Work Session of the Village Board of the Village of Brockport was held in the Village Court Conference Room at 49 State Street Brockport, New York, January 27, 2020 at 7:00pm.

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor John D. LaPierre, Trustee Annette M. Crane, Trustee Shawn Halquist, Treasurer Daniel P. Hendricks, DPW Spt. Harry G. Donahue, Police Chief Mark T. Cuzzupoli, BI/CEO Chad H. Fabry

EXCUSED: Trustee Katherine J. Kristansen

ALSO PRESENT: Dan Allen & Scott Mattison of MRB Group, Christine Hamlin, Carol McNees, Susan Smith, Karen LoBracco, Fred Webster

This was a work session, not a regular meeting. No public comment.

• CALL TO ORDER:

• ACTION ITEMS (time sensitive):
  o Approval of bills

→ Trustee LaPierre moved, Trustee Crane seconded, carried 4/0 that the bills be allowed and paid upon audit.

AJP Clearing Account

<table>
<thead>
<tr>
<th>FUND (A): General</th>
<th>Abstract Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1/8/20</td>
<td>$226,337.50</td>
</tr>
<tr>
<td></td>
<td>1/17/20</td>
<td>$35,335.62</td>
</tr>
<tr>
<td>FUND (F): Water</td>
<td>1/8/20</td>
<td>$80,531.90</td>
</tr>
<tr>
<td></td>
<td>1/17/20</td>
<td>$1,888.51</td>
</tr>
<tr>
<td>FUND (G): Sewer</td>
<td>1/8/20</td>
<td>$137.69</td>
</tr>
<tr>
<td></td>
<td>1/17/20</td>
<td>$366.84</td>
</tr>
<tr>
<td>FUND (H): Capital</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>FUND (T): Trust &amp; Agency</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

$307,007.09 total 1/8/20
$37,590.97 total 1/17/20

  o Authorize budget amendments & transfers from contingency -

→ Trustee Crane moved, Trustee LaPierre seconded, carried 4/0 that the following budget amendments be authorized:

Amendments
Expenditures
Account
# Description Amount Purpose
A3120.4031 Police – Fleet Repairs $8,959.00 (1)
A3621.4000 Scanning Grant $113,466.00 (2)
Total $122,425.00

Total General Fund Expense Budget Before Amendment $6,072,750.00
Total General Fund Expense Budget Amendment $122,425.00
Total General Fund Expense Budget $6,195,175.00

Revenues:
Account
# Description Amount Purpose
A2680.0000 Insurance Recoveries $8,959.00 (1)
A3089.7000 State Aid – Other $113,466.00 (2)
Total $122,425.00

Total General Fund Revenue Budget Before Amendment $6,072,750.00
Total General Fund Revenue Budget Amendment $122,425.00
Total General Fund Revenue Budget $6,195,175.00

Purpose:
(1) Police Vehicle Repairs – Revenue from Insurance
(2) Expense for Scanning Grant, Large format scanning services contracted services, revenues from New York State. Service includes Village and Town of Sweden.
budget transfers:

<table>
<thead>
<tr>
<th>Account</th>
<th>From Account</th>
<th>To Account</th>
<th>Amount</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A3120.4090</td>
<td>Police - Misc</td>
<td>A1990.4000</td>
<td>$5,250</td>
<td>(1) Transfer of funds from contingency – new signage for Police Department</td>
</tr>
</tbody>
</table>

ITEMS FOR DISCUSSION / REVIEW: with Treasurer & Department Heads

- GIS Proposal – Village Engineer MRB Group (30-45 minutes)
- 6/1/19-5/31/20 Budget development
  - Financial reports for period ending 12/31/19
  - 20-21 Budget – Expenditures – General Fund, Water Fund, Sewer Fund

EXECUTIVE SESSION:

→ At 8:45pm, Trustee Crane moved, Trustee Halquist seconded, carried 4/0 that the Board of Trustees of the Village of Brockport enter executive session to discuss collective bargaining negotiations with CSEA (DPW).

  Treasurer Hendricks and DPW Spl. Donahue were invited to sit in.

→ At 9:15pm, Trustee Crane moved, Trustee LaPierre seconded, carried 4/0 that the Board of Trustees of the Village of Brockport re-enter the regular meeting.

ADJOURNMENT:

→ At 9:15pm, Trustee Crane moved, Trustee LaPierre seconded, carried 4/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk
from notes of Daniel P. Hendricks, Treasurer
Introduction

- MRB Group
  - Expertise
    - Engineering
    - Architecture
    - Surveying
    - GIS
    - Since 1927
- Office Locations
  - Rochester
  - Saratoga
  - Seneca County
  - Finger Lakes
  - Texas

Overview

- This Presentation will Cover:
  - Challenges for Public Works
  - Industry Trends
  - Existing Village Water/Sewer Mapping
  - Map Modernization Proposal
  - Tree Mapping/Management
Challenges for Public Works

- A typical Village like Brockport will own and maintain underground utility systems that could be worth roughly $30 to $40 million dollars based on new construction costs
- What is the best way to manage these expensive assets that are mostly buried and out of sight?
  - Traditionally, paper maps and employee knowledge are the most common

Challenges for Public Works

- Paper records and maps deteriorate over time
- Paper may not provide the most efficient access to critical information for office and field staff
  - Emergencies
  - Pipe breaks
- Employee retirement
  - Transfer of institutional knowledge

Industry Trends

- Modernize utility mapping from paper to a geographic information system (GIS) digital map
- Improve the accuracy of utility mapping by using survey equipment to locate the X/Y/Z coordinate of every feature
- View utility mapping in the field with smart devices like an iPhone or iPad, and record maintenance activities
- Use the GPS in an iPhone to "walk back" to utility features like valves, hydrants, and manholes
Industry Trends

- Why is accurate mapping important?

Existing Brockport Water/Sewer Maps

- Paper maps and sketches – updated by hand over time
- Paper, scanned, and AutoCAD construction plans
- Schematic map of water and sewer systems in AutoCAD – Chatfield Engineering
- Institutional knowledge in the memory of each employee

Existing Brockport Water Map

- Schematic system map in AutoCAD with approximate locations of valves and hydrants
  - Lacks horizontal and vertical accuracy
Existing Brockport Sanitary Sewer Map

- Schematic system map in AutoCAD with approximate locations of manholes
  - Lacks horizontal and vertical accuracy

Limitations of Schematic Mapping

Map Modernization Project

- Scan existing paper maps
- Use survey accurate equipment to mark the location of all Village water/sanitary/storm point features that can be found by Village staff
  - Including valves, manholes, and catch basins
- "Connect the dots" to draw in pipes between survey points as shown on schematic and record maps
- Assign size, material and age to all features for capital planning purposes
- Create PDF/Paper 11x17 map book and 34x44 wall map with new aerial photos of water/sewer systems
Map Modernization Project

- Setup an online map and smartphone app to view all utility mapping in the field
- Setup a map layer to track water/sewer breaks with smartphone/tablets
- Setup a map layer to track map change requests
- Training for Village staff

Paper / PDF Map Book

- Detailed mapping
- Aerial photo background
- Tax Parcels / Addresses
- Quick reference for staff, or those that prefer paper to iPhone / Tablet viewer

GIS Application Examples

- Desktop map for utilities
GIS Application Examples

• Mobile device map for utilities

GIS Application Examples

• Mark pipe breaks – Village of Avon

GIS Application Examples

• Valve Exercising – Town of Canandaigua
GIS Application Examples

- Hydrant Inspections – City of Auburn

GIS Application Examples

- Sewer Video Inspections – Village of Waterloo

GIS Application Examples

- Track street assessments and repair
Utility Mapping Summary

• Modernize water and sewer mapping
• Benefits
  - Create consistent survey accurate maps for water and sewer
  - Increase efficiency of office and field staff by providing access to accurate digital maps
  - Know the exact location and age of all underground utility assets
  - Integrate survey accurate utility mapping into capital project planning
  - Capture knowledge about underground utilities from Village staff before retirement
  - Record maintenance activities for asset management

Tree Management

• Manage tree location, health, and pruning
• Track removal, stump grinding, and top soil
• New planting sites, and tree warranties
• GPS existing tree locations within R.O.W.
  - Assign unique ID numbers
  - Merge existing tree survey/inventory with GIS to visualize results
• Proposed project includes GPS location of approximately 2,700 Village trees.

Tree Management Examples
Questions?

MRB Group Contact Information:

Paul Chaffield
Scott Mattison
Daniel Allen

(585)381-9250