

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 – WORK SESSION AGENDA

Monday, September 25, 2017 7:00pm

Location: Village Hall conference room

This is 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.

- **CALL TO ORDER:**

- **ITEMS FOR DISCUSSION / REVIEW:**
 - Guests – leadership of:
 - Seymour Library
 - 2018 library budget

- **ACTION ITEMS (time sensitive):**
 - Hire to fill vacancy – part time School Traffic (Crossing) Guard (Police Department)
 - Hire to fill vacancy – full time Clerk to Village Justice (Court Clerk) (Village Court)
 - Hire to fill vacancy – full time Laborer (DPW)
 - Approval of any bills to be paid

- **EXECUTIVE SESSION:** (if needed)

- **ADJOURNMENT:**

Upcoming:

- ❖ Village Board meeting: 7pm Monday, 10/2
 - ❖ Village Hall closed: Monday, 10/9
 - ❖ Village Board meeting: 7pm Monday, 10/16 (with Attorney & Treasurer & Department Heads)
 - ❖ Village Board work session: 7pm Monday, 10/23
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2018 Seymour Library

	2015 Actual	2016 Actual	2017 REVISED	2017 Projected	2018 Approved	Adjustment	% of increase/ decrease
Revenue							
L 2082 - Fines	\$ 25,587.10	\$ 22,079.01	\$ 20,000.00	\$ 22,387.77	\$ 22,000.00	\$ 2,000.00	10.0%
L 2083 - Membership Fees	\$ 2,407.00	\$ 1,775.00	\$ 1,500.00	\$ 1,842.86	\$ 1,700.00	\$ 200.00	13.3%
L 2084 - Holds/Reservations	\$ 49.75	\$ 57.40	\$ -	\$ 21.43	\$ -	\$ -	#DIV/0!
L 2085 - Misc. Income (Copies, Fax, etc.)	\$ 10,513.28	\$ 7,713.82	\$ 7,500.00	\$ 8,590.42	\$ 8,000.00	\$ 500.00	6.67%
Total - Library Revenue	\$ 38,557.13	\$ 31,625.23	\$ 29,000.00	\$ 32,842.48	\$ 31,700.00	\$ 2,700.00	9.3%
Other Gov't							
· Brockport	\$ 192,001.21	\$ 192,035.43	\$ 189,514.90	\$ 189,514.90	\$ 193,305.20	\$ 3,790.30	2.0%
· Clarkston	\$ 140,554.00	\$ 154,597.88	\$ 160,533.20	\$ 160,533.20	\$ 163,743.87	\$ 3,210.66	2.0%
· Sweden	\$ 143,935.00	\$ 133,335.27	\$ 133,184.28	\$ 133,184.28	\$ 135,847.96	\$ 2,663.69	2.0%
Total L 2360 - Library Services - Other Gov't	\$ 476,490.21	\$ 479,968.59	\$ 483,232.38	\$ 483,232.38	\$ 492,897.02	\$ 9,664.65	2.0%
L 2401 - Interest & Earnings (G F SIA)	\$ 1,618.38	\$ 175.84	\$ 150.00	\$ 37.10	\$ 40.00	\$ (110.00)	-73.3%
L 2701 - Refund-Prior Year Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
L 2705 - Gifts and Donations - Unrestricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
L 2760 - Library System Grants (LLSA)	\$ 6,815.00	\$ 6,065.05	\$ 6,065.05	\$ 6,065.05	\$ 6,065.05	\$ -	0.0%
L 2770 - Other Misc.	\$ 125.28	\$ 112.38	\$ -	\$ 94.29	\$ -	\$ -	#DIV/0!
· Prior Year carry over	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total Revenue - Other	\$ 7,558.66	\$ 6,353.27	\$ 6,215.05	\$ 6,196.44	\$ 6,105.05	\$ (110.00)	-1.8%
Total Revenue	\$ 522,606.00	\$ 517,947.08	\$ 518,447.43	\$ 522,271.29	\$ 530,702.07	\$ 12,254.65	2.4%
Expense							
L 7410 - Payroll (Personnel)	\$ 285,447.91	\$ 294,546.76	\$ 280,108.01	\$ 276,945.92	\$ 289,241.07	\$ 9,133.06	3.3%
Total L 7410 - Personnel	\$ 285,447.91	\$ 294,546.76	\$ 280,108.01	\$ 276,945.92	\$ 289,241.07	\$ 9,133.06	3.3%
L 1910.4 - Insurance (Property)	\$ 12,554.36	\$ 26,510.95	\$ 13,500.00	\$ 13,923.85	\$ 14,389.35	\$ 889.35	6.6%
L 1950.4 - Taxes (Clarkson District Fees)	\$ 1,500.48	\$ 1,507.95	\$ 1,600.00	\$ 1,515.49	\$ 1,591.27	\$ (8.73)	-0.5%
L 741.4 - Contractual Exp. (Programs/Materials/Facilities)	\$ 156,459.87	\$ 147,213.30	\$ 147,176.22	\$ 140,149.26	\$ 147,000.00	\$ (176.22)	-0.1%
Total - Library	\$ 170,514.71	\$ 175,232.20	\$ 162,276.22	\$ 155,588.60	\$ 162,980.62	\$ 704.40	0.4%
L 9060.8 - Hospital & Medical - Other	\$ 20,648.00	\$ 24,751.98	\$ 26,709.70	\$ 25,694.59	\$ 25,373.48	\$ (1,336.22)	-5.0%
L 9060.81 - HRA Usage	\$ 7,933.83	\$ 3,897.14	\$ 8,000.00	\$ 8,719.25	\$ 8,000.00	\$ -	0.0%
Total Hospital, Medical, & HRA	\$ 28,581.83	\$ 28,649.12	\$ 34,709.70	\$ 34,413.84	\$ 33,373.48	\$ (1,336.22)	-3.8%
L 9010.8 - NYS Retirement & GTLI	\$ 28,632.87	\$ 24,900.36	\$ 23,840.53	\$ 23,840.53	\$ 23,502.64	\$ (337.89)	-1.4%
L 9030.8 - Social Security	\$ 23,005.00	\$ 21,951.13	\$ 23,172.76	\$ 24,299.50	\$ 24,180.55	\$ 1,007.79	4.3%
L 9040.8 - Worker's Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
L 9045.8 - Life Insurance/AD&D	\$ 617.98	\$ 302.22	\$ 815.82	\$ 303.43	\$ 302.76	\$ (513.06)	-62.9%
L 9050.8 - Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
L 9055.8 - Disability Insurance	\$ 671.97	\$ 943.41	\$ 705.60	\$ 990.00	\$ 1,011.21	\$ 305.61	43.3%
L 9060.8 - Hospital & Medical (Total from above)	\$ 28,581.83	\$ 28,649.12	\$ 34,709.70	\$ 34,413.84	\$ 33,373.48	\$ (1,336.22)	-3.8%
L 9070.8 - Dental	\$ 4,703.73	\$ 4,229.76	\$ 3,868.80	\$ 3,539.00	\$ 3,669.28	\$ 1,800.48	46.5%
Total - Benefits	\$ 86,213.38	\$ 80,976.00	\$ 87,113.22	\$ 87,386.30	\$ 88,039.92	\$ 926.71	1.1%
L 741.462 - Credit Card Processing (Bank Fees)	\$ 535.01	\$ 509.23	\$ 400.00	\$ 401.74	\$ 450.00	\$ 50.00	12.5%
L 741.484 - Accounting	\$ 5,100.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	0.0%
L 741.53 - Legal Fees	\$ 5,175.00	\$ 5,050.00	\$ 5,000.00	\$ 900.00	\$ 5,000.00	\$ -	0.0%
L 9950.9 - Director/Trustee Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total - Other	\$ 10,810.01	\$ 9,559.23	\$ 9,400.00	\$ 5,301.74	\$ 9,450.00	\$ 50.00	0.5%
Total Expense	\$ 552,986.01	\$ 560,314.19	\$ 538,897.44	\$ 525,222.57	\$ 549,711.61	\$ 10,814.17	2.0%
Amount needed to balance budget	\$ 30,380.01	\$ 42,367.11	\$ 20,450.02	\$ 2,951.28	\$ 19,009.54	\$ (1,440.48)	-7.0%

2018 Seymour Library

Contractual Budget Work Sheet

	2016 Actual	2017 REVISED	2016 Projected	2018 Proposed
7410.401 · Books Adult - Non-fiction	\$ 4,635.00	\$ 4,383.00	\$ 4,383.00	\$ 4,390.00
7410.402 · Books Adult - Fiction	\$ 8,182.10	\$ 8,458.00	\$ 8,458.00	\$ 8,560.00
7410.403 · Large Print	\$ 1,466.08	\$ 1,809.00	\$ 1,809.00	\$ 1,810.00
7410.404 · Continuations/Standing Orders	\$ 239.85	\$ 253.00	\$ 253.00	\$ 250.00
7410.405 · Materials - Special	\$ 179.40	\$ 254.00	\$ 254.00	\$ 250.00
7410.406 · Books - Young Adults	\$ 4,763.70	\$ 4,229.00	\$ 4,229.00	\$ 4,230.00
7410.407 · Books Juvenile	\$ 10,779.24	\$ 9,206.00	\$ 9,206.00	\$ 9,210.00
7410.408 · Books - Processing	\$ 3,771.62	\$ 3,050.00	\$ 3,050.00	\$ 3,050.00
7410.410 · Serials	\$ 6,698.02	\$ 2,875.00	\$ 2,875.00	\$ 2,880.00
7410.412 · E-books	\$ 2,838.00	\$ 2,792.00	\$ 3,300.00	\$ 4,100.00
7410.420 · Audio Visual -Adults	\$ 6,998.67	\$ 7,611.00	\$ 7,611.00	\$ 7,610.00
7410.421 · Audio Visual - Young Adults	\$ 981.50	\$ 794.00	\$ 794.00	\$ 800.00
7410.422 · Audio Visual - Juveniles	\$ 2,158.69	\$ 1,903.00	\$ 1,903.00	\$ 1,910.00
7410.423 · Manipulatives - Juveniles	\$ 299.00	\$ 254.00	\$ 254.00	\$ 250.00
7410.430 · Utilities - Gas	\$ 2,462.33	\$ 3,200.00	\$ 4,144.20	\$ 3,500.00
7410.431 · Utilities - Electric	\$ 12,218.87	\$ 13,000.00	\$ 12,787.58	\$ 12,800.00
7410.432 · Utilities - Water	\$ 898.24	\$ 1,000.00	\$ 936.09	\$ 950.00
7410.440 · Custodial Supplies	\$ 2,382.44	\$ 2,029.00	\$ 2,029.00	\$ 2,100.00
7410.441 · Office Supplies	\$ 3,219.56	\$ 3,044.00	\$ 3,000.00	\$ 3,000.00
7410.442 · UMS	\$ 1,088.10	\$ 1,100.00	\$ 1,238.76	\$ 1,200.00
7410.443 · Equipment Maintenance	\$ 5,663.06	\$ 5,400.00	\$ 4,105.54	\$ 5,000.00
7410.444 · Lawn Maintenance	\$ 4,100.00	\$ 5,000.00	\$ 1,050.00	\$ 4,000.00
7410.445 · Rug Cleaning	\$ 1,800.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
7410.446 · Trash Pick-up	\$ 756.36	\$ 800.00	\$ 795.24	\$ 850.00
7410.447 · Building Maintenance	\$ 2,281.72	\$ 3,000.00	\$ 6,849.15	\$ 3,500.00
7410.449 · Computer Maintenance	\$ 104.19	\$ 1,000.00	\$ 458.00	\$ 500.00
7410.450 · Sprinkler	\$ 540.00	\$ 550.00	\$ 550.00	\$ 550.00
7410.451 · Payroll Processing Fees	\$ 3,272.84	\$ 3,300.00	\$ 3,343.39	\$ 3,400.00
7410.452 · HVAC	\$ 4,222.00	\$ 8,000.00	\$ 2,888.57	\$ 7,490.00
7410.460 · Phone	\$ 1,503.14	\$ 1,500.00	\$ 1,410.34	\$ 1,415.00
7410.461 · Postage	\$ 342.80	\$ 390.00	\$ 347.33	\$ 350.00
7410.470 · Travel/Education	\$ 1,717.77	\$ 2,000.00	\$ 1,845.07	\$ 2,000.00
7410.475 · MCLS Cost Share	\$ 32,369.00	\$ 30,895.22	\$ 30,895.00	\$ 30,895.00
7410.480 · Programs - Adults	\$ 4,321.21	\$ 4,229.00	\$ 4,229.00	\$ 4,330.00
7410.481 · Programs - Young Adults	\$ 3,474.99	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00
7410.482 · Programs - Juveniles	\$ 4,325.03	\$ 3,668.00	\$ 3,668.00	\$ 3,670.00
7410.499 · Miscellaneous Other Expenses	\$ 158.60	\$ 1,000.00	\$ -	\$ 1,000.00
	\$ 147,213.12	\$ 147,176.22	\$ 140,149.26	\$ 147,000.00



**VILLAGE OF BROCKPORT
EMPLOYMENT OPPORTUNITY
PART TIME SCHOOL TRAFFIC (CROSSING) GUARD**

- Part time 20 hours per week, Monday through Friday during the school year (September through June) 4 hours per day – 7am-9am at Allen Street location & 2pm-4pm at Centennial Avenue/Main Street location. \$11.28 per hour. No benefits. New York State Retirement System.
- No Civil Service exam involved. Monroe County residency not required.

Requirements:

- Minimum 21 years of age
- US Citizen
- No criminal arrest record
- Good physical condition
- Possess and maintain valid NYS Driver's License
- Minimum High School
- Good knowledge of traffic laws and regulations relative to pedestrian safety (training provided)
- Ability to direct and route vehicle traffic
- Willingness to assume responsibility for the safe conduct of school children crossing intersections
- Willingness to work in all weather conditions

Download employment application from www.brockportny.org.

Respond by e-mail or mail only

with cover letter, resume and completed employment application.

E-mail to: lmorelli@brockportny.org

Or mail to: Village of Brockport Attention: Village Clerk 49 State Street Brockport, NY 14420

Application deadline: Noon, Thursday, September 14, 2017

Leslie Ann Morelli, Brockport Village Clerk

notice re-issued 9/5/17

*VA-
Refer to
PS hiring
accommodation.*



**CLERK TO VILLAGE JUSTICE (COURT CLERK)
VILLAGE OF BROCKPORT**

The Village of Brockport seeks an individual to serve as one of two full time Court Clerks to the two Village Justices in a variety of clerical, customer service and record keeping functions. This is an appointed secretarial and bookkeeping position serving the Village Justices. The work involves preparing for court sessions, recording and processing court decisions and outcomes, keeping paper and electronic records, processing and distributing correspondence, receiving, depositing, and reconciling monies, and providing excellent customer service.

Education and Experience: paralegal, secretarial, bookkeeping or related field. Associates Degree and public sector/municipal experience preferred. Court experience desired. Must be personable, have a positive attitude, be a quick learner, detail/accuracy oriented and able to multi-task/prioritize. Familiarity with Microsoft Office is necessary. Additional task-specific computer programs will be utilized. Knowledge of SEI software is a plus.

Full time 40 hours per week - Monday - Friday 8:30am - 4:30pm.
Wage commensurate with experience and qualifications.
Good benefits or buyout opportunity. NY State Retirement System.
MUST be a Monroe County resident.

Successful candidate will be required to attend the annual New York State Association of Magistrates Court Clerks training with the other full-time Court Clerk (typically held in late September).

Download employment application from www.brockportny.org

Respond by e-mail or mail only

with cover letter, resume and completed employment application.

E-mail to: lmorelli@brockportny.org

Or mail to: Village of Brockport Attention: Village Clerk 49 State Street Brockport, NY 14420

Application deadline: Noon, Thursday, September 7, 2017

- Village Justice to provide hiring recommendation to the Village Board for their 9/18/17 meeting.

By order of the Village Board 8/21/17
Leslie Ann Morelli, Brockport Village Clerk

*VB -
Awaiting Village Justice
hiring recommendation for 10/2.
IF not by 9/25, then by 10/2.*



**VILLAGE OF BROCKPORT
EMPLOYMENT OPPORTUNITY
PUBLIC WORKS LABORER**

The Village of Brockport is accepting applications for full-time Laborer. Possession of a valid New York State Motor Vehicle Operator's License CDL Class B is required. Pay and benefits per Union contract. New York State Retirement System.

No Civil Service exam involved. Monroe County residency not required.

Download employment application and job specifications from www.brockportny.org.

Respond by e-mail or mail only with completed employment application.

E-mail to: lmorelli@brockportny.org

or mail to: Village of Brockport Attention: Village Clerk 49 State Street Brockport, NY 14420.

Application deadline: Noon, Friday, 8/25/17

By order of the Village Board 8/7/17
Leslie Ann Morelli, Brockport Village Clerk

*VO-
Submitting app for
hiring recommendation
if not by 9/25, then by 10/2.*



VILLAGE OF BROCKPORT

49 State Street · Brockport, New York 14420
Telephone (585) 637-5300 · Fax (585) 637-1045
Website: www.brockportny.org

*The Victorian Village on the Erie Canal
Preserve America Community
Listed on the State and National Registers of Historic Places
Certified Local Government
Tree City USA Community
Erie Canalway Heritage Award of Excellence
Climate Smart Community*

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)
- 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 Tuesday 7pm (April – October) at Village Hall
- 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

Revised 8/17/17

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

Mayor Margaret B. Blackman
Trustee/Deputy Mayor William G. Andrews
Trustees Annette M. Crane, Katherine J. Kristansen, John D. LaPierre

*VB to review forms
position interest forms
in Executive Session
for col meeting
action.*