

Regular meeting of the Board of Trustees of the Village of Brockport was held in the Conference Room, Municipal Building, 49 State Street, Brockport, New York, December 2, 2002 at 7:30pm.

PRESENT: Mayor Josephine C. Matela, Trustees Morton Wexler, James E. Whipple, Norman J. Knapp; and Peter C. DeToy, DPW Superintendent Bradley B. Upson, Building/Zoning Officer Scott C. Zarnstorff, Police Chief Daniel P. Varrenti, Treasurer Scott D. Rightmyer, Clerk Leslie A. Morelli.

EXCUSED: Village Attorney Edward W. Riley

ALSO PRESENT: Fire Chief Gregory B. Wing, Planning Board Chair / Economic Development Coordinator Scott Winner, Inga Songbird, John Lessord, Scott Warthman, Mark Czelusniak, Jim Hamlin, Joan Hamlin, Ray & Jackie Morris, Norman GianCursio, Karen Overmeyer, Fred Webster, Carrie Maziarz, Bill Pettine (Brockport Post).

CALL TO ORDER: Mayor Matela called the meeting to order and led the Pledge to the Flag.

REVIEW OF MEETING MINUTES: Mayor Matela called for any additions or corrections to the minutes of the regular meeting held November 18, 2002.

➔ Trustee DeToy moved, Trustee Wexler seconded, unanimously carried that the minutes of the meeting held November 18, 2002, be approved as amended.

PUBLIC HEARINGS: None

PUBLIC INFORMATION MEETINGS: None

PUBLIC COMMENT (1st opportunity):

1. Scott Warthman of the Fire Department introduced Mark Czelusniak of Spencerport Troop 84. He plans to gather 25 to 30 Scouts on a Saturday in the spring to do some additional site work and landscaping at the monument memorial. Trustee Knapp asked if he could elaborate on the plans. S. Warthman said they would not be set until the committee meets after the first of the year. However, two flagpoles have been donated. S. Warthman also shared that they are thankful to Senator Maziarz for his help in getting them a grant from the State Office of Fire Prevention and Control for the Fire Museum. S. Warthman reminded everyone to change the batteries in their smoke detectors this holiday season.
2. Inga Songbird of 6 Utica Street briefed the Board on the plans for the third annual Candlelight Walk. Everyone will gather at Sagawa Park by 4pm for the High School Band and lighting of the tree. The walk will begin at 5pm to Holley Street, Utica Street, Morgan-Manning House, South, Park Avenue to Market Street and end at the Market Street Fire Hall. Along the walk will be porch singers and a live Nativity scene at the Nativity School. Marc and Jon Marcello from the Village Pantry will provide chili and bread, community members will provide cookies, and the Village will provide hot chocolate, served by the Mayor and Trustees. There will be no luminaries along the way as in the past. Profits will go to the Brockport Food Shelf. Mayor Matela thanked her for coordinating this wonderful event.

DEPARTMENT REPORTS:

A. PUBLIC WORKS – Superintendent Bradley B. Upson

1. Emergency Operations Plan – B. Upson shared that he reviewed the proposed emergency operating plan with the Board at their last workshop. He asked the Board for their approval. Then he will copy and distribute it to the appropriate agencies.

→ Trustee Whipple moved, Trustee Knapp seconded, unanimously carried to adopting the Emergency Operations Plan as proposed by DPW Superintendent Upson to be in full force and effect December 3, 2002.

WHEREAS, the Village Board of the Village of Brockport recognizes that one of the most important responsibilities of local government is to provide for the response to and recovery from emergencies that abnormally affect the health, safety or welfare of the community; and

WHEREAS, while Brockport is very fortunate to be protected by excellent police, fire, EMS and Public Works departments, the Village Board recognizes that it must plan for extraordinary situations beyond the combined capabilities of these agencies; and

WHEREAS, Section 23 of Article 2-B of *New York Executive Law* authorizes the Village of Brockport to prepare a disaster preparedness plan; and

WHEREAS, this *Emergency Operations Plan* has been prepared in accordance with the Mayor's direction and under the authority of Article 2-B of *New York Executive Law*.

NOW, THEREFORE BE IT RESOLVED, that this *Emergency Operations Plan* of the Village of Brockport is hereby adopted effective December 2, 2002 and entered into force effective December 3, 2002; and

BE IT FURTHER RESOLVED, that adoption of this *Emergency Operations Plan* establishes the following policies to protect the inhabitants of the Village:

- Authority for emergency response activities.
- Classification of emergency situations.
- Command and control structure for disasters.
- Line of succession to ensure continuity of government.
- Designation and establishment of an emergency operations center.
- Authorities to maintain, train, test and update the *Emergency Operations Plan*.
- Authorization to prepare a vulnerability analysis for the Village.
- Authorization to prepare an “all-hazards” mitigation plan.

2. Release of Letter of Credit – Havenwood Meadows Section III – Superintendent Upson shared that developer Donald Hibsich has a \$300,000 letter of credit on file with the Village for his subdivision. He confirmed that over \$100,000 worth of work has been done so far and requested authorization for the release of \$103,380.50 to the developer. He needs approximately two weeks to complete water services and sanitary laterals. Then a Stop Work Order will go into effect for the winter. Mayor Matela read a paragraph from B. Upson’s Stop Work Order letter: “While the Village of Brockport desires to see this project successfully completed, we cannot have our concerns consistently disregarded while you continue to build. Our residents expect that commitments made during the approval process will be honored and the project will proceed as approved.” B. Upson said once the road from East Avenue is in, Havenwood Drive and Candlewick Drive are not to be used as access to the site.

→ Trustee Whipple moved, Trustee Knapp seconded, unanimously carried authorizing the release of \$103,380.50 of Donald Hibsich’s letter of credit for Havenwood Meadows Section III.

3. Drive Sensibly – It’s winter!

B. POLICE / COMMUNICATIONS CENTER – Chief Daniel P. Varrenti

1. Stetson Club Community Involvement – Chief Varrenti shared that Officer Christopher Curley is the new President for the Stetson Club with Sgt. Adam Mesiti as Vice President. The Stetson Club wishes to do something extra for the community. Therefore, they are presenting a donation of \$250 to the Brockport Food Shelf and are hosting a free movie at the Strand Theater on Saturday, December 21st at 11am for children 12 years of age and under. This is out of the Police personnel’s pockets, and is not costing the Village anything.
2. Verizon Wireless Cell Tower Proposal – Chief Varrenti referred to a proposal received today that he was copied on about Verizon Wireless wanting to place a cell tower on the Market Street fire hall. He said he did not scour the proposed contract but commented that it should include the following: a) a clause that allows the municipality to install any equipment deemed necessary at no expense and b) negotiations for free cellular phone service. Chief Varrenti said many other communities have these in their contracts. Fire Chief Wing said he did speak to them about the installation of equipment if needed and they said that was fine. Mayor Matela said they were told phone service would not be included. Mayor Matela said the representatives indicated in a meeting today that the Market Street fire hall is their priority site, but they will look at the possibility of the DPW and the old sewer treatment plant. Supposedly, their lease with Frontier to co-locate on the tower on Utica Street is not being renewed. S. Winner said he contacted Frontier and they were unaware of Verizon’s plans. Mayor Matela said the Village would receive monthly lease payments. However, the issue will be fully explored before entering into any agreements. The Village will do what is right for the community.
3. General Orders – Chief Varrenti asked if the Trustees had any questions on the General Orders. None.

C. BUILDING / ZONING / CODE ENFORCEMENT - Scott C. Zarnstorff – No report.

D. FIRE - Chief Gregory B. Wing

1. Membership Adds/Drops/Transfers – Chief Wing asked the Board to consider approving the following drop: Darlene Kapolka from the Fire and Ambulance moved out of the district.

→ Trustee Knapp moved, Trustee Whipple seconded, unanimously carried approving the previously mentioned drop.

Chief Wing mentioned that there is a firefighter recruit class of 13 currently in session.

2. Call Load – Fire Calls: 980 year-to-date and Ambulance Calls: 1,465 year-to-date for a total of 2,445 calls. Chief Wing said it could be a record year. Chief Wing briefed the Board on the various department committees and events he is involved in.

E. TREASURER - Scott D. Rightmyer

1. Sale of Old Sweeper - Authorization to transfer funds – Treasurer Rightmyer asked for authorization to transfer the \$5,850 received from the sale of the old sweeper to the DPW equipment replacement capital reserve.

→ Trustee DeToy moved, Trustee Whipple seconded, unanimously carried authorizing Treasurer Rightmyer to transfer the \$5,850 from the sale of the old sweeper to the DPW equipment replacement capital reserve.

F. CLERK - Leslie A. Morelli – No report.

G. ATTORNEY – Edward W. Riley / DEPUTY ATTORNEY – Frank A. Aloï – Excused.

H. ECONOMIC DEVELOPMENT – Coordinator R. Scott Winner

1. Authorize \$210 expenditure for GBDC refiling of articles of incorporation – S. Winner shared that the Greater Brockport Development Corporation (GBDC) has received its 501C3 status. However, the IRS required that some additional language in the articles of incorporation. Therefore, they have to be re-filed at a cost of \$210.

→ Trustee Whipple moved, Trustee Wexler seconded, unanimously carried authorizing the \$210 to re-file the GBDC articles of incorporation with the additional language required by the IRS.

2. Train Tours – S. Winner reported that there has been a falling out between Genesee Valley Transportation (GVT) and Western Niagara Rail Tours. There will be no more tours this year unless they resolve their issues. S. Winner said he is doing what he can to encourage a swift resolution to their differences. The October and November train tours brought approximately 1,000 people to Brockport that may not have come otherwise. This was good for the merchants.
3. CDBG Workshop – S. Winner shared that he, B. Upson and W. Andrews will be attending the Community Development Block Grant meeting on Thursday to see what grant opportunities there are.
4. 38 Merchants Street – S. Winner shared that he and S. Zarnstorff have met with an interested developer looking at investing \$250,000 to rehabilitate the former Northbound Junction building inside and out for the first franchise of a popular Seabreeze eatery.

SUPPORT BOARDS REPORTS:

A. PLANNING BOARD – Chair R. Scott Winner

B. LIBRARY BOARD – President Leslie Zink (absent)

C. ZONING BOARD OF APPEALS - Chair Jennifer Skoog-Harvey (absent)

VILLAGE BOARD REPORTS:

A. Vice Mayor Wexler

1. Response to Trustee DeToy's Letter to the Editor – Trustee Wexler stated that in a free society people can write whatever they please in the newspaper. He said he found Trustee DeToy's letter to the editor in this weekend's local paper to be demeaning to the Village Board and degrading to the committee that researched the dispatch issue.

B. Trustee Whipple

1. Monroe County Fire District Officers Association – Trustee Whipple said Brockport is one of the few municipalities that do not belong to this organization. It is only a cost of \$15 or \$25 to become an associate member.

→ Trustee Whipple moved, Trustee Wexler seconded, unanimously carried to apply for membership in the Monroe County Fire District Officers Association at a cost of either \$15 or \$25 in the name of the Village of Brockport Fire Department.

2. Dispatch – Trustee Whipple said he had a conversation with Communications Coordinator Dan Zimmer. With full-time dispatcher Dave Smith's retirement later this month, one shift regularly covered by a full-time person will need to be covered by the availability of several part-time people. D. Zimmer estimates needing up to 8 additional part-time dispatchers to adequately cover the 24 hour 7 day operation. Mayor Matela asked if the existing part-timers have been offered the hours. Trustee Whipple said at least 3 of the existing 8 part-timers have full-time jobs. A couple of others are limited in their availability as well. Trustee Whipple suggested advertising for up to 8 part-time dispatchers. He said the training is fairly extensive and it would not be uncommon for a couple of them to fall by the wayside. Chief Varrenti expressed concern of spending a lot of money on training when the Village has not yet determined how long they can keep local dispatch. Trustee Whipple said he understands that but there would be an

overtime issue if the two remaining full-timers had to cover additional hours. Trutee Wexler said the Village should not have to pay time and a half to a full-timer when it can schedule part-timers. Chief Varrenti suggested better utilizing the existing part-timers or pulling dispatchers from elsewhere that would not require training. Mayor Matela said the community cannot be left without coverage. Trustee Whipple said he thinks some of the past training has been voluntary. That is the trainee is not paid during their training period. Trustee Knapp said that might be a viable option. Chief Varrenti said applicants with the best availability should have priority. He said there are several part-timers now who work very few hours.

Mayor Matela said this would only be a short-term solution. She suggested any advertisement include "experience preferred" and that a solid effort be made to canvass the current part-timers regarding their availability. Mayor Matela further stated that maybe they need to investigate the possibility of going with 911 for overnights or one shift of the Village's choosing.

→ Trustee Whipple moved, Trustee Wexler seconded, Mayor Matela amended, Trustee DeToy opposed, carried authorizing Communications Coordinator D. Zimmer to work with Clerk Morelli on advertising for up to 8 additional part-time dispatchers placing a priority on experience and utilizing availability of existing part-timers prior to any hiring.

Trustee DeToy expressed that he is opposed because this is the first he has heard of the proposal and that no research has been done on costs, nor final determination made on the fate of the dispatch office beyond this fiscal year.

3. Grant Opportunities – Trustee Whipple reported that he met with Michael Paddock of Grants, Inc. who indicated that much funding is expected to be available in 2003 due to efforts regarding Homeland Security and FEMA. He received some information on a Citizens Corps, which would open the Village up to a whole new class of grant opportunities. He said he would provide those interested with a copy of the information.

C. Trustee Knapp

1. Candlelight Walk – Trustee Knapp thanked Inga Songbird for coordinating the third annual Candlelight Walk, particularly under the stress of her mother's recent illness and passing. He said this is unique to Brockport and has become a wonderful tradition for the community. Mayor Matela also expressed her thanks as well as condolences on behalf of the entire Board and staff.

D. Trustee DeToy – No report.

E. Mayor Matela

1. H&V Risk Consultants – annual contract renewal – Mayor Matela said it is time to renew the annual contract with Brian Baty of H&V Risk Consultants. She said he has done a super job for the Village and works hard to get the best rates and keep costs down. Trustee DeToy asked if other proposals had been obtained. Mayor Matela said not since the prior administration that found H&V to provide quality service at a fair price as well as familiarity with the Village and its needs.

→ Trustee Wexler moved, Trustee Whipple seconded, unanimously carried renewing the annual contract of H&V Risk Consultants as outlined in the proposal.

2. Dispatch – Mayor Matela shared that she will be meeting with Communications Coordinator D. Zimmer on Wednesday. She stressed that the Village may need to go to 911 for overnights or one shift of the Village's choosing. There is no money to support local dispatch past May 31, 2003. The Board will need to make a determination as soon as possible.
3. Fire District – Mayor Matela said she thought everyone was "on the same page" with wanting to form a Fire District (Brockport-Clarkson-Sweden). However, at a recent meeting, the question of rent and ownership arose. The Market Street fire hall is owned by the Village of Brockport. The building known as Station number 2 in Clarkson is owned by the Town of Clarkson. The Capen Hose building is owned by the Capen Hose Company. Apparently, Clarkson and Sweden have concerns about paying rent if a Fire District is formed. Trustee Wexler said it is mystifying that this is an issue since rent is already being paid to the owning municipality or company through the fire/ambulance contracts. Mayor Matela said it has been stated that this could be a deal breaker as it relates to the formation of a Brockport-Clarkson-Sweden Fire District. Mayor Matela said it is obvious that Clarkson and Sweden need to be involved in future discussions and receive budgetary information in a more timely fashion. However, the rent issue is what is being done now, so the Village Board does not understand the difficulty with the principle.

Mayor Matela shared that the attorney for the formation of the Fire District was amazed to learn that there is absolutely no debt service on anything related to the Brockport Fire Department.

MINUTES OF MEETING HELD December 2, 2002 continued.....page 5

The Village has done a good job delivering a great service at a reasonable cost. Mayor Matela said, "You should pay for what you get and get what you pay for." Chief Wing said his budget is ready for next year!

PUBLIC COMMENT (2nd opportunity): None

AUDIT:

➔ Trustee Wexler moved, Trustee DeToy seconded, unanimously carried that the bills be allowed and paid upon audit.

<u>Village</u>		
<u>Date</u>	<u>Check #</u>	<u>Amount</u>
12/2/02	166729-761	15,854.77
11/25	166708-710	3,954.66
<u>Fire</u>		
12/2/02	166718-726	13,571.61
12/2/02	166711-714	2,003.20
<u>Ambulance</u>		
12/2/02	166715-716	813.64
12/2/02	166727-728	764.05
<u>Capital Projects</u>		
12/2/02	1547 (CHIPS)	2,464.54
<u>Third Party Billing</u>		
12/2	136	90.00

ADJOURNMENT:

➔ Trustee DeToy moved, Trustee Wexler seconded, unanimously carried that the meeting be adjourned at 8:40pm.

Leslie Ann Morelli, Village Clerk