive and Smith Street.

RESOLVED, that the Village Board hereby concurs with Chatfield Engineers, P.C. that the Project is considered a Type II Action in accordance with 6NYCRR Part 617.5(c)(2); a replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site.

RESOLVED, that the Village Board hereby accepts the Environmental Assessment of this project, prepared by Chat field Engineers, P.C. The Village Board further declares that, based on the Environmental Assessment, it finds that the project will result in no significant adverse impacts of the environment and requires no further action.

Trustee Andrews shared that these CDBG grants are pass through monies in which Monroe County, through a consortium, divides up \$2+million dollars to municipalities for certain projects.

- o LGRMIF – ELK Museum maps restoration – authorize application – Trustee

Andrews said the ELK Museum Board supports the restoration of 3 particular historic maps. Volunteer Sue Savard took them to Gary Albright in Honeoye Falls who specializes in this work. Trustee Andrews said he spoke with Gail Fischer of NYS Records Archives who indicated that the maps restoration would be considered an eligible project for an LGRMIF application and that when under \$10,000 additional estimates are not required. The LGRMIF allows applying for up to \$100,000. The program is funded from various fees imposed and collected by NYS.

→ Trustee Andrews moved, Trustee LaPierre seconded, carried 5/0 to adopt the following resolution:

RESOLVED, to authorize application due on or about 3/3/15 for an LGRMIF Local Government Records Management Improvement Fund grant to conduct a Historical Records project which will include preservation of 3 historic maps in the possession of the Village of Brockport's Emily L. Knapp Museum and Library of Local History in the amount of \$2,200, \$575, and \$3,600 totaling \$6,375.

Trustee Andrews shared that the ELK Museum Board had originally intended for Village Board authorization of \$6,375. They want assurance that if the LGRMIF grant application is unsuccessful; this project will proceed with funding.

→ Trustee Andrews moved, Mayor Blackman seconded, carried 5/0 to approve the request of the ELK Museum Board for \$6,375 for the preservation of 3 historic maps in the possession of the Village of Brockport's Emily L. Knapp Museum and Library of Local History.

→ Trustee Andrews moved, Trustee LaPierre seconded, carried 5/0 to table the motion to approve the request of the ELK Museum Board for \$6,375 for the preservation of 3 historic maps in the possession of the Village of Brockport's Emily L. Knapp Museum and Library of Local History pending the outcome of the LGRMIF grant application results. If the Village does not receive the grant, the matter will be revisited.

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

- Mayor Margaret B. Blackman
  - Parking Tickets – Mayor Blackman shared that 2014 saw \$46,540 in total parking tickets, \$23,295 delinquent, with \$7,618.50 being paid to FBS. The Village was able to smoothly transition over to its own court January 1<sup>st</sup> which has the software and the scofflaw arrangement with NYS DMV that will allow the Village court to collect delinquent tickets without the middle man. This will save 30%.
    - Newsletter – Mayor Blackman said the next edition of the Village newsletter will be out this month as an insert in Suburban News with copies available at various locations and on the Village website.
    - Christmas Tree Lighting – Mayor Blackman reported having met on January 7<sup>th</sup> with Liz Banner who directs the High School and Middle School choirs that participate in the annual Christmas tree lighting which now takes place after the Stetson Club Holiday Lights Spectacular parade in early December. They discussed ways to coordinate and execute this portion of the event more smoothly.
    - Monthly meeting with Sweden Supervisor – Mayor Blackman reported having met on January 30<sup>th</sup> with Town of Sweden Supervisor Carges. They have a cordial relationship and regularly discuss matters of mutual concern. She said she gave him a tour of the new layout of Village Hall and the Village Court.
    - Monroe County Association of Villages – Mayor Blackman reported having attended the January 17<sup>th</sup> annual dinner meeting hosted this year by Honeoye Falls at the Burgundy Basin Inn. The entire Village Board, Village Clerk, Treasurer, Attorney and Department Heads with the exception of BI-CEO Miller were in attendance.
    - Tree Board – Mayor Blackman shared having attended the January 20<sup>th</sup> Tree Board meeting. The Arbor Day planting this year will focus on the South Avenue extension with many trees being planted via a grant. They discussed the tree management grant which will be done by Andy Pleninger. He'll be reviewing the content of his contract with the Tree Board at the February meeting. He has also been in contact with National Grid regarding the 69 pruned street trees now compromised.
    - Park Avenue Bridge – Mayor Blackman having sent a letter January 8<sup>th</sup> regarding the Park Avenue Bridge closure to NYS DOT & NYS CC and Assemblyman Hawley and asking for a repair schedule. Having received no word, she reached out to Assemblyman Hawley and

asked him to go to bat on this.

- BCSD - Mayor Blackman shared that she has a student intern from the College at Brockport, Hannah Smith, and that they met with Buck Noble, teacher at BCSD regarding participation of his 4<sup>th</sup> and 5<sup>th</sup> grade students with interest in local government. This will involve videotaped interviews with Department Heads and a field trip to Village Hall/Village Court, DPW, and the Police Department in June.

- Town/Gown Committee – Mayor Blackman shared that she has a student intern from the College at Brockport, Catherine O'Conner that will be assisting with Town/Gown relations. Mayor Blackman reported that the Town/Gown Committee met for the third time January 22<sup>nd</sup> at the College. The large committee of 20 some people expanded to include BSG officers, village residents who are college employees, and some other key players. There will be sub-committees formed to work on certain areas. The meeting was followed by an email from Dave Mihalyov wondering what Boards/Committees/organizations there were for people from the college to get involved in. There will be an article on the Town/Gown efforts in the upcoming Village newsletter.

- Greater Brockport Chamber of Commerce – Mayor Blackman reported having attended the January 29<sup>th</sup> GBCC annual awards dinner at Salmon Creek Country Club along with Trustees Andrews, Ciciotti and Kristansen.

- Low Bridge High Water – Mayor Blackman shared that the LBHW Festival Committee will begin meeting February 5<sup>th</sup> to plan this year's events. Scott Winner, former Village resident, Planning Board Chair and Part Time Economic Development Coordinator, now with Fairport, and Nancy Ragus will attend and share their strategies for co-producing Fairport Canal Days.

- Trustee/Deputy Mayor William G. Andrews

- Open Letter to College at Brockport Students – Trustee Andrews referred to the letter he distributed to the Village Board, Village Clerk and BI-CEO in the fall. He said he incorporated the feedback into a final draft that the Board wanted to approve and publish early in the new semester.

Trustee Kristansen shared having been visited by 2 college students at church recently and that she was told some landlords tell tenants that if they report violations to the Village they will have to close the house down which would leave the students no place to live and that they would not get their money back. Trustee Kristansen said she learned that the College can step in and provide housing in emergency situations. She asked if the Town/Gown Committee has reviewed the proposed letter. Trustee Andrews said no, but he can run it past VP Katy Wilson. Trustee LaPierre suggested not including anything in the letter about that (emergency housing) as it can't be guaranteed. Trustee Kristansen said she told the students the importance of advocating for their own safe housing and that she supports the code enforcement improvements made by the Village.

→ Trustee Andrews moved, Trustee LaPierre seconded, carried 5/0 to approve the wording of an "Open Letter to Students" and authorize Trustee Andrews to arrange for it to be published in The Stylus and distributed through BSG at SUNY College at Brockport regardless if free or at reasonable cost.

## OPEN LETTER TO STUDENTS

Students at the College of Brockport and its predecessors have been an important and valued part of the lives of Brockport residents for more than 175 years. Throughout that time, thousands of students have lived with us harmoniously in off-campus housing. We want that to continue and encourage you to join in our effort to ensure that your lodgings provide for your health and safety. The present Board is making a special effort in that regard, including:

1. Re-activating the Town and Gown Committee that meets monthly with President Halstead and Mayor Blackman as co-chairs. We invite you to bring your concerns to the committee.
2. Re-invigorating our code enforcement program to meet our legal responsibility to ensure that off-campus student housing in the Village is safe and comfortable by:
  - a. Hiring a competent building inspector/code enforcement officer and providing him with the best available software to perform his duties more efficiently.
  - b. Increasing the working hours of his office assistant.
  - c. Hiring two part-time code enforcement assistants.
  - d. Reviewing the Village's Building and Zoning Codes to eliminate anomalies and

- close loopholes. (Read the Code at <http://www.ecode360.com/12204164>)
3. You can help us by calling to our attention unsafe or unsanitary conditions that your landlord is unable or unwilling to correct. Some possible problems are:
    - a. Loose or broken stair steps.
    - b. Faulty electrical wiring.
    - c. Rodent or insect infestation.
    - d. Missing CO2 or smoke detectors.
    - e. Garbage or trash improperly stored and disposed of.
    - f. Overcrowded housing (the Village Code limits single family homes to three unrelated persons. Only a few rental structures qualify as rooming houses).
    - g. Inadequate parking space resulting in illegal driveways or cars parked on lawns.
    - h. Damaged walls, floors, doors, or windows.
    - i. Inadequate heating.

When the CEO discovers a code violation, he meets with the owner to agree on a remedial plan and follows through to ensure that it is corrected.

To contact us, call David Miller, Village Code Enforcement Officer, at 637-5300 ext. 14 or [dmiller@brockportny.org](mailto:dmiller@brockportny.org) or Mayor Blackman at ext. 16 or [mblackman@brockportny.org](mailto:mblackman@brockportny.org). Full confidentiality is assured.

#### HELP US MAKE YOUR BROCKPORT EXPERIENCE PLEASANT AND PRODUCTIVE

Mayor Margay Blackman  
Deputy Mayor/Trustee Bill Andrews  
Trustee Valerie Ciciotti  
Trustee Katherine Kristansen  
Trustee John LaPierre

▪ Historic Preservation Board – Trustee Andrews reported that the NYS Historic Preservation Office requires outreach to the property owners in the proposed residential historic preservation district which would include parts of State Street, Park Avenue, and South Street. A notice and letter with enclosures will be going out inviting folks to a public information meeting at 7pm Wednesday, 2/25.

#### VILLAGE OF BROCKPORT NOTICE

A grant from the New York State Historic Preservation Office allowed the preparation of a nomination of a residential district for listing on the State and National Registers of Historic Places. It would include most homes on Park Avenue, State Street and South Street.

Please take notice that the Historic Preservation Board of the Village of Brockport will hold a **Public Information meeting beginning at 7:00pm on Wednesday, February 25, 2015**, in the Conference Room of the Village Hall, 49 State Street, Brockport, New York, 14420 regarding the proposed Historic Preservation District. Virginia Bartos, the National Register Analyst at the New York State Historic Preservation Office in Albany, and members of the Village of Brockport Historic Preservation Board will be present to provide information and answer questions.

Leslie Ann Morelli  
Village Clerk  
Village of Brockport

Text of letter from Historic Preservation Board Chair to State Street, Park Avenue, South Street property owners within or adjoining proposed historic district:

With a grant from the New York State Historic Preservation Office, the Village of Brockport Historic Preservation Board, in appreciation of historically and architecturally significant homes, has commissioned Katie Eggers Comeau from Bero Architecture PLLC to prepare a nomination of a residential district for listing on the State and National Registers of Historic Places. Per the enclosed map it would include most homes on Park Avenue, State Street and South Street.

Information supporting the nomination is available at [www.BrockportHistoricHomes.org](http://www.BrockportHistoricHomes.org). The map identifying the properties accompanies this letter. The Historic Preservation Board has scheduled a public information meeting about this proposal for Wednesday, February 25<sup>th</sup> at 7pm in the Conference Room of Brockport Village Hall at 49 State Street Brockport, NY 14420.

Virginia Bartos, the National Register Analyst at the New York State Historic Preservation Office in Albany, and members of the Historic Preservation Board will be present to not only answer your questions but to provide you with information about this proposal. Enclosed is a flyer regarding the New York State historic homeownership rehabilitation tax credit program. You are cordially invited to attend. We look forward to seeing you at the meeting.

Enclosures:

- Legal notice
- map of proposed district
- NYS historic homeownership rehabilitation tax credit program
  - E.L.K. Museum Board – Trustee Andrews shared that the ELK Museum Board and volunteers continue to be concerned with the leaking roof. This roof is the responsibility of the Village as it is for Village Hall and the Museum. Trustee Andrews said DPW Spt. Donahue continues to be reminded of this. At the recent Village Board work session it was mentioned that contingency funds could be utilized as well as Shafer Trust funds.
  - GBDC – Trustee Andrews shared that the grant application for technical assistance regarding 60 Clinton Street was approved. An RFP will be put out soon.
  - Town/Gown Committee – Trustee Andrews reported having attended a recent Town/Gown Committee meeting.
  - Association of Monroe County Villages – Trustee Andrews reported having attended the 1/17 dinner meeting of the Association of Monroe County Villages.
  - Sweden and Clarkson Town Board meetings – Trustee Andrews reported having attended recent Sweden and Clarkson Town Board meetings.
  - Greater Brockport Chamber of Commerce – Trustee Andrews reported having attended the 1/29 Greater Brockport Chamber of Commerce awards dinner.
- o Trustee Valerie A. Ciciotti
  - Association of Monroe County Villages – Trustee Ciciotti reported having attended the 1/17 annual dinner meeting of the Association of Monroe County Villages.
  - eCode 360 training – Trustee Ciciotti reported having participated in the 6pm 1/26 training on eCode 360.
  - Village Board work session – Trustee Ciciotti reported having participated in the 7pm 1/26 Village Board work session.
  - Greater Brockport Chamber of Commerce – Trustee Ciciotti reported having attended the 1/29 Greater Brockport Chamber of Commerce awards dinner. Awardees included: the Alan Bader Community Service Award going to Doug Wolcott, the Brockport Beautification Award going to the Seymour Library, and the Business of the Year Award going to Lift Bridge Book Store.
  - DPW recognition breakfast – Trustee Ciciotti reported having attended the 1/29 DPW recognition breakfast organized by Trustee LaPierre for their efforts in making accommodations for Village Court at Village Hall.
  - BISCO – Trustee Ciciotti shared having reached out to new BISCO President Art Appleby to remind BISCO that she is the Village Board's liaison to BISCO. There is concern of the Park Avenue Bridge closing and a need for an answer as to when it will be re-opened. Commitments regarding the annual Arts Festival are time-sensitive.
- o Trustee John D. LaPierre
  - Village Hall roof – Trustee LaPierre said the roof repair is vital and that it protects both the Village Hall and the E.L.K. Museum.
  - Association of Monroe County Villages – Trustee LaPierre reported having attended the 1/17 dinner meeting of the Association of Monroe County Villages.
  - eCode 360 training – Trustee LaPierre reported having participated in the 1/26 training on eCode 360. He suggested the next newsletter have information about the revitalized

Village Code and ease of using eCode 360. He suggested Suburban News do an article on it as well.

- Village Hall accommodations for Village Court & DPW Recognition Breakfast – Trustee LaPierre reported that progress continues and that the Court Clerk's office was occupied today with doors on order for future installation and trim out. The emergency door to replace the middle window in the conference room / court room is in and will be installed when the weather allows. Trustee LaPierre commented on the tremendous craftsmanship of many of our DPW laborers. He hosted a breakfast for them 1/29 in appreciation of their efforts.

Mayor Blackman shared Clerk Morelli's suggestion that the Village Board work with DPW Spt. Donahue to have a plaque made and hung in the lobby of Village Hall to match the one honoring the DPW employees at the time of the opening of Village Hall at 49 State Street. This one would honor the current DPW employees at the time of opening of Village Court at 49 State Street. Each time, they did great work. Trustee LaPierre said he likes the idea and can work on it this spring.

- Village Hall phone & voice mail system – Trustee LaPierre said accommodating Village Court at Village Hall required some phone and voice mail work. He learned that the systems are quite old and soon will have trouble getting parts. A new phone tree will be implemented in the next few days. He has reviewed recent Time Warner Cable bills. The Village's contract with TWC for phones and internet runs until March 2016. To be sure the Village is getting the best bang for its buck; he will be researching other options before the Village's current contract is up. He will bring forth a recommendation later this year or early next year. Trustee LaPierre said in reviewing the TWC bills, he discovered the Village having been charged some sales tax and has requested it be refunded.

- Trustee Katherine J. Kristansen

- Planning Board – Trustee Kristansen reported having attended the 1/12 Planning Board meeting in which approvals were granted for a dog grooming business and 2 micro-breweries.

- Historic Preservation Board – Trustee Kristansen reported having attended the 1/15 Historic Preservation Board meeting.

- Association of Monroe County Villages – Trustee Kristansen reported having attended the 1/17 Association of Monroe County Villages dinner meeting.

- Seymour Library Board – Trustee Kristansen reported having attended the 1/20 Library Board meeting. Planning is underway for a new local history room. The cracks previously mentioned were determined by an engineer to be cosmetic not structural – due to metal trusses deflecting snow load. The cracks will be repaired. The 5 year strategic planning document will be ready in April.

- eCode 360 training – Trustee Kristansen reported having participated in the 6pm 1/26 eCode 360 training.

- Village Board work session – Trustee Kristansen reported having participated in the 7pm 1/26 Village Board work session.

- Greater Brockport Chamber of Commerce – Trustee Kristansen reported having attended the 1/29 Greater Brockport Chamber of Commerce awards dinner.

- Farmers Market - Park Avenue Bridge – Trustee Kristansen reported having met with the Farmers Market Managers who plan to attend the 3/16 Village Board meeting. One item of concern is the closure of the Park Avenue Bridge and the possible need to relocate the Farmers Market if NYSDOT doesn't re-open it this spring.

**ADJOURNMENT:**

→ At 8:32pm, Trustee LaPierre moved, Trustee Andrews seconded, carried 5/0 that the meeting be adjourned.

---

Leslie Ann Morelli, Village Clerk