

VILLAGE OF BROCKPORT

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

VILLAGE BOARD - MEETING AGENDA

Monday, August 7, 2017 7:00pm

Location: Village Hall conference room

- **CALL TO ORDER / PLEDGE:** please silence cell phones & electronic devices
- **MOMENT OF SILENCE:** to honor those who serve our Country, enforce our laws, & respond to emergencies
- **BROCKPORT HISTORICAL MOMENT:**
- **OATH OF OFFICE:** (ceremonial) none
- **CERTIFICATES & PROCLAMATIONS:** none
- **PUBLIC HEARINGS:** none
- **PUBLIC COMMENT:** 5-minute limit per person / state name & address for record & speak directly to entire Board / if a prepared statement - submit hard copy to Clerk (& email electronically next day)

- **GUESTS:** 20-minute limit / state name & address for record & speak directly to entire Board / if a prepared statement or Power Point presentation - submit hard copy to Clerk (& email electronically next day)
 - Noreen Riordan of Monroe County Emerald Ash Borer Task Force – treating ash trees

- **CONSENSUS ITEMS:**
 - Approval of minutes – 7/17/17 & 7/24/17
 - Approval of bills to be paid

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

- **PERSONNEL ITEMS:**
 - Police Chief's annual 211 waiver renewal application – approved by NYS Civil Service Commission
 - Accept resignation of Ron Staub from Planning Board & Code Review Committee effective 9/30/17
 - Accept resignation of Valerie Ciciotti from Housing Task Force
 - Accept resignation of Pam Ketchum from Housing Task Force
 - Authorize Boards/Committees/Task Force vacancies notice

- **OLD or NEW BUSINESS:**
 - Authorize letter to National Grid re street light buyback
 - Residential Rental Registration late fee recommendation from BI/CEO David Miller
 - NYCOM Fall training school 9/11-9/15 Saratoga Springs – authorize Treasurer Dan Hendricks to attend

- **VILLAGE BOARD REPORTS:**
 - Mayor Margaret B. Blackman
 - Trustee/Deputy Mayor William G. Andrews
 - Trustee Annette M. Crane
 - Trustee Katherine J. Kristansen
 - Trustee John D. LaPierre

- **EXECUTIVE SESSION** (if needed)
- **ADJOURNMENT**
 - **Upcoming:**
 - ❖ Village Board meeting: 7pm Monday, 8/21 (with Attorney & Treasurer & Department Heads)
 - ❖ Village Board work session: 7pm Monday, 8/28
 - ❖ Village Hall closed: Friday, 9/1 & Monday, 9/4
 - ❖ Village Board meeting: 7pm Monday, 9/18 (with Attorney & Treasurer & Department Heads)
 - ❖ Village Board work session: 7pm Monday, 9/25

GUIDELINES FOR PUBLIC COMMENT:

The public shall be allowed to speak only during the public comment period of the meeting or at such time as recognized by the presiding officer.

- Speakers must be visible.
- Speakers must give their name, address and organization, if any.
- Speakers must be recognized by the presiding officer.
- Speakers must limit their remarks to (5) five minutes on a given topic or extended if recognized by the presiding officer.
- Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks shall be addressed to the Board as a body and not to any member thereof.
- Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
- Interested parties or their representatives may address the Board by written communications in the event of creating a hardship to attend the meeting personally.

DRAFT for 8/7/17 Village Board

**VILLAGE OF BROCKPORT
BOARD / COMMITTEE / TASK FORCE
VOLUNTEER OPPORTUNITIES**

There are vacancies on the following:

- Planning Board
1 vacancy to complete a term from 10/1/17 – 6/30/2021
Meets 2nd Monday 7pm at Village Hall (only upon application)
- Zoning Board of Appeals
vacancy for a term to 6/30/22
Meets 1st Thursday 7pm at Village Hall (only upon application)
- Historic Preservation Board
vacancy to complete a term to 6/30/18
Meets 3rd Thursday 7pm at Village Hall
- Emily L. Knapp Museum Board
vacancy to complete a term to 6/30/19
vacancy to complete a term to 6/30/20
Meets 4th Wednesday 6:30pm at Village Hall
- Parks Committee
vacancy to complete a term to 6/30/19
Meets 2nd Monday 7pm at Seymour Library April - October
- Code Review Committee
vacancy to complete a term to 6/30/19
vacancy to complete a term to 6/30/20
vacancy (Planning Board rep.)
Meets 2nd &/or 4th Monday at 5:30pm at Village Hall
- Housing Task Force
3 vacancies – no term
Meets 2nd &/or 4th Monday at 5:30pm at Village Hall

Applicant must be a Village resident & able to use email & internet.

Submit a position interest form via the Village website: www.brockportny.org

Application deadline: 9/18/17

For posting in Suburban News & on Village website & at Village Hall & at Seymour Library.

DRAFT

August 7, 2017

Ken Kujawa
National Grid
144 Kensington Avenue
Buffalo, NY 14214

Dear Ken:

Thank you for your time on Friday to discuss with Danforth the street lighting project for the Village of Brockport.

As per the discussion at that meeting, we are requesting that National Grid accept the Village of Brockport's offer of \$260,000. for the purchase of the remaining SC2 street lighting inventory comprising of 418 poles, account #89752-92103

We are also requesting that the remaining SC5/6 street lighting inventory comprised of 58 poles, account #82152-94105, be turned over to the Village as per John Walter.

The above offer shall be inclusive of all fees and related costs for the street lighting purchase.

Thank you for your consideration in this matter. We await your decision.

Sincerely,

Margaret B. Blackman
Mayor
Village of Brockport

Xc: John Walter - National Grid
Paul Kistler - National Grid
Jerry Wilson - Danforth
Scott Janssen - Danforth
Mike Haen - Danforth

Residential Rental Registration late fee recommendation for 2017-2018

All Residential Rental Registrations are due on September 15 of each year. As of now, the late fee assessed to late rental registrations is 10% or \$12.50 after September 15. That is not worth the amount of time, work, and additional steps the department must take to ensure the registrations are submitted to the Building/Code Enforcement Department. In order to justify the amount of work encumbered by late registrations, a more reasonable late fee should be assessed to rental registrations filed beyond the September 15 submission deadline.

I suggest as follows:

1. A \$25 late fee assessed to rental registrations up to 30 days late which will cover costs associated with generating Notice of Violations/Orders to Remedy, mailing, and staff time/wages.
2. An additional \$50 late fee for rental registrations that are more than 30 days late which will cover costs associated with generating court documentation, filing appropriate documentation with the Village Court, and staff time/wages.

Please let me know if there are any further questions or concerns surrounding this recommendation.

Thanks,



David J. Miller
Building/Code Enforcement Department
Village of Brockport

[Home](#)

Fall Training School Tentative Agenda

Courses eligible for CLE Credits are denoted *
Please note: The Notary Exam will not be offered

MONDAY, September 11, 2017

12:00 - 7:00 p.m. - NYCOM Registration Desk Open

1:00 - 2:00 p.m. - First-time Attendee Orientation

2:00 - 3:15 p.m. CONCURRENT SESSIONS

- Basics of Municipal Finance
- Resolutions, Local Laws and Referenda: How Local Legislative Bodies Take Action *

3:30 - 4:45 p.m. CONCURRENT SESSIONS

- Overview of Governmental Accounting
- Getting a Handle on Records Management
- Ethics and Gifts and Loans *

7:00 p.m. - Welcome Dinner

TUESDAY, September 12, 2017

8:00 a.m. - 4:30 p.m. - NYCOM Registration Desk Open

8:30 a.m. - 4:30 p.m. - Exhibit Hall Open

9:00 - 10:15 a.m. CONCURRENT SESSIONS

- Pitfalls in Municipal Budgeting
- Communicating Financial Information
- Let's Do It All Again! Understanding the Process of Ending One Official Year and Beginning the Next *
- Albany Update
- Venus, Mars and Pluto: Where DO Elected Officials Come From?

10:45 a.m. - 12:00 p.m. CONCURRENT SESSIONS

- Pesky Problems: Ensuring a Competitive Process and Compliance with GML § 103 When Procuring Goods and Services *
- Accounting for Capital Assets
- The Art and Science of Public Speaking
- Hot Topics in Labor Relations

12:00 p.m. - 1:30 p.m. LUNCH

- Society of Municipal Finance Officers' Luncheon and Annual Meeting

1:30 - 2:45 p.m. CONCURRENT SESSIONS

- Annual Update Document - Accounting Indebtness and Reporting
- Credit Cards and Electronic Financial Transactions *
- Vital Records in the 21st Century
- Communicate: A Guide to Social Media and Information Sharing
- Really? How is that MY Job? The Roles and Responsibilities of Local Officials *

3:00 - 4:30 p.m. CONCURRENT SESSIONS

- New York State's New Paid Family Leave Program
- Establishing and Accounting for Reserves
- Everyone's a Critic: How to Conduct Village Elections and Stay Sane During the Process *
- Abandoned Properties: Why You Don't Need to Abandon Hope *
- Risk Transfer When Sharing Services

Evening - Dinner on your own

WEDNESDAY, September 13, 2017

8:00 a.m. - 2:30 p.m. - NYCOM Registration Desk

8:30 a.m. - 2:30 p.m. - Exhibit Hall Open

9:00 - 10:15 a.m. CONCURRENT SESSIONS

- Accounting and Controls for Payroll Records
- Understanding Municipal Debt *
- Administering a Volunteer Fire Department *
- Retirement System Update and the New Online Reporting
- Filling in the Blanks: Policies and Procedures to Manage the Business of Government *
- Cyber Security for Municipalities

10:45 a.m. - 12:00 noon CONCURRENT SESSIONS

- Multi-year Planning
- Finance Officers Seminar
- Regulating Traffic and Parking *
- Records, Get Your Records Here! Everything You Want to Know About the Freedom of Information Law *
- Time Management and Productivity
- 5G and Broadband Deployment: Managing Access to Public Rights of Way in the Digital Age *

12:00 noon - Lunch

1:00 - 2:30 p.m. CONCURRENT SESSIONS

- Show Me the Money: Getting Grants for Your Community
- Thinking About Retirement? What You Need to Know
- Anyone Can Video Record Your Meeting?! And Other Things You Need to Know About the Open Meetings Law *
- Stump the Staff: Ask Your NYCOM Staff Pressing Questions
- A Look at the Tax Cap Five Years Later

6:00 p.m. Dinner - Country Western Theme Party

THURSDAY, September 14, 2017

8:00 a.m. - 3:30 p.m. - NYCOM Registration Desk

8:30 a.m. - 12:00 p.m. - Exhibit Hall Open

9:00 - 10:15 a.m. CONCURRENT SESSIONS

- Let it Go: Administering Municipal Water and Sewer Systems *
- Municipal Health Insurance Strategies
- Minimum Wage and Overtime Essentials *
- What OSC Auditors Look for in Board Minutes
- Current Trends in Shared Services
- Controlling Your Workers' Compensation Costs

10:30 a.m. - 12:00 noon CONCURRENT SESSIONS

- Internal Controls and Fraud
- Understanding the Condition of Your Community
- East Side, West Side: Streets and Sidewalks and Everything in Between *
- Clerks' Association Seminar
- The Municipal Attorney: Understanding the Complex Issues with Retaining an Attorney and Representing a Municipality *

12:00 noon - 1:30 p.m. LUNCH

- NYS Association of City and Village Clerks' Luncheon

1:30 - 2:45 p.m. CONCURRENT SESSIONS

- The Insurance Marketplace: What You Should Know
- Civil Service *
- Getting Ready for the 2020 Census
- Stump the Staff: Ask Your NYCOM Staff Pressing Questions

3:00 p.m.- 4:30 p.m. PLENARY

- Answers? You Can't Handle the Answers! It's BOOT CAMP!

6:00 p.m. - Reception

7:00 p.m. - Annual Banquet & Certificate of Attendance Awards

Updated 7/27/17