

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, June 24, 2019 7:00pm

Location: Village Court – 49 State Street Brockport, NY 14420

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.

Excused: Trustee Halquist

- **CALL TO ORDER:**

- **ACTION ITEMS** (time sensitive):
 - Approval of minutes – 6/3/19
 - Approval of bills
 - Brockport Merchants Association – street closure applications - 7/12/19 & 7/13/19 events

- **ITEMS FOR DISCUSSION / REVIEW:**
 - Suggestions for updating fee schedule – for July organizational meeting action
 - Suggestions for & legal updates to Employee Handbook – for July organizational meeting action
 - Seymour Library – continued discussion of municipalities responsibilities

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

- **ADJOURNMENT**

Upcoming Village Board meetings & Village office closures through July:

- ❖ Village Board meeting: 7pm Monday, 7/1
- ❖ Village Hall closed: Thursday, 7/4 & Friday, 7/5 for holiday
- ❖ Village Board meeting: 7pm Monday, 7/15 (with Attorney, Treasurer, Department Heads) – includes annual organizational component
- ❖ Village Board work session: 7pm Monday, 7/22

June 6, 2019 12:54pm	
Form:	Street Closure Request
Submitted at:	June 6, 2019 12:54pm
Data:	
Group/Organization:	Brockport Merchants Association
Person(s) in Charge:	Sal Alonci and Jimmy Z
Address:	Water street and 1/2 parking lot on north side of street....the 1/2 that's being requested is the east half closest to welcome center
Telephone:	5852085065
Fax Number:	
E-Mail:	Salalonci@live.com
Event Date:	July 12th
Start Time:	Street - 3:00 Parking lot night before
End Time:	11pm July 12th
Purpose:	Music entertainment food drink event to enhance sidewalk sale and bring community together family friendly
Street(s): specify if entire street or section of:	All of water street

Please to provide
 more detail
 re event
 at the work session.
 Sept. Head ok with
 location per 5/20 US w/ly.
 AFD pleased not on
 Market st. as
 originally planned.
 Petter

June 8, 2019 2:08pm	
Form:	Street Closure Request
Submitted at:	June 8, 2019 2:08pm
Data:	
Group/Organization:	Brockport Merchants Association
Person(s) in Charge:	Marie Bell
Address:	P.O. Box 129, Brockport or Country Treasures, 61 Main St
Telephone:	585-637-5148
Fax Number:	
E-Mail:	country.treasures.brockport@gmail.com
Event Date:	Saturday, July 13 th , 2019
Start Time:	10am
End Time:	5pm
Purpose:	Kids activities and events for the Brockport Sidewalk Sale
Street(s): specify if entire street or section of:	King St at Main St to the first parking lot entrance (not blocking entrance)

Same as the 7/12
request
Rexie

**VILLAGE OF BROCKPORT
FEE SCHEDULE**
Amended by Village Board 04/15/19

*4/21/19
suggested changes
(Chad + Harry)
all in red*

To be noted on invoices: All bills and charges are payable net cash within thirty (30) days. A delinquent charge of 10% will be added for non-payment by the due date. Failure to pay may result in the re-levy of said charges plus delinquent charges on your next Village tax bill.

VILLAGE BOARD FEES

- Rezoning application.....500.00
- Blasting permit.....\$200.00

ZONING BOARD OF APPEALS FEES

- Area Variance.....\$200.00
- Use Variance.....\$300.00
- Interpretation.....\$150.00
- Home Occupations.....\$150.00
- **Travel trailer / dumpster approval.....\$25.00**
- Other (special permit or authorization required by code).....\$175.00
- Zoning Map (color).....\$5.00

Move to building department for a permit.

PLANNING BOARD FEES

- Commercial / Industrial Change of use.....\$250.00
- Residential Change of use.....\$250.00
- Site plan (new construction) (less than 5 acres).....\$300.00
includes stormwater pollution prevention plan review
- Site plan (new construction) (greater than 5 acres)\$600.00
includes stormwater pollution prevention plan review
- Site plan (other).....\$250.00
includes stormwater pollution prevention plan review
- Residential subdivisions (less than 5 acres)\$200.00 plus \$50 per lot
includes stormwater pollution prevention plan review
- Residential subdivisions (greater than 5 acres).....\$600.00 plus \$50 per lot
includes stormwater pollution prevention plan review
- Re-subdivision.....\$50.00
- Residential Fences (front yard).....\$50.00
- Commercial / Industrial Fences (includes dumpster enclosures).....\$100.00
- Residential / Commercial / Industrial parking lots.....\$200.00
includes stormwater pollution prevention plan review
- Changes to or alteration of previous approved plans.....\$100.00
- Extension of previous approvals.....\$50.00
- Special Meeting at request of applicant.....\$50.00 in addition to application base fee
- Public Hearing if Board deems necessary.....\$100.00 in addition to application base fee

ENGINEERING INSPECTIONS & STORMWATER INSPECTIONS

Engineering costs charged to the Village for site inspections or stormwater inspections shall be the responsibility of the applicant / developer. Village engineering inspections are based on time spent and will either be invoiced or utilized from the letter of credit. Village stormwater inspection fee is \$50 per inspection and will either be invoiced or utilized from the letter of credit.

MISCELLANEOUS

- Tax Search.....\$20.00
- Copies.....\$.25 per page
- Returned Check Charge.....\$20.00
- Sidewalk Café Permit.....\$200.00
 - \$150 of the \$200 is returnable at the end of season if no violations.
- Peddling & Soliciting Permit
 - 1 to 7 days.....\$100.00
 - 6 months or less.....\$250.00
 - 1 year.....\$500.00

Note: A food truck vendor who intends to operate in the Village of Brockport and the Town of Sweden may pay ½ the regular vending fee upon submission of a vending permit from the Town of Sweden.

- Parade / Procession Permitno charge
- Fireworks Permit.....no charge
- Appliance with Freon.....\$25.00
- Weekly Commercial Waste Hauler Permit.....\$1,500.00 (annually)
- Other Commercial Waste Hauler Permit.....\$500.00 (annually)

DEPARTMENT OF PUBLIC WORKS

- Garbage and Trash Pick-Up cost to Village plus \$50.00 for first calendar year (CY) **occurrence**, cost plus \$100 for second **CY occurrence**, cost plus \$250 for third **CY occurrence**.
- Garbage Cans Pick-Up.....\$25.00 per can
- Lawn Mowing.....\$150 per hour (1 hour minimum) per man plus equipment - plus \$50.00 for first calendar year (CY) **occurrence**, plus \$100 for second **CY occurrence**, plus \$250 for third **CY occurrence**.
- Curb Cut / Asphalt Apron InstallationActual cost plus 10% admin fee

Would like to change to PER YEAR. not CY

CANAL FRONT AMMENITIES

- Boats\$15.00

POLICE DEPARTMENT FEES

- Copy of Police Report.....no charge
- Fingerprinting (NON-Village resident/merchant).....\$25.00
Pay at Village Hall for fingerprinting then go to Police Department.
- Parking
 - Illegally Parked.....\$30.00
 - Winter Parking Ordinance.....\$40.00
 - Fire Lane / Hydrant.....\$50.00
 - Handicapped Parking.....\$60.00*

Fines double if unpaid after 10 days.

Fines quadruple if unpaid after 30 days.

*Applicable NYS surcharges may be applied by the adjudicating agency.

BUILDING INSPECTION / CODE ENFORCEMENT FEES:

Code clearly defines parameters for driveway expansion. No need for PB decision.

- Driveway Expansion Permit

\$100.00

RESIDENTIAL NEW HOME CONSTRUCTION:

- \$250 or \$0.20 per square foot, whichever is greater
- Parks Fee per dwelling unit\$350.00
 - (To be included in the new construction permit fee.)
- Building permit renewal after expiration: 75% of original permit fee

RESIDENTIAL – (Includes: additions, remodeling):

*Consider replacing value of construction with flat fee + Sq. footage fee

Value of construction from \$0 - \$500.....	\$65.00
Value of construction from \$500 - \$10,000.....	\$85.00
Value of construction from \$10,000 - \$50,000.....	\$105.00
Value of construction from \$50,000 - \$100,000.....	\$125.00
Value of construction from \$100,000 - \$150,000.....	\$145.00
Value of construction from \$150,000 and up.....	\$175.00
	plus \$10.00 for each \$10,000 of construction value
Residential Solar Electric System.....	\$85.00

- Building permit renewal after expiration: 75% of original permit fee

COMMERCIAL NEW BUILDING CONSTRUCTION

- Flat fee +per square foot charge.....\$250 + \$0.20 per sq/ft

COMMERCIAL CONSTRUCTION – (Includes: additions, remodeling):

*Consider replacing value of construction with flat fee + Sq. footage fee

Value of construction from \$0 - \$500.....	\$100.00
Value of construction from \$500 - \$10,000.....	\$120.00
Value of construction from \$10,000 - \$50,000.....	\$140.00
Value of construction from \$50,000 - \$100,000.....	\$160.00
Value of construction from \$100,000 - \$150,000.....	\$180.00
Value of construction from \$150,000 and up.....	\$200.00
	plus \$10 for each \$10,000 of construction value
Commercial Solar Electric System.....	\$500.00 +
	\$0.50 per kW - Installer to document assurance against abandonment with bond, letter of credit, or annual licensing fee

- Building permit renewal after expiration: 75% of original permit fee

SIGNS

- Commercial Sign Permit\$30.00 per sign
- Residential Sign Permit (for approved customary home occupations).....\$30.00 per sign

RESIDENTIAL ACCESSORY STRUCTURES – Includes Certificate of Compliance inspection:

- Decks.....\$65.00
- Above ground pools.....\$65.00
- In ground pools.....\$65.00
- Sheds (144+sf)\$65.00
- Gas appliances i.e. hot water heater, furnace.....\$65.00
- Temporary Construction Trailer.....\$65.00
- Standby Generator\$65.00
- Roof Permit: HO Installed - No Fee; Contractor Installed.....\$65.00
- Residential Solar Electric System.....\$100.00
- Building permit renewal after expiration: 75% of original permit fee

DEMOLITION

- Demolition permit – Residential structures.....\$50.00
- Demolition permit - Commercial structures.....\$100.00
- Demolition permit – Industrial structures.....\$200.00

RENTAL PROPERTY CERTIFICATE OF OCCUPANCY / OPERATIONAL PERMITS

- Residential rental registration.....\$125.00 per building per year
- Single family rental Code 210.....\$150.00
- Two family rental Code 220.....\$250.00
- Three family rental Code 230.....\$350.00
- Apartment Buildings/Townhouses Code 411.....\$350.00 or \$25.00 per unit whichever is greater
- Inn / rooming house Code 418.....\$350.00

Establish late fees that deter CO/FCO & RRR from late payments.

Smoke detector/carbon monoxide detector must be installed in appropriate locations and in working order prior to inspection, if not a \$50 re-inspection fee will apply.

Late fee for C/O	?
Rental Registration	\$125.00
Late Fee Rental Registration	?

Property owners will be charged \$50 for each inspection following the 1st non-compliant re-inspection

OPERATIONAL FIRE-SAFETY PERMITS & INSPECTION FEES

- Educational.....\$100.00 (annually)
- **Assembly (50 or more occupants).....\$100.00 (annually)**
- Manufacturing.....\$100.00(annually)
- Fairs/festivals.....\$200.00 (annually)
- Repair/service garages.....\$100.00 (3-year intervals)
- Mercantile.....\$100.00 (3-year intervals)
- **Business (49 or fewer occupants).....\$100.00 (3-year intervals)**
- Chickens.....\$15.00 (3-year intervals)
- **Smoke detector/carbon detector must be installed in appropriate locations and in working order prior to inspection, if not a \$50 re-inspection fee will apply.**

Property owners will be charged \$50 for each inspection following the 1st non-compliant re-inspection

PLUMBING & SEWER FEES

- Plumbing License.....\$25.00
- Plumbing Permit.....\$40.00 plus \$4.00 per fixture
- Sewer Tap Inspection (Monroe County Pure Waters)..... \$250.00 plus
 If Village installed.....**Actual cost plus 10% admin fee**
 If contractor installed.....\$125.00
- Sewer Rental Fee:
 - In District Sewer Users.....\$1.16/1,000 gallons water used
 - Out of District Sewer Users\$1.66/1,000 gallons water used

SERVICE CONNECTIONS

The fees charged upon application for water service tap (including meter) to the Commissioners are as follows:

SIZE OF SERVICE	Fee Charge
¾" and 1" with 5/8" or ¾" meter and under.....	\$1,000.00
¾" and 1" with 1" meter.....	\$1,880.00
1 ½" meter and above.....	Actual cost plus 10% admin fee

The Commissioners will install the service pipe and appurtenances on public streets from the water main to and including the curb box and shutoff. Easements acceptable to the Commissioners must be furnished to them for service installation if private property is involved. Water meters will be furnished and connected by the Commissioners and will remain the property of the Commissioners. (Section IV and Section V)

Where a tap already exists, or is being installed under a Main Extension, the fees charged are as follows:

SIZE OF SERVICE	Fee Charge
3/4" and under	\$250.00
1"	\$300.00
1 1/2" meter and above.....	Actual cost plus 10% admin fee

In addition to the fee charges set forth above for the service taps and water installation, there will be an additional charge if, upon installation, the Water Department must supply any other necessary parts in order to effect the installation.

-
- Frozen meter fee \$100 plus equipment and labor
-

**Water Rate Schedule – Effective June 1, 2019 Billing
As Adopted April 15, 2019**

Rates for the sale of water to all customers of the Board of Water Commissioners.

QUARTERLY METERED SERVICE WITHIN THE VILLAGE OF BROCKPORT:

All Water Usage	\$5.05 per M gallons
Minimum Billing	\$20.00 per quarter

QUARTERLY METERED SERVICE OUTSIDE THE VILLAGE OF BROCKPORT:

All Water Usage	\$6.50 per M gallons
Minimum Billing	\$25.00 per quarter

MONTHLY METERED SERVICE WITHIN THE VILLAGE OF BROCKPORT:

All Water Usage	\$5.05 per M gallons
Minimum Billing	\$20.00 per month

MONTHLY METERED SERVICE OUTSIDE THE VILLAGE OF BROCKPORT:

All Water Usage	\$6.50 per M gallons
Minimum Billing	\$25.00 per month

UN-METERED WATER

The rate for un-metered water sales shall be \$6.50 per 1,000 gallons.

TERMS AND PAYMENTS:

All bills and charges of the Water Commissioners are payable net cash within thirty (30) days. A delinquent charge of 10% will be added to the bill for non-payment by due date.

-
- Frozen meter fee \$100 plus equipment and labor
-

SERVICE DISCONTINUANCE:

Any water service account which carries an unpaid balance for two billing quarters or more is subject to discontinuance of service, and a fee of \$100.00 will be collected prior to restoration of the service.

Any use or attachment to an unprotected, unmetered fire hydrant for other than fire-fighting purposes is subject to an Unauthorized Hydrant Use Fee of \$500.00.