

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, February 3, 2003 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, ZBA Chair Jennifer Skoog-Harvey, Library Board Vice President Sarah Hart, John Lessord, Jim Hamlin, Joan Hamlin, Kathy Snyder, Ray & Jackie Morris, Norm GianCursio, Karen Overmyer, Bruce Levine, Tony Perry, Robbie Hess (Suburban News).

CALL TO ORDER: Mayor Matela called the meeting to order and led the Pledge to the Flag. Mayor Matela further asked for a moment of silence to honor the seven astronauts of the Columbia shuttle that gave their lives in quest of making this a better world for all of us: Col. Rick D. Husband, Dr. Laruel Blair Salton Clark, Col. Ilan Ramon, Dr. Kalpana Chawla, Capt. David M. Brown, Lt. Col. Michael P. Anderson, Cmdr. William C. McCool.

REVIEW OF MEETING MINUTES: Mayor Matela called for any additions or corrections to the minutes of the regular meeting held January 21, 2003.

→ Trustee DeToy moved, Trustee Wexler seconded, unanimously carried that the minutes of the meeting held January 21, 2003, be approved as written.

PUBLIC HEARINGS: None

PUBLIC INFORMATION MEETINGS: None

PUBLIC COMMENT: None

GUESTS: None

Zoning Board of Appeals – Chair Jennifer Skoog-Harvey asked for permission to speak at the beginning to accommodate her schedule. She introduced herself as the new ZBA Chair, selected by the ZBA members. J. Skoog-Harvey reported that Lakeside Memorial Hospital was granted an area variance on height and on parking, with several conditions, for the construction of a fourth floor.

DEPARTMENT REPORTS:

A. PUBLIC WORKS – Superintendent Bradley B. Upson

1. Resolution authorizing a professional services agreement with Chatfield Engineers for the design of the Brockport Canal Side Visitors Center for \$14,500 – B. Upson said now that the canal wall rehabilitation project is underway, the DPW is moving forward with the development of the Harvester Park Improvement project. Our next task is to get the proposed Canal side Visitors Center designed and out to bid. At our request, the Village Engineer obtained proposals from 3 qualified architects to work with them in preparing the plans, specifications, and estimates for the building. Chatfield Engineers (teaming with NH Architecture) proposes to provide the necessary professional design services for the Canal side Visitors Center at a cost of \$14,500. This work will include preliminary design, soils investigation, design development, interior design, construction documents, bidding phase services, and construction administration. Funding for these services will be from the Empire State Development Corporation Urban and Community Development grant previously approved.

Trustee Wexler asked if this was a matching grant. B. Upson said yes. The grant is for \$25,000 and the Village's match will be \$25,000. The funds will be obtained prior to awarding the contract.

→ Trustee Whipple moved, Trustee Wexler seconded, unanimously carried authorizing the Mayor to execute the Professional Services Agreement with Chatfield Engineers in the amount of \$14,500 for the design work required for the proposed Canal side Visitors Center in Harvester Park.

2. Resolution authorizing intra-municipal cooperation agreement with Villages of Spencerport and Hilton for trailer-mounted sewer inspection camera equipment – B. Upson said the Village Board previously authorized the DPW to work with the Villages of Hilton and Spencerport to jointly purchase a sewer camera and ancillary equipment. \$15,000 was previously appropriated in the 2002/2003 budget for purchase of this equipment. All three departments have met many times to plan the purchase, observe demonstrations of cameras, and discuss the responsibilities of each party. We have come to an understanding for this joint purchase / use of the camera and have developed an agreement we all concur on.

Mayor Matela said this was discussed last year. Treasurer Rightmyer said it was approved as part of the budget.

→ Trustee Knapp moved, Trustee DeToy seconded, unanimously carried accepting this agreement, subject to Village Attorney Riley's endorsement, and authorizing the Mayor to execute the Inter-municipal Agreement between the Villages of Brockport, Hilton, and Spencerport.

3. Washington Street – Trustee Wexler asked the status of the Allied Group taking over Washington Street. B. Upson said he believes all is okay with covenants and will have a report for the next meeting.

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

1. Swearing In of new part-time Officers: Jeremy Tanner & Anthony Zapata – Mayor Matela administered the Oath of Office to these new officers with some other members of the Police Department in attendance. Both were congratulated and welcomed.

2. Annual Report – Chief Varrenti presented the annual report with comparative totals of 2001 and 2002 broken down under category titles of: calls and complaints received and answered, total arrests, vehicle and traffic arrests, criminal and violation arrests, motor vehicle accidents, parking tickets issued, vehicles towed, reports, domestic violence, calls to assist other agencies. He reminded all that in 2002 they changed how they record numbers. If one person in one incident gets 3 tickets, they are issued only 1 crime report number instead of 3. This brings them in line with standard reporting procedures.

3. Retirement of Sergeant Charles Klinkbeil – Chief Varrenti shared that Sergeant Klinkbeil plans to retire as of February 28th. He asked that the Board accept his resignation with regret.

→ Trustee Whipple moved, Trustee DeToy seconded, unanimously carried accepting Sergeant Charles Klinkbeil's resignation with regret.

4. Mayor consider signing of Memorandum of Agreement between Stetson Club and Village to avert overtime and use part-time officers to fill vacancy hours created by retirement of Sergeant Klinkbeil – Chief Varrenti shared that upon learning of Sergeant Klinkbeil's intent to retire, he asked the Stetson Club if they would be willing to modify their contract to allow his hours to be filled by a part-time officer while the Village waits for the new Civil Service list to come out. They have agreed and Stetson Club President Christopher Curley has signed it. He asked the Board to agree to this memorandum of understanding and authorize the Mayor to sign it. Trustee Wexler thanked the Stetson Club for agreeing to this.

→ Trustee DeToy moved, Trustee Whipple seconded, unanimously carried agreeing to this memorandum of understanding and authorizing the Mayor to sign it.

5. Staffing Update – Chief Varrenti shared that Sgt. Cuzzupoli has had his second thyroid operation and is doing well. He hopes to be able to resume his duties either part-time or full-time by late February. Officer Cyr has bone spurs in his shoulder and needs surgery in the next month and will require 3 to 4 months rehabilitation. Officer DeToy has a torn rotator cuff, sustained at training. He undergoes surgery next week and will require 3 to 4 months rehabilitation.

Chief Varrenti said injuries, illnesses, workers compensation and disability are a part of the job and although you try to plan for worst case scenarios of staff shortages, 3 full-time officers is 25 percent of the force. In dollars and cents, one-month coverage for one officer at overtime is \$10,500. For the duration of their rehab it will cost \$147,000 in overtime for this coverage. The overtime allotment in the budget for the entire year is \$159,000. In the first six months, \$73,000 has been spent in overtime. Treasurer Rightmyer had this as \$55,000 higher but it was a posting error. Had it not been for the injuries, they would have come in under budget for overtime. Chief Varrenti stressed that unless something is done, the overtime could be \$273,000 this year. He said he has proposed 2 additional full-time officers to add one to each of the shifts as was done with the 1 new full-time officer approved and added to the 3rd platoon. He has proven that it is a sure way to cut overtime. He asked for suggestions and direction. Trustee Whipple said the Board needs a chance to work through the budget. Chief Varrenti said the sooner the better to "stop the bleeding".

6. Conversion to 911 – Chief Varrenti reminded all that as of March 3rd, calls to the Village of Brockport Police Department would be handled by 911. He drafted a letter for a mailing to go to Village property owners with a brochure about 911. He said he spoke to Clerk Morelli who recommended a separate mailing. Clerk Morelli said she can order mailing labels for all Village property owners from Monroe County at no charge. The cost would be the time

about including it with the Fire Department Fund Drive mailing, but the timing is not quite right. Trustee Knapp said the purposes of each mailing should be kept separate and that a separate mailing is warranted and not too costly. It is important to stress to Villagers to dial 911 instead of 1011 since 911 will show the number the person is calling from.

C. BUILDING / ZONING / CODE ENFORCEMENT - Scott C. Zarnstorff

1. Filing of Tentative Assessment Roll – Announcement of Grievance Day 2/18 4-8pm – S. Zarnstorff shared that Clerk Morelli has posted a legal notice in the paper announcing this.
2. Appointment of Patricia L. Jeanmaire to Assessment Board of Review – S. Zarnstorff said there is room for a fourth member of the Assessment Board of Review and asked for authorization to appoint Patricia Jeanmaire of 316 Main Street, former teacher and citizen at large to the Board.

→ Trustee Whipple moved, Trustee DeToy seconded, unanimously carried appointing Patricia Jeanmaire to the Assessment Board of Review.

3. Smoke Detectors and Carbon Monoxide Detectors – Trustee Knapp complemented S. Zarnstorff on his article in the local papers. S. Zarnstorff said the smoke detector article was also in the last Village newsletter. The next newsletter will address carbon monoxide detectors.

D. FIRE - Chief Gregory B. Wing

1. Membership Adds/Drops/Transfers – None
2. Annual Report – Chief Wing distributed his 2002 year end report. There were 1,041 Fire calls taking 712.82 road hours. The breakdown was as follows: Village 25%, Clarkson 30%, Sweden 33%, SUNY 7.3%, Mutual Aid 3.2%, Mutual Aid received .1%, cancelled calls .7%. The reports also lists the number of miles and road hours on each piece of equipment. There were 1,605 ambulance calls taking 1,490.79 road hours. The breakdown was as follows: Village 24.7%, Clarkson 32.3%, Sweden 35.3%, SUNY 4.1%, Mutual Aid 2.6%, Mutual Aid received .3%, cancelled calls .7%, commercial covered 4.5% (40 of 72 calls before paid part-time ambulance program was instituted March 1, 2002.)

Chief Wing shared the following notes of interest: Fire Police responded to 118 MA's. A new Grass Fire Truck was put into service. This combined two other vehicles into one. The Ice Storm of 2002 kept them busy 1/31 through 2/2. On 2/1, there was a fatal house fire. On 8/19, SUNY had an arson fire. Two were arrested. Found on the basement floor of 46 High Street was 200 gallons of fuel oil. There were 112 MVA's, 59 reported with people trapped. Real number with people trapped was 32. There were 12 with multiple victims.

Chief Wing praised the entire department. He shared that an "average" active volunteer officer was tracked at putting in 757 hours per year (2.1 hours per day), 1,978.9 miles on his vehicle with an out-of-pocket expense including fuel of \$844.45. This is what it takes to be a volunteer these days.

3. Annual Scouting for Food – 3/29 10am – 3pm use of Market Street east truck bay – Chief Wing reviewed the annual request and said it was fine.

→ Trustee Knapp moved, Trustee DeToy seconded, unanimously carried approving the request to use the east truck bay at the Market Street Fire Hall on March 29th from 10am to 3pm for the annual Boy Scout / Girl Scout food collection and boxing.

4. 2003 Clarkson Fire Contract – authorization for Mayor to sign –

→ Trustee Wexler moved, Trustee DeToy seconded, unanimously carried approving and authorizing the Mayor to sign the 2003 Clarkson Fire Contract for \$209,116, payable by Clarkson in 2 equal installments due 7/15/03 and 12/15/03.

E. TREASURER - Scott D. Rightmyer

1. Budgetary Changes – Treasurer Rightmyer reviewed the budgetary changes previously distributed totaling \$21,350. He shared that \$12,466 of it will be reimbursed through a grant.

→ Trustee Whipple moved, Trustee DeToy seconded, unanimously carried authorizing the budgetary changes totaling \$21,350 as presented by Treasurer Rightmyer.

F. CLERK - Leslie A. Morelli – no report

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

MINUTES OF MEETING HELD February 3, 2003 continued.....page 4

H. ECONOMIC DEVELOPMENT – Coordinator R. Scott Winner

1. Canal side Visitors Center – authorize Mayor to sign \$25,000 grant disbursement agreement – S. Winner said Attorney Riley reviewed the agreement and approved of its form and content. The Empire State Development Corporation held a public hearing at the Village Hall regarding awarding the Village \$25,000 for its proposed canal side visitors center. Three people were in attendance and spoke in favor of the project.

→ Trustee Wexler moved, Trustee DeToy seconded, unanimously carried authorizing the Mayor to sign the Empire State Development Corporation's \$25,000 grant disbursement agreement.

2. Support for Senate Appropriations request for Museum – S. Winner reported that in an effort to secure some member item monies, he, Mayor Matela and Bill Andrews met with Sarah Anderson, Regional Director for Senator Hillary Clinton. Senator Clinton's office was impressed with Brockport's Economic Development plans and forwarded forms to complete. S. Winner asked that the Board sign a letter supporting the request for funds. All signed said letter.
3. Support for Proposed Senior Citizen Housing – S. Winner re-introduced Bruce Levine of Belmont Management to the Board. B. Levine shared that they were successful working with the Village in 1997 regarding Park Place Apartments (28 apartment units for seniors) and wish to do it again. They have found a location at 222 Main Street, formerly known as Brockport Billiards. They would demolish the existing structure and construct 32 apartments, fully sprinkled and under the new building code. They are applying for federal assistance from USDA and NYS Housing Trust Fund to keep rents at an affordable level for senior citizens. They will find out about funding in June or July. They need the support of the Village Board since it would be a payment in lieu of taxes program. B. Levine said they are proud of Park Place Apartments. It filled quickly and maintains a waiting list.

Trustee Whipple commented that it is an excellent use for the property and has good access. Mayor Matela agreed and said it would be a welcome addition to the community.

→ Trustee Whipple moved, Trustee DeToy seconded, unanimously carried supporting Belmont Management's proposal of senior citizen apartments at 222 Main Street.

4. Economic Development Report – S. Winner said he would provide the Trustees with copies and present it to the Board at their February 24th workshop.

SUPPORT BOARDS REPORTS:

A. PLANNING BOARD – Chair R. Scott Winner

B. LIBRARY BOARD – President Sean Wilcox

Brockport Representative and Vice President Sarah Hart was in attendance to introduce herself. She shared that the Board is trying to fill the vacancy created by the resignation of Director Mark Jaccarino. The Civil Service eligibles list is anticipated to come out in March for this Library II position. S. Hart also reported that Cathy Henderson has been appointed as the new Children's Librarian.

C. ZONING BOARD OF APPEALS - Chair Jennifer Skoog-Harvey – see earlier in meeting

VILLAGE BOARD REPORTS:

A. Vice Mayor Wexler – no report

B. Trustee Whipple

1. Asset List of former Brockport-Clarkson-Sweden Joint Recreation Commission – Trustee Whipple reviewed the list of assets left over from the Joint Recreation Commission. He has not heard any word on their disposal process. He commented that other than the gator and golf cart, there is not a lot of monetary value. Mayor Matela shared that Supervisor Lester indicated that the gator and golf cart could be stored at the community center and used by any of the three municipalities when needed for festivals or such. Trustee Wexler wondered what could be done legally since Village taxpayer money was used to purchase these assets. Mayor Matela said she would speak to Supervisor Lester.

C. Trustee Knapp – no report

D. Trustee DeToy – no report

E. Mayor Matela

1. Support of Brockport Symphony Orchestra – Mayor Matela reminded the Board that a decision needs to be made regarding the request to continue support of B.S.O. since the Sweden/Clarkson Community Center and Recreation Program is not helping to fund it. In prior years, \$3,000 (\$1,000 from each municipality) was given to B.S.O. out of Joint Recreation Commission money. Trustee Whipple said he would like to fund it, but would like to get an accounting of the type of events that were built into the Sweden/Clarkson budget for recreation. Trustee DeToy said the Board should be sure the Village doesn't pay any recreation items twice since it is supposed to be covered through Town taxes.

2. 2003 Contract for Youth Services with County – Attorney Riley reviewed the contract received and approved it as to form. Treasurer Rightmyer and Trustee Whipple said it has been several years since the Village has participated in it due to the Joint Recreation Commission. Clerk Morelli said she would make a copy of it for all Trustees. Treasurer Rightmyer will obtain clarification for discussion at the next meeting.

3. Millennium Celebration Account – Treasurer Rightmyer shared that there is \$4,800 left in this account established for the Brockport – Clarkson – Sweden event. He said it needs to be appropriated back to the municipalities. Mayor Matela asked him to draw up a memo regarding this and she would discuss it with Supervisors Lester and Kimball.

⇒ At 8:45pm Trustee Whipple moved, Trustee Wexler seconded, unanimously carried that the Board of Trustees of the Village of Brockport enter into an executive session to discuss personnel matters as it relates to possible discipline.

I, Leslie A. Morelli, Clerk for the Board of Trustees of the Village of Brockport, do hereby certify that the Board met in an executive session and did discuss the matters as expressed in their motion, and I further certify that no formal action regarding public funds was taken thereon.

 Leslie Ann Morelli, Village Clerk

⇒ At 10:35pm Mayor Matela moved, Trustee Wexler seconded, unanimously carried that the Board of Trustees of the Village of Brockport re-convene the regular meeting.

AUDIT:

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

<u>Village</u>		
Date	Check #	Amount
1/28/03	167045-046	745.89
2/3	167055-104	26,620.93
2/3	167105	2,343.75

<u>Fire</u>		
Date	Check #	Amount
1/28/03	167044	147.53
2/3/03	167051-167054	305.43

<u>Ambulance</u>		
Date	Check #	Amount
1/28/03	167043	90.04
2/3/03	167106	21.63

Capital Projects
 none

<u>Third Party Billing</u>		
Date	Check #	Amount
2/3	144-145	1,002.82

ADJOURNMENT:

➔ Trustee DeToy moved, Trustee Whipple seconded, unanimously carried that the meeting be adjourned at 10:42pm.

Leslie Ann Morelli, Village Clerk